



## Proctor Instructions

Thank you for agreeing to proctor an exam. If you have any questions, please contact the instructor below or the Learning Technologies Office at (850) 729-6464.

Course ID/Title _____	Semester/Year _____
Date of Form _____	Date Exam Expires _____
Instructor Name _____	Instructor Address _____
Instructor Email _____	Instructor Phone _____
Student Name: _____	Campus To Take Exam _____
Student E-Mail _____	Student Phone _____

- Before being permitted to sit for the examination, the student must present a recent photo ID such as an NWFSC student ID, driver's license or military ID.
- No student is allowed to leave the room during the examination. Please monitor the student at all times during the examination.
- Only the tools indicated below are permitted during the examination.

<b>Examination - Tools Allowed</b>											
Textbook	<input type="checkbox"/>	Scantron	<input type="checkbox"/>	Calculator	<input type="checkbox"/>	Cell Phone	<input type="checkbox"/>	Computer	<input type="checkbox"/>	Computer w/Internet	<input type="checkbox"/>
Pencil/Pen	<input type="checkbox"/>	Dictionary	<input type="checkbox"/>	Notes	<input type="checkbox"/>	Pager	<input type="checkbox"/>	PDA	<input type="checkbox"/>	Other	<input type="checkbox"/>
Special Instructions											

- Do not permit the student to receive assistance.
- No person is allowed to make or retain copies of any questions, problems, or any material from this examination.
- If you observe cheating, all exam materials are to be confiscated from the student and returned to the faculty member with notification.
- Once the student has completed the exam, please collect all examination materials, enclose them and this signed form in an envelope, and send the completed exam package by courier to the instructor listed above.

We appreciate your help!

I have read and I fully understand the above instructions.

Proctor's Name _____	Date _____
Signature _____	Phone _____