

## AUGUSTA TECHNICAL COLLEGE PROCTORED EXAM REQUEST FORM TO BE COMPLETED BY STUDENT

Students are responsible for checking their course syllabus, calendar, or with their instructor to determine when a proctored event must be completed. Transient students requesting an off-campus proctoring site must find an official proctoring site and receive approval from their instructor. An official site can be another official College or University, Public Library, or Military Education Center. Students will be responsible for any fees associated with the proctoring site.

Submit this form to your instructor no later than	days to your scheduled proctored exam date.
A photo ID is required for admission of the exam.	
Course Name and Number	Instructor Name
Student Name	Name of Proctor
Student Email Address	Email Address of Proctor
Scheduled Exam Date	Address of Testing Site
Scheduled Evam Time	Phone Number of Proctor