



## Third Party Proctor Instruction Form

Note for the student: Please fill out the top half of this form and then turn it in to your instructor to fill out the second half.

### Student Information:

Student Name:

\_\_\_\_\_

Institution:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

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### Institution Information:

Name of Contact:

\_\_\_\_\_

Contact Email:

\_\_\_\_\_

Contact Phone #:

\_\_\_\_\_

Exam Name:

\_\_\_\_\_

Test Available from: \_\_\_\_\_ - \_\_\_\_\_

To book a seat for exams at **Northwest Florida State College**, follow the link below:

<https://www2.registerblast.com/nwfsc/Exam/List>

○ **Choose group:**

*Proctored Exams*

○ **Choose Exam:**

*Non-NWFSC Student*

○ **Choose a Date:**

○ **Choose a Time:**

*Fill in tester's personal information and acknowledge the exam guidelines.*

*Fill in the needed information for the test, including the course name and professor.*

*You will receive a confirmation email from RegisterBlast stating that your appointment has been scheduled.*

Note for instructor:

Return completed form via email to [nicevilletestingstaff@nwfsc.edu](mailto:nicevilletestingstaff@nwfsc.edu). Include test information and instructions for materials needed (ie., passwords, technical requirements, scratch paper, calculator, etc.).

For all questions, please email or by phone at (850)729-6016.

**Note: Please do not call to schedule appointments. Appointments will be confirmed via the RegisterBlast website.**