

SWCC Proctor Information Form

Students should make every effort to test at the Southwest Virginia Community College Testing Center in Dellinger Hall, Room 107. The Testing Center is open Monday through Thursday from 7:45 a.m. to 6:00 p.m., Friday 7:45 a.m. to 4:30 p.m. and Sunday 1:00 p.m. to 4:00 p.m. for walk-in testing. **No Proctor Form needed.**

If a student needs a proctor at a different location, they must:

1. Complete the top half of this form
2. Take it to the desired location.
3. Have the proctor complete the bottom half and send it to the Distance Learning office.

College or certified testing centers are preferred for proctoring exams. One form is sufficient for multiple course proctor requests.

Course Name & Section #: _____

Student's Full Name: _____

Student's SWCC E-mail address: _____

Best Contact Phone: _____ EMPLID: _____

Proctor Organization: _____

Proctor Address: _____

Phone Number: _____ Fax: _____

Individual(s) Accepting Responsibility for Proctoring: _____

Title(s): _____

Proctor E-mail address: _____

Proctor Signature(s): _____

SEND COMPLETED FORM TO SWCC DISTANCE LEARNING:

Fax 276.964.7686 or ddl.testing@sw.edu

Please call 276.964.7279 for assistance.