

## Central Maine Community College Off-Site Proctor Approval Application

If you are not coming to CMCC to take your proctored exams, you must submit this Off-Site Proctor Approval Application for each of the proctors you wish to utilize (please see the Proctored Exam for Online or Distance Courses information located on the CMCC website). This application must be completed and submitted at least two weeks prior to the first date the exam is available. Approval or denial of this application request will be communicated via email to you (student) and to the potential proctor.

### Section A: To be completed by the student

1. Student Contact Information

Name: \_\_\_\_\_ CMCC Student ID: \_\_\_\_\_

Daytime/Evening phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

2. Exam(s), course number(s), semester and year: \_\_\_\_\_

The individual I am submitting for approval as a proctor is (check all that apply). NOTE: Relatives, friends or co-workers may not serve as proctors.

- An education officer at a community college, satellite site, university, or secondary school
- A testing administrator at a college or university
- A military officer of a higher rank than the above-named student but not a direct supervisor
- Other: \_\_\_\_\_

I, the student named above, agree to the following: (1) to locate a proctor and testing site and set up an appointment for my course exam(s), according to published dates; and (2) to submit this form to the proctor for completion and note the submission instructions below.

*The information in Section A is correct to the best of my knowledge.*

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
date

### Section B: To be completed by Proctor

1. Proctor/Test Site information:

Name and title: \_\_\_\_\_ Organization: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Email address \_\_\_\_\_

Computer with internet access available at test site for student's use?:  Yes  No

2. I certify that the information in sections A and B is correct to the best of my knowledge.

\_\_\_\_\_  
Proctor signature and date

**Return this completed form to the CMCC Center for Testing & Assessment:**  
**Fax: 207-755-5498 or Email: [ddundore@cmcc.edu](mailto:d Dundore@cmcc.edu)**

**Mailing Address:** Dan Dundore, Center for Testing & Assessment,  
Central Maine Community College, 1250 Turner Street, Auburn, ME 04210