



Off-campus Test Proctor Request Directions:

Read all directions carefully

Some classes will require proctored exams. If you are a student outside the YVC district, you may request an off-campus proctor. The form at the bottom of this page must be filled out and sent to [Jacqueline Staley](#) at least one week before your first exam or test. If the form is not returned in time, there is no guarantee it will be processed in time for your test.

The proctor you select will be contacted and must meet the college's testing policy requirements. Acceptable proctors are public libraries, other college or university testing labs, or private tutoring centers. Proctors cannot be anyone closely related to you in any capacity, either friend or family. Be prepared; there is a charge for test proctoring in most cases.

Yakima to Grandview students within the YVC district must use the [YVC testing labs](#) to take proctored exams. Ellensburg and surrounding area students are encouraged to contact the Ellensburg's Library for test proctor services if they do not wish to drive to campus, there is a slight charge. You can contact them at: (509)962-7228, but it is best to go in and get your tests set up directly.

Proctor Request Form

Fill out the form below entirely and have your prospective proctor sign the form. The form must be returned to Jacqueline Staley. The preferred method is scanning the completed form and attaching it to an email. The alternative is to use the Fax number on the form. **Mailed forms are not accepted.**



*Student Off-Campus Proctor
Request Form*

South Sixteenth Avenue & Nob Hill Boulevard P.O. Box 22520 Yakima, WA 98907-2520 Phone:(509) 574-4827

Please fill out all the information below. Print unless told to sign, and make sure your writing is legible, even when scanned or faxed.

| | | | |
|--|--|------------------------------|--|
| Print Student Name: | | Student ID: | |
| Print Student Email: | | Student Phone: | |
| Student Signature: | | Year and quarter | |
| | | | |
| Print Proctor Name: | | Relationship to the student: | |
| Occupation: | | Phone: | |
| Employer: | | Fax, if needed: | |
| Please print the proctor email clearly | | | |

Note to Student: Proctors are appointed with advance approval only. To ensure the integrity of the test taking process, proctors must be a school, public librarians, or test proctor at other educational institutions. Proctors who are related or otherwise associated to the student will not be approved.

| Class Item # | Course | Class Instructor |
|---------------|--------|-------------------|
| Example: 2490 | BA138 | Jacqueline Staley |
| | | |
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| | | |
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Test Proctor Agreement

- ✓ I understand that I need to provide an appropriate test environment for the student.
- ✓ I understand that I may be proctoring several tests for the quarter.
- ✓ If the test is hardcopy, the test may require printing and/or the ability to scan and attach to an email to return the completed exam to the instructor.
- ✓ If the test is online, I agree not to disclose the password information to the student or anyone who is not responsible for proctoring the test.

I agree to be a test proctor for the student listed above, enrolled in the course(s) and taught by the instructor(s) listed above.

Proctor signature: _____ Date: _____

Return completed form to **Jacqueline Staley**
Preferred method: Scan doc and attach to an email: jstaley@yvcc.edu
Fax: (509)574-4768