

# Florida Gateway College

## PROCTOR APPROVAL FORM

- This form is to be completed only for Florida Gateway College students who are testing outside the College's service district.
- The remote site must be a college, library, university or military ESO. No other locations will be approved.
- Remote proctors must be affiliated with the school's testing program and authorized to administer exams on behalf of the institution and must not be related to the examinee in anyway.
- Military test proctors must be appointed or assigned to the Educational Services Office.
- The student is responsible for any fees charged by the remote site.

Name: \_\_\_\_\_ Student SID: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Name of course  
and professor :** \_\_\_\_\_

### Remote Test Site Information

Remote Test Site: \_\_\_\_\_

Proctor Name: \_\_\_\_\_

Proctor Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Stat/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Proctor E-mail address: \_\_\_\_\_

School Web Address: \_\_\_\_\_

**I certify that I will administer exams under conditions requested by Florida Gateway College.**

Proctor Name

Proctor Signature

**Mail to:** \_\_\_\_\_ **OR** Fax to: (386) 754-4833 **OR** Scan and email to: test.center@fgc.edu

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