

Return completed form to: TVCC Testing Center  
650 College Blvd  
Ontario, OR 97914

testingcenter@tvcc.cc  
Phone: (541) 881-5799

A test proctor is the person responsible for administering your exam. All proctor locations or proctors must be approved by the Instructor and Testing Coordinator. A college testing center is the best option. Neighbors, friends, and family members may not proctor the exams. The proctor selection is based on his/her availability, reliability, and impartiality. The exams are sent directly to the test proctor. You must present a valid picture ID to the proctor when you arrive for your pre-arranged appointment to take each exam. Student must provide 48 business hours for the form to be processed.

**TO BE COMPLETED BY THE STUDENT**

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Course Name(s): \_\_\_\_\_ Instructor: \_\_\_\_\_  
Course Number(s): \_\_\_\_\_ College Term Registered in: \_\_\_\_\_

**TO BE COMPLETED BY THE PROPOSED PROCTOR**

Print Proctor's Name/Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Please enclose a business card or business stationary to complete our verification process and mail, e-mail, or fax this request to the contact information listed above.

**TO BE COMPLETED BY THE TESTING COORDINATOR**

The proctor student proposed above is: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

www.tvcc.cc · 650 College Boulevard, Ontario, OR 97914 · (541) 881-8822 · (541) 881-2723 (TTY)

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