

 **Faculty Form for Proctoring Exams**

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

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| **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:**  / /2024 | **No later than:** / /2024  |
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 | **(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. 6017. 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. This campus offers solo room.

1. **Fort Walton Beach Campus**

Submit this form and the assignment to the Lisa Rouleau rouleaul@nwfsc.edu and nicevilletestingstaff@nwfsc.edu ext. 6508. Student should be directed to RegisterBlast at the Testing Center website:  <https://www.registerblast.com/nwfscfortwalton/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. This campus does not offer solo room.

1. **Crestview Campus**

Submit this form and the assignment to William Bonen bonenw@nwfsc.edu, and nicevilletestingstaff@nwfsc.edu ext. 4145. Student should be directed to RegisterBlast at the Testing Center website: <https://www.registerblast.com/nwfsccrestview/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 selected the ARC group. This campus does not offer solo room.

1. **DeFuniak Springs Campus**

Submit this form and the assignment to Tom Watts wattsl@nwfsc.edu and nicevilletestingstaff@nwfsc.edu ext. 4106. Student should be directed to RegisterBlast at the Testing Center website: <https://www.registerblast.com/nwfscchautauqua/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 selected the ARC group. This campus does not offer solo room.

1. **Hurlburt**

Contact Mayra Serrano for information about proctored exams at Hurlburt Field serran13@nwfsc.edu and nicevilletestingstaff@nwfsc.edu.

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