



Atlanta Metropolitan State College
Office of Testing Services
1630 Metropolitan Parkway, SW
Atlanta, Ga. 30310
404-756-4783

Online Proctor Form (Off-Campus)

Please note:

Atlanta Metropolitan State College is a member of the National College Testing Association (NCTA), and students who live outside Atlanta may arrange for off-campus testing at an NCTA member institution. Students may utilize the NCTA website (<http://www.ncta-testing.org/>) as their first option for testing outside of Atlanta. Click on the NCTA Consortium of College Testing Centers and identify the testing center nearest to you. If an NCTA site is not within commuting distance, a student may arrange for proctored testing at an academic institution near his/her residence.

Proctor Approval:

A proctor must be an employee affiliated with the school's assessment/testing office or program authorized to administer exams on behalf of the appropriate institution. Proctors at libraries must be a full-time professional employee of the library. A proctor cannot be a family member, co-worker, or friend. The student must obtain prior approval from the instructor by providing complete information regarding the proctoring location and proctor at least two weeks prior to the test date.

Fees:

Students are responsible for any fees charged by the remote testing site.

Instructions:

It is the student's responsibility to contact a test site and schedule the test date as identified by the instructor. Once the remote test site has approved the examinee's request, the examinee and professor will need to complete the Online Proctor Form via fax, email or by mail at least 14 business days before test administration. The professor must submit the Proctor Form & test materials to the remote test site prior to test administration.



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STUDENT INFORMATION	Name: _____ Email: _____
	Phone: _____ Student's ID #: _____
INSTRUCTOR	Name: _____ Email: _____
	Phone: _____ Office/ Room #: _____
	Course Name & CRN #: _____ Semester: _____
SITE INFORMATION	Name (Proctor): _____
	Email & Phone: _____
	Mailing Address _____
EXAM INFORMATION	Exam type (e.g. midterm, Final Exam) _____
	Test date & time: _____ Time limit: _____
	Allowed Materials (please check all that apply):
	<input type="checkbox"/> Textbook <input type="checkbox"/> Dictionary <input type="checkbox"/> Thesaurus <input type="checkbox"/> Notes
	<input type="checkbox"/> Basic calculator <input type="checkbox"/> Scientific calculator <input type="checkbox"/> Graphing calculator
	<input type="checkbox"/> Other (e.g. formula sheets) _____ <input type="checkbox"/> No materials allowed
	Answer Format:
<input type="checkbox"/> Write answers on exam <input type="checkbox"/> Essay Booklet <input type="checkbox"/> Answer Sheet provided	
<input type="checkbox"/> Scantron <input type="checkbox"/> Other (Please specify) _____	
Special Instructions:	

