



Off-Site Proctor Approval Application

This application must be completed and submitted at least two weeks prior to the first date the exam is available. Approval or denial of this application request will be communicated via email to you (student) and to the potential proctor.

Proctors must meet the following criteria (*NOTE: Relatives, friends or co-workers may not serve as proctors*).

- An education officer at a community college, satellite site, university, or secondary school
- A testing administrator at a college or university
- A military officer of a higher rank than the above-named student but not a direct supervisor

Exam must be proctored in a professional setting. Students or proctors home is not an approved location.

Section A: To be completed by the student

1. Student Contact Information

Name: _____ CMCC Student ID: _____

Daytime/Evening phone: _____ Email Address: _____

2. Exam(s), course number(s), semester and year: _____

3. Location exam will be taken: _____

The information in Section A is correct to the best of my knowledge.

Student signature *date*

Section B: To be completed by Proctor

1. Proctor/Test Site information:

Name and title: _____ Organization: _____

Daytime phone: _____ Email address: _____

Computer with internet access available at test site for student's use?: Yes No

2. I certify that the information in sections A and B is correct to the best of my knowledge.

Proctor signature *Date*

Return this completed form to the CMCC Center for Testing & Assessment:

Fax: 207-755-5498 or **Email:** testingcenter@cmcc.edu

Mailing Address:

Central Maine Community College
Attn: Center for Testing & Assessment
1250 Turner Street, Auburn, ME 04210