



Third Party Proctor Instruction Form

Note for the examinee: Once the appointment has been scheduled, complete this form and submit via email to professor/institution with scheduled test date.

Examinee Information:

Examinee Name _____

Institution: _____

Email Address: _____

Institution Information:

Name of Professor/Contact: _____

Contact Email: _____

Contact Phone #: _____

Exam Name: _____

Test Available from: _____ - _____

Follow instructions below to schedule an appointment for testing:

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

<https://www.nwfsc.edu/students/campus-services/testing-center/>

- Select Appropriate Campus**
- Choose Group: Proctor**
- Choose Exam: Non-student**
- Choose a Date**
- Choose a Time**

Return completed form via email to the Niceville testing center. Please be sure to include any additional test information and instructions for materials needed (i.e., passwords, calculator, technical requirements, etc.). Information must be received by testing center within 48 hours of the scheduled test date. Exams must be scheduled in advance. If testing at a center other than Crestview or Niceville, exam fee will be collected at center on day of exam. Contact the testing center for additional information.

Niceville - nicevilletestingstaff@nwfsc.edu