



Off-Campus Proctor Request Form

To use an off-campus proctor, the individual must be a staff member at an accredited college or high school. Proctors may not be family members, employers, or coworkers. Students are responsible for any fees charged by the proctoring site.

Requirements for Submission:

- Allow up to five (5) business days for processing.
- All requests and proctors are subject to final approval by the Instructor and the RCC Testing Center.

The Testing Center reserves the right to reject proctors or requests at its discretion.

Student and Course Information

Date: _____ Student ID Number: _____

Student's Name (Last, First): _____

Phone Number: _____

Course Number/Name: _____ Instructor Name: _____

Reason for Requesting a Proctor

Student Signature: _____

Proctor Information (Must be filled out by the Proctor)

Proctor's Name (Last, First): _____

Title: _____ Organization: _____

Street Address _____

City: _____ State: _____ Zip Code: _____

Work Phone Number: _____ Email: _____

PROCTOR: Please attach a copy of your organization's letterhead with the following statement, date, and your signature:

"I agree to serve as a proctor for Rappahannock Community College. I certify that the information I provided on the Proctor Form is correct."

Signature: _____ Date: _____

STUDENT: Please print this form and attach your Proctor's letterhead, and send it to:

Rappahannock Community College

52 Campus Dr.

Warsaw, VA. 22572

Phone: 804-333-6800 Fax: 804-803-4297

Email: testing@rappahannock.edu