

NASHVILLE STATE COMMUNITY COLLEGE  
NSCC Web Online Course  
Alternate Testing Site Proctor Request

**Step One:**

- This form is for NSCC Web Online Courses ONLY!
- Obtain approval from your instructor immediately.
- This form must be submitted within 3 weeks after the 1<sup>st</sup> day of class to the NSCC Testing Center.
- Requests not received in this time frame will be returned to the student with instructions to contact the instructor for approval/processing.
- All alternate testing site proctors must be approved prior to testing.
- Requests will be denied if all proper signatures and initials are not present.
- If you are taking multiple online courses, you will need to fill out page 1 of this form for each course that you will take with the requested proctor.
- Please make sure to print legibly (If this is not legible, the Testing Center may send this back to you for clarification of the illegible portions.)
- The Testing Center will only release information within the United States. If you need assistance with obtaining a proctor outside of the U.S., please notify your instructor.
- If your request is declined by the Testing Center, please notify your instructor to see if they have an alternate solution.

## Step Two:

Email or call your alternate testing site and request a proctor. Send them the following information with your information filled out:

Your Name: \_\_\_\_\_

A#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Do you receive Access Center approved ADA testing accommodations\*?

Yes

No

\*Testing at another location with accommodations will require approval from the Access Center as well. [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu) or (615) 353-3721

Your phone number: \_\_\_\_\_

Instructor's name: \_\_\_\_\_

Instructor's phone number: \_\_\_\_\_

Instructor's email address (outside of D2L): \_\_\_\_\_

Course name: \_\_\_\_\_ Course number: \_\_\_\_\_

Semester and Year: \_\_\_\_\_

Date & time appoint 1: \_\_\_\_\_ Test Name: \_\_\_\_\_

Date & time appoint 2: \_\_\_\_\_ Test Name: \_\_\_\_\_

Date & time appoint 3: \_\_\_\_\_ Test Name: \_\_\_\_\_

Date & time appoint 4: \_\_\_\_\_ Test Name: \_\_\_\_\_

Date & time appoint 5: \_\_\_\_\_ Test Name: \_\_\_\_\_

Reminder: you can test at any Nashville State Community College Testing location on any of our campuses without filling out this form. To review a list of locations, please visit the [Test Center Hours page](#).

## Step Three:

Review all information regarding finding an alternate proctor. Please call or email the Testing Center if you need any assistance.

- All alternate test proctor sites must be approved by the Nashville State Community College Testing Center 7 business days prior to your test date request.
- It is important to be aware of your requested testing facility's timeline as well. They may have a different time line (for example, 14 days). Be sure to submit your forms to the NSCC Testing Center in enough time to guarantee that we can meet the timeline of your requested testing facility.
- If you are testing in the state of Tennessee, it is preferred that you obtain a proctor at another TBR institution or an approved participant in the United States.
  - TBR Institutions: <https://www.tbr.edu/institutions/our-institutions>
  - For a participant in the United States: <http://www.ncta-testing.org/cctc/find.php>
- Student will pay any fees incurred by the testing institution that will proctor your exam.
- Student will provide postage to proctor if the proctor does not provide shipping.
- Student agrees to follow the [NSCC Testing Center Guidelines](#).
- Student understands that submitting this form does not guarantee proctor approval. This is a request for a proctor and the Testing Center and/or instructor will process the request and confirm whether the proctor is approved or denied.

*The process: The student will get an email that the proctor site is approved or declined. If approved, your testing site will receive further instructions. You can call and/or email to check the status of your request if it has not been processed prior to your testing appointment.*

I understand and will comply with these requirements. I understand that this does not grant approval until it has been completely processed by the Testing Center and my proctor request has met the approval requirements. I understand that Nashville State Community College has testing availability at the following campuses throughout Tennessee: Clarksville, Cookeville, Dickson, Humphreys County, Nashville (Main) and Nashville (Southeast campus). My signature below indicates my responsibilities as an NSCC web online student requesting an Alternate Testing Site.

I agree to the terms of this Proctor Request at an Alternate Testing Site.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Testing Center Location:

Nashville State Community College  
Student Services Building, Room 217  
120 White Bridge Road  
Nashville, TN 37209

### Testing Center Contact:

Office Phone: (615) 353-3564  
Office Fax: (615) 353-3356  
Email: [Testing.Center@nsc.edu](mailto:Testing.Center@nsc.edu)

## Step Four:

The proctor section is to be filled out by the proctor only. Ask the proctor to fill this portion out and have proctor email or fax form to the Testing Center. [testing.center@nsc.edu](mailto:testing.center@nsc.edu) or fax to 615-353-3356

### Proctor Contact Information for Verification:

Proctors will be approved by the NSCC Testing Center and/or NSCC instructor

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

Proctor Employer: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer Website: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

### Questions for Proctor

How many days in advance do you need the test information? We request students send in the request at least 7 business days prior to the test appointment \_\_\_\_\_

Are you willing to mail back printed test materials to the Testing Center?

Yes                      No

If no, the student will be required to bring you a prepaid envelope to ship the test back. The test would be shipped back by the proctor, not the student. Are you willing to mail it back if the student provides the envelope and shipping?

Yes                      No

Is the proctor willing to load the NSCC Respondus Lockdown Browser when required by the test?

Yes                      No

If you need assistance downloading, please call our Computer Help Desk at (615) 353-3678.

Is the Proctor related in any way to the student?

Yes                      No

Is the student someone that you know personally?

Yes                      No

If so, please briefly explain: (For example: guidance counselor, instructor for different course, etc.)

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Do you have a computer for the student to use to complete the exam? We do not allow a student to use their own personal computer. They will be required to use a computer at your facility.

Yes                      No

Do you agree to follow the [NSCC Testing Center Guidelines](#)?

Yes                      No

Are you willing to send the following to [testing.center@nsc.edu](mailto:testing.center@nsc.edu) when a student completes the exam?

Yes                      No

We require that our proctors notify us when a student has tested at their facility.

When the student completes the exam, please email the Testing Center the following information:

- Student Name
- Student Course Name
- Test Number
- Start Time
- Stop Time
- Date of test

I agree to the terms of this Proctor Request at an Alternate Testing Site.

Proctor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Step Five:

If the Proctor is approved, the student and proctor will be notified. The Testing Center will then send directions, materials, passwords, etc. for your proctored examination or essay to your proctor. You are responsible for arranging a time to meet with your proctor. You are responsible for any fees associated with testing and/or shipping at an Alternate Testing Site.

If the request is declined, the student will be notified by the NSCC Testing Center.

Please contact the Testing Center for any updates or questions at [testing.center@nsc.edu](mailto:testing.center@nsc.edu) or (615) 353-3564.

For Testing Center Use only:			
Request Processed by:	Date processed:	Emailed:	Faxed:
Proctor Request Denied (reason):			