Faculty Form for Proctoring Exams

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: __/__/2019 No later than: __/__/2019
(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
[ ] Textbook [ ] Calculator-4 function Does student receive accommodations? Y____ N____
[ ] Notes [ ] Calculator-Scientific
[ ] Computer with internet access [ ] Calculator-Graphing
[ ] 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:

1) Niceville Campus
Submit this form and the assignment to the Testing Center nicevilletestingstaff@nwfsc.edu ext. 6016 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 ARC group.

2) Fort Walton Beach Campus
Susie Schanler (850) 863-6508

3) Crestview Campus
Submit this form and the assignment to Kiara Celestine celestik@nwfsc.edu ext. 4140 and send the student to the main office. Student should be directed to Registerblast at the Testing Center website: https://www.registerblast.com/nwfsc/exam/list. Student 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 ARC group.

4) DeFuniak Springs Campus
Submit this form and the assignment to Deborah Reeves reevesd3@nwfsc.edu (ph. 850-200-4100) and send the student to the main office.

5) South Walton
Submit this form and the assignment to Savannah Atkins atkins1@nwfsc.edu (ext. 4160), and send the student to the main office.

6) Hurlburt
Contact Lisa Walton for information about proctored exams at Hurlburt Field waltonl4@nwfsc.edu ext. 4191.

"An Equal Access/Equal Opportunity Institution"

Initial and Date: Campus Mail:___________ Emailed:___________

Professor Pick-up: Date______________ Professor Signature________________________