

**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:**  / /2024 | | | | | | **No later than:** / /2024 | | |
| |  | | --- | |  | | | | | | | **(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](mailto: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](mailto:rouleaul@nwfsc.edu) and [nicevilletestingstaff@nwfsc.edu](mailto: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](mailto:bonenw@nwfsc.edu), and [nicevilletestingstaff@nwfsc.edu](mailto: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](mailto:wattsl@nwfsc.edu) and [nicevilletestingstaff@nwfsc.edu](mailto: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](mailto:serran13@nwfsc.edu) and [nicevilletestingstaff@nwfsc.edu](mailto:nicevilletestingstaff@nwfsc.edu).

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