



NWFSC faculty should submit this form for students who need to complete an assignment in a proctored environment.

**Instructor Information**

Instructor name: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor email address: \_\_\_\_\_ Instructor phone number: \_\_\_\_\_

**Student Information**

Student name: \_\_\_\_\_

Test name: \_\_\_\_\_ Course number and section: \_\_\_\_\_

**Exam Information**

Class Time limit: \_\_\_\_\_ Test Date: No sooner than: \_\_\_\_\_ No later than: \_\_\_\_\_

(Testing Staff will calculate for DSS)

Written exam: exam is attached  Computer-based exam: \_\_\_\_\_  
(provide location and password)

Other notes for the proctor: \_\_\_\_\_

**Allowed Student Resources**

<input type="checkbox"/> Calculator-nonprogrammable	<input type="checkbox"/> Textbook
<input type="checkbox"/> Scratch paper	<input type="checkbox"/> Notes
<input type="checkbox"/> Computer with internet access	<input type="checkbox"/> Other (please specify) _____

**Exam Return Information**

Scan and email to the address listed above.  
 Interoffice mail – office location:  
 I will pick up the exam.  
 Other: \_\_\_\_\_

**For Testing Proctor Use only:**

Date: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_ Proctor initials: \_\_\_\_\_

Test returned: Date: \_\_\_\_\_ Proctor initials: \_\_\_\_\_

Method: Test scanned & emailed/retrieved by instructor/sent by interoffice mail/other: \_\_\_\_\_

**1) Niceville Campus**

Submit this form and the assignment to the Testing Center ([nicevilletestingstaff@nwfsc.edu](mailto:nicevilletestingstaff@nwfsc.edu), ext. 6016), and ask the student to reserve a seat at the Testing Center located in Building 410 Room 129. To reserve a seat, student should be directed to RegisterBlast at the Testing Center website: <https://www.registerblast.com/nwfsc/exam/list>. Students should reserve their seat by selecting the Proctored Exam group. For students who require special accommodations, they should also reserve a seat by selecting the DSS group.

**2) Fort Walton Beach Campus**

- Submit this form and the exam to Susie Shaffer ([shafferc@nwfsc.edu](mailto:shafferc@nwfsc.edu), ext. 5520); or hand deliver the form and exam to Susie Shaffer in building 4, room 402; or place in the mailroom box labeled "test box" located in Building 4. Send students to the Math Lab/ ASC in building 7, room 702.
- For students who require special accommodations, submit this form and the exam to Susie Shaffer ([shafferc@nwfsc.edu](mailto:shafferc@nwfsc.edu), ext. 5520) and send the student to Faculty Office/ Susie Shaffer, located in Building 4, Room 402. (Students can test during scheduled hours and should arrive in enough time to complete their exam prior to the close of business.)

**3) Crestview Campus**

Submit this form and the assignment to Ana Carrasquillo ([carrasga@nwfsc.edu](mailto:carrasga@nwfsc.edu), ext. 4144 or Kiara Celestine ([william3@nwfsc.edu](mailto:william3@nwfsc.edu)), ext. 4140 and send the student to the main office. (Students can test during business hours and should arrive in enough time to complete their exam prior to the close of business.)

**4) DeFuniak Springs Campus**

Submit this form and the assignment to Jan Faubel ([faubelj@nwfsc.edu](mailto:faubelj@nwfsc.edu), ext. 4103), and send the student to Jan Faubel's office, located in Building 500, Room 133.  
 (Students can test during business hours and should arrive in enough time to complete their exam prior to the close of business.)

**5) South Walton**

Submit this form and the assignment to Sharon Hardester ([hardesters@nwfsc.edu](mailto:hardesters@nwfsc.edu), ext. 4165), and send the student to the main office. (Students can test during business hours and should arrive in enough time to complete their exam prior to the close of business.)

**6) Hurlburt**

Contact Rhonda Duryea for information about proctored exams at Hurlburt Field ([duryear@nwfsc.edu](mailto:duryear@nwfsc.edu), ext. 4191).