



Testing Center
Camden County College
P.O. Box 200
College Drive
Blackwood, NJ 08012
Phone (856) 227-7200 x4710
Fax (856) 374-5090

Proctor Candidate Request Form

To be completed by the student

Semester Dates _____ Course Title & Course Number _____

Instructor's Name _____

Student's Name _____ Student ID# _____

Student's Address _____

Daytime Phone _____ Email _____

Student Signature _____ Date _____

To be completed by Proctor candidate

Name of Proctor Candidate _____

Candidate's Position/Occupation (Be Specific) _____

The Proctor Candidate is a/an _____ Educator (College-level Instructor or Administrator)

Business Address _____

Business Phone _____ Cell Phone _____ Fax _____

Email Address _____

- The above named student has requested that I proctor his/her examination(s) for the semester that is listed on this document.
- Camden County College will mail the examination materials directly to me in a sealed envelope, which only I will open. I will not accept the examination from the student.
- The student will complete each examination under my personal supervision in a professional environment within the time specified and will not use notes, tests, or other outside materials, unless otherwise specified in the proctor instructions, which are included in the examination materials. Any scrap paper that is allowed will be collected and destroyed by me.
- I will personally return the original questions with the completed examination for grading. Neither the question nor the student's answers will be reproduced in any manner. The student is responsible for the payment of postage.

Proctor Signature _____ Date _____