

Lurleen B. Wallace Community College

Proctor Application / Agreement Form

Student Information:

Lurleen B. Wallace Community College has received a request for proctor approval from the following student:

| Student Name | Student Phone Number | Student Email Address |
|--------------|----------------------|-----------------------|
| | | |

| Instructor Name | Course Name |
|-----------------|-------------|
| | |

Student Instructions:

If you haven't already please download and print the document [proctor guidelines](#) before continuing with the instructions. This document explains the process for proctor approval.

1. Meet with Proctor
2. Complete form with Proctor
3. Print Form and Obtain Signature from Proctor
4. Return signed form to the **Dean of Instruction**

The mailing address and fax number are located at the bottom of the form.

Proctor Instructions:

Please review the information the student has entered and make sure that it is correct. Please review the Proctor Responsibilities. **If you are willing to comply with the responsibilities listed, please sign and have student return this document.**

The Office of the Dean of Instruction will not release any exam information to the student or proctor until this document is returned and approved.

Potential Proctor Information

| | |
|-----------------|--|
| Name: | |
| Street Address: | |
| City: | |
| State: | |
| Zip: | |

Proctor Contact Information

Home Phone Number:

Work Phone Number:

Fax Number:

E-mail Address:

Proctor Credentials

Employer:

Job Title:

Brief Job Description:

Relationship to Student:

Proctor Responsibilities

- Verify the identity of the Student.
- Be present at all times during the examination.
- Personally sign off on the completed process (See Exam Cover Sheet included with exam).
- Ensure that no examination sheets or student answers are reproduced in any manner.
- Ensure that there is no participation, interaction, or interference during examinations.
- Retain and secure a copy of the exam answers and Exam Cover Sheet for a period of two (2) months.
- Mail the completed exam, including answers and Exam Cover Sheet, to the Instructor at LBWCC.
- Destroy any and all copies of the exam after the examination period, including electronic copies.

Proctor Agreement

I am willing to serve as proctor for this student and perform the prescribed duties without any remuneration. I am not related by birth or marriage.

Proctor Signature _____



_____ Date

Please note that all personnel information provided to LBWCC will remain strictly confidential and will not be released without your prior consent. Please keep a copy of this document for your records.

Mail To: LBW Community College
Attn: Peggy Linton
Dean of Instruction
1708 North Main Street
Opp, AL. 36467

Fax To: LBW Community College
Attn: Peggy Linton
Dean of Instruction
(334) 493-7003

Proctor Application / Agreement Forms should be submitted at the start of term, no later than 14 days after the first class meeting.

| | |
|---|---|
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| Dean of Instruction Signature | Date |
| Approved:  | Not Approved:  |