

Date: _____ Start: _____ End by: _____ Finished: _____ Seat# _____ Initial: _____
↑ Proctor Use Only ↓



NORTHWEST FLORIDA
STATE COLLEGE

Faculty Form for Proctoring Exams

NWFSC faculty should submit this form for students who need to complete an assignment in a proctored environment.

Instructor Information

Instructor name: _____ Date: _____
Instructor email address: _____ Instructor phone number: _____

Student Information

Student name: _____
Test name: _____ Course number and section: _____

Exam Information

Class Time limit: _____ Test Date: **No sooner than:** / /2019 **No later than:** / /2019
(Testing Staff will calculate for DSS)

Written exam: exam is attached Computer-based exam: _____
(provide location and password)

Other notes for the proctor: _____

Allowed Student Resources

Textbook Calculator-4 function Does student receive accommodations? Y ___ N ___
 Notes Calculator-Scientific
 Computer with internet access Calculator-Graphing
 Other. (please specify) _____

Exam Return Information

Scan and email to the address listed above.
 Interoffice mail – office location:
 I will pick up the exam.
 Other: _____

- Niceville Campus**
Submit this form and the assignment to the Testing Center nicevilletestingstaff@nwfsc.edu ext. 6016 Student should be directed to RegisterBlast at the Testing Center website: <https://www.registerblast.com/nwfsc/exam/list>. Students should reserve their seat by selecting the Proctored Exam group. For students who require special accommodations, they should also reserve a seat by selecting the ARC group.
- Fort Walton Beach Campus**
Susie Schaefer (850) 863-6508
- Crestview Campus**
Submit this form and the assignment to Kiara Celestine celestik@nwfsc.edu, ext. 4140 and send the student to the main office. Student should be directed to Registerblast at the Testing Center website: <https://www.registerblast.com/nwfsc/exam/list>. Student should reserve their seat by selecting the Proctored Exam group. For students who require special accommodations, they should also reserve a seat by selected the ARC group.
- DeFuniak Springs Campus**
Submit this form and the assignment to Deborah Reeves reevesd3@nwfsc.edu (ph. 850-200-4100) and send the student to the main office.
- South Walton**
Submit this form and the assignment to Savannah Atkins atkinss1@nwfsc.edu (ext. 4160), and send the student to the main office.
- Hurlburt**
Contact Lisa Walton for information about proctored exams at Hurlburt Field waltonl4@nwfsc.edu, ext. 4191.

"An Equal Access/Equal Opportunity Institution"

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Initial and Date: Campus Mail: _____ Emailed: _____

Professor Pick-up: Date _____ Professor Signature _____