



**AUGUSTA TECHNICAL COLLEGE
PROCTORED EXAM REQUEST FORM
TO BE COMPLETED BY STUDENT**

Students are responsible for checking their course syllabus, calendar, or with their instructor to determine when a proctored event must be completed. Transient students requesting an off-campus proctoring site must find an official proctoring site and receive approval from their instructor. An official site can be another official College or University, Public Library, or Military Education Center. Students will be responsible for any fees associated with the proctoring site.

Submit this form to your instructor no later than _____ days to your scheduled proctored exam date.

A photo ID is required for admission of the exam.

Course Name and Number

Instructor Name

Student Name

Name of Proctor

Student Email Address

Email Address of Proctor

Scheduled Exam Date

Address of Testing Site

Scheduled Exam Time

Phone Number of Proctor