

# Southwest Georgia Technical College

## Proctor Approval Request Form

It is the students' responsibility to obtain an acceptable proctor for any proctored examinations required in on-line courses. Any expenses incurred to obtain a proctor will be the responsibility of the student. This form is to be completed for facilities and/or proctors NOT on the preapproved list ONLY.

**Completed forms must be submitted a minimum of 2 weeks prior to the requested event date.**

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Course Number (CRN): \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Requested Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Student E-mail Address: \_\_\_\_\_

Student Daytime Phone Number: \_\_\_\_\_

Proctoring Facility Name: \_\_\_\_\_

Proctoring Facility Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Proctor Name: \_\_\_\_\_

Proctor Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Proctor E-mail Address: \_\_\_\_\_

Daytime Phone No: \_\_\_\_\_

The student should e-mail or fax the completed form to:

E-mail Address:  
[gytc@southwestgatech.edu](mailto:gytc@southwestgatech.edu)  
Subject: Proctor approval Request

Fax Information:  
Southwest Georgia Technical College  
Attn: Art Beveridge, Distance Education Coordinator  
(229) 584-1349