

Southwest Georgia Technical College

Proctor Scheduling 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 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: _____

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

E-mail Address:
gytc@southwestgatech.edu
Subject: Proctor approval Request

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