

PROCTORING REQUEST FORM—Fully online classes only

****Academic Resources does not guarantee an External Proctor setup. We do have a 98% successful setup rate. We will do our best to help you set up an acceptable location/proctor that complies with our external proctoring policies.**

Proctoring at an external site may be requested ONLY for students who live **OUTSIDE** Chattanooga State Community College's six-county service area (Hamilton, Rhea, Marion, Grundy, Sequatchie, and Bledsoe Counties).

****To aid in having an acceptable external location and proctor assigned in time for exams, student must submit this form to Academic Resources (AR) by the end of the first week of the semester.**

Three Submission Options:

1. Email as an attachment to cdeproctor.student@chattanoogastate.edu
2. FAX to Academic Resources at 423-697-4479
3. Drop off paper copy at the front desk in Academic Resources IMC 206 on the main campus.

STUDENT CONTACT AND COURSE ID INFORMATION-MUST BE FILLED IN COMPLETELY OR FORM NOT VALID

First Name:		Last Name:	
Current Phone:		Student A#:	
Current Address:	Street Address: _____ City/State/Zip: _____		
TigerWeb Email:			
Personal Email:			

COURSE ID REQUIRED FOR EACH COURSE. example: ENGL1010_N01

Course ID 1:		Instructor 1:	
Course ID 2:		Instructor 2:	
Course ID 3:		Instructor 3:	

Disabilities Support Services: ADA Accommodation available only with Approved Documentation on File.

Do you require ADA Accommodation? Yes No

Disability Support Services sends Academic Resources a copy of the completed and approved Accommodation Request Form. This information will be passed on confidentially to college-approved External Proctors.

POLICY CHECKLIST REQUIRED: STUDENT INITIAL EACH POINT BELOW, OR FORM NOT VALID

- I UNDERSTAND THAT.....**
- ___ I am responsible to research and submit proctor information requested below.
 - ___ The Location where I take each test **MUST** be professional and at the same site originally requested (examples: college testing centers, libraries with personnel who proctor. **NO** elementary, middle or high school).
 - ___ The person who Proctors my tests **MUST** be an employee of the requested proctor location.
 - ___ The person who Proctors my tests cannot be my relative, coworker, or friend (or friend of friends).
 - ___ I am responsible for making exam appointments with the proctor location.
 - ___ I am responsible for paying any fees charged by the proctor location for proctoring external exams.
 - ___ I am responsible for following all proctoring policies of both Chattanooga State and my external proctor location.

Official Name of first Requested Location:		Exam Fee:	
Location Address: Street:			
City:	State:	Zip:	
Proctor Contact Name:	Contact Phone #:		
Proctor Contact Email:			

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ACADEMIC RESOURCES USE ONLY		(STUDENTS SHOULD NOT WRITE BELOW THIS POINT)			
Date received:		Receipt Method: __Proctor Email __Employee Email __Fax __Other			
Employee receiving:		Set up Coordinator Assigned: _____			
Accommodation Request Form Received In CDE?		Yes	No	Initials	Date
Accommodation Request Form Posted In eLearn?		Yes	No	Initials	Date
External Site Contacted?	Yes No	External Site Agreed?		Yes No	Date
External Site Has Appropriate Facilities? Yes No					

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