Douglas Campus
912.260.4208
Waycross Campus
9124.449.7589
testing@sgsc.du

SOUTH GEORGIA STATE COLLEGE

Office use only:
Decision date:
Decision: Approve ◯ Deny ◯
Date of test: _____
Time: _____

OFFSITE PROCTOR REQUEST FORM

STUDENT INFORMATION

STUDENT NAME: _____ SGSC STUDENT ID NUMBER: _____

ADDRESS, CITY/STATE/ZIP: _____

TELEPHONE: _____ EMAIL ADDRESS: _____

COURSE TITLE (i.e. ENGL 1101 OR ENGLISH 1101): _____

INSTRUCTOR: _____ SEMESTER: _____

Reason for proctoring at an offsite testing center: _____

_____

_____

BOOK YOUR APPOINTMENT WITH THE OFFSITE TESTING CENTER BEFORE SUBMITTING THIS FORM

REQUIREMENTS FOR SELECTING A PROCTOR

When requesting to test Off-site proctoring (meaning testing anywhere that is not the Waycross or Douglas campuses of South Georgia State College) students must schedule an appointment with a State or Private College/University, or Technical School that has an established professional testing center, or an agency that has proctored testing as an official service they offer (e.g. A public library that provides proctored testing as a service. Public Libraries or other agencies that do not offer proctoring as one of their regular advertised services are not eligible). In addition, K-12 schools are only allowed, on a case-by-case basis, if the student is a dual enrollment student. No other students will be considered for testing at a k-12 educational site. Some Colleges/Universities and testing agencies allow virtual testing. This will be allowed on a case-by-case basis for all students who are requesting this option. Once you have registered with your testing site, you will need to complete a Proctor Request Form and email it to Testing@sgsc.edu for review and approval.

YOUR REQUESTED PROCTOR MUST MEET ALL OF THE FOLLOWING CRITERIA:

- Cannot be related to the student in any way, may not live in the same residence, and may not be a close neighbor or friend
- Must provide a computer with internet access and an appropriate test-taking environment.

REMINDERS

- If you need information regarding accommodation for a verified disability, contact the Office of Disability Services at 912.260.4435 on the Douglas campus or 912.449.7589 on the Waycross campus. You may also contact the Disabilities Coordinator, Stanley Sinkfield, by emailing disabilityservices@sgsc.edu.
- Keep a copy of this form for your records. You will receive email verification when your proctor has been approved.
- This form must be completed and sent no later than **One week** prior to your requested exam date.
- Scan completed form and send to testing@sgsc.edu .

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Student is responsible for completing both pages of this form

PROCTOR INFORMATION

PROCTOR NAME: _____ PROCTOR TITLE: _____

TESTING FACILITY NAME: _____

TESTING FACILITY ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ EMAIL ADDRESS: _____

RELATIONSHIP TO STUDENT: _____

Date of Scheduled Exam: _____ Time of Scheduled Exam: _____

STUDENT AGREEMENT

I, the undersigned student, attest that all proctor information contained on this form is correct and conforms to the guidelines for suitable proctors. I have read the requirements above and agree to abide by all rules and regulations set forth by South Georgia State College. I understand that any deliberate misstatement of fact will be reported to the instructor for which proctoring has been requested as well as South Georgia State College's Student Conduct Board.

STUDENT NAME: (PRINT) _____ DATE: _____

STUDENT SIGNATURE: _____