



Third Party Proctor Instruction Form

Note for the examinee: Once appointment has been scheduled, complete this form and submit via email to professor/institution with scheduled test date.

Examinee Information:

Examinee Name

Institution:

Email Address:

Institution Information:

Name of Professor/Contact:

Contact Email:

Contact Phone #:

Exam Name:

Test Available from: _____ - _____

Follow instructions below to schedule an appointment for testing:

To book a seat for exams at Northwest Florida State College's **Niceville or Crestview Campus**, follow the link:

<https://www.nwfsc.edu/students/campus-services/testing-center/>

- **Select Appropriate Campus**
- **Choose Group:** Proctor
- **Choose Exam:** Non-student
- **Choose a Date**
- **Choose a Time**

To test at a campus location other than Niceville or Crestview, please contact them directly to coordinate. Visit <https://www.nwfsc.edu/students/campus-services/testing-center/#schedules> for center information.

Return completed form via email to the appropriate testing center and be sure to include any additional test information and instructions for materials needed (i.e., passwords, calculator, technical requirements, etc.). Information must be received by testing center within 48 hours of scheduled test date. Exams must be scheduled in advance. If testing at a center other than Crestview or Niceville, exam fee will be collected at center on day of exam. Contact your desired testing center for additional information.

Niceville - nicevilletestingstaff@nwfsc.edu

Crestview – celestik@nwfsc.edu

Defuniak Springs Campus – reevesd3@nwfsc.edu

South Walton – atkinss1@nwfsc.edu

