ONLINE STUDENTS – DISTANCE LEARNING TESTING
Remote Test Site & Proctor Approval Form

This form is to be completed TWO WEEKS prior to week of testing ONLY by students outside of the Hagerstown, MD area

Remote Site Approval: Location must be a college, university, military Educational Services Office or certified testing center. No other locations will be approved. A new form is required for each semester.

Remote Proctor Approval: Must be an employee affiliated with the school's assessment/testing office or program and authorized to administer exams on behalf of the appropriate institution.

Military Test Proctors: Must be appointed or assigned to the Educational Services Office.

Fees: Student is responsible for any fees charged by the remote test site.

STUDENTS MUST NOT SCHEDULE ANY EXAMS TO BE ADMINISITERED AT A REMOTE SITE UNTIL THIS FORM HAS BEEN APPROVED BY HAGERSTOWN COMMUNITY COLLEGE

STUDENT INFORMATION

Semester:_____   Date:_____

Student's Name:_____   Student's HCC ID number:_____
       Last   *First*   *Middle Initial*

Daytime Telephone Number:_____   Email Address:_____

Course Name:_____   Course Number:_____   Instructor:_____

Course Name:_____   Course Number:_____   Instructor:_____

Course Name:_____   Course Number:_____   Instructor:_____

REMOTE TEST SITE INFORMATION

Remote Test Site:_____   Proctor's Name:_____

Mailing Address:_____   Proctor's Title:_____

_____   Proctor's Email:_____

_____   Phone Number:_____

School Web Page Address:_____   FAX Number:_____

I hereby certify that I will administer exams under conditions required and requested by Hagerstown Community College.

_____   _____
         Proctor's Printed Name   Proctor's Signature

THIS FORM WILL NOT BE ACCEPTED WITHOUT PROCTOR'S PRINTED NAME AND PROCTOR'S SIGNATURE.

SEND COMPLETED FORM TO:

Hagerstown Community College
Academic Testing Center
11400 Robinwood Dr
Hagerstown, MD 21742
TELEPHONE: 240-285-7495
FAX: 301-393-3689
EMAIL: testingcenter@hagerstowncc.edu