

VPT Proctor Request Form

INSTRUCTIONS: Complete **Parts 1 and 2** then send the form to the Testing Center of your designated campus. Your designated campus is the campus you selected when you applied to TCC. If you have not applied to TCC, you must do so prior to taking the VPT.

Chesapeake Campus: chesapeakeTesting@tcc.edu

Norfolk Campus: norfolkcampustestctr@tcc.edu

Portsmouth Campus: porttestctr@tcc.edu

VA Beach Campus: vbtesting@tcc.edu

Requests for proctored exams and proctors must be approved by Tidewater Community College. The college reserves the right to reject proctor requests.

PART 1: STUDENT INFORMATION									
Date of Request				Student ID					
Last Name			First Name			MI			
Mailing Address					City				
State	Phone		Email						
Check if YES:	VPT ENGLISH VPT MATH		Reason for Request						
PART 2: PROCTOR INFORMATION									
Last Name			First Name			MI			
Title	Organization								
State	Phone		Email						
Who May Serve as a Proctor?					Who May <u>Not</u> Serve as a Proctor?				
<p>As required by TCC's Distance Learning office, acceptable proctors include:</p> <ul style="list-style-type: none"> ➤ College Testing Center Staff ➤ College or University Administrators ➤ Faculty Members ➤ Counselors ➤ Professional Librarians ➤ Students in the military may use a Military Education or Test Control Officer 					<p>Proctors may not be, regardless of titles or positions, a student's:</p> <ul style="list-style-type: none"> ➤ Relative ➤ Friend ➤ Employer ➤ Co-worker ➤ Neighbor 				
FOR OFFICE USE ONLY									
Contact Person: _____				Proctor Verified On: _____			Initials: _____		
Appointment Date: _____			Time: _____						
Appointment Date: _____			Time: _____						
**VPT Access Sent on: _____ Available From _____ To _____									