



PROCTOR REQUEST FORM
Center For Distance Learning
J. Sargeant Reynolds Community College

Students: Have the proctor complete this form at the college testing center where you would like to take your tests/exams. Students are responsible for any “fees” that may be required for this service. The Center for Distance Learning will not fax tests to other testing sites. Proctor will securely seal all tests before mailing. Tests received by the Center for Distance Learning that show any indication of having been tampered with will be accepted at the instructor’s discretion.

Regardless of your location, you are expected to meet all course deadlines.

Proctor:

Please, complete and fax this form to The Center for Distance Learning at Fax Number 804-523-5101.

I agree to proctor test/exam for:

Student’s name:

Telephone:

Instructor:

Course Name & Section Number:

Test or Exam Number:

Tests/Exams to be mailed:

Mail only test # _____ **Mail all tests:** _____

Proctor:

Title or Position:

College or University:

Department:

Street Mailing Address:

City & Zip Code:

Office Telephone Number:

College Email Address:

The Center for Distance Learning

Telephone: 804-523-5612

Toll Free: 800-711-1628

Fax: 804-523-5101

Email: distance-ed@jsr.vccs.edu

Proctor Signature

Date