



To be completed by the student, proctor and instructor

### PROCTOR PRE-APPROVAL REQUEST

NOTE: STUDENT MUST PROVIDE A PRE-ADDRESSED STAMPED ENVELOPE FOR THE PROCTOR TO MAIL THIS FORM TO NORTH SEATTLE COMMUNITY COLLEGE DISTANCE LEARNING OFFICE

Distance Learning courses requiring tests are administered by the instructor or by arrangement with the North Seattle Community College Distance Learning Office. Any other proctor location or type of proctor must be pre-approved by the Distance Learning Office and by your instructor. (Personnel at other educational institutions are valid proctors; neighbors, friends, family member and workplace supervisors may not proctor the exam.) The proctor selection is based on his/her availability, reliability, and impartiality. The exam is mailed directly to or, if online, the exam password is sent directly to the test proctor. Students must present a valid picture ID to the proctor when taking the exam. Any fees charged by a test proctor are the responsibility of the student.

#### TO BE COMPLETED BY THE STUDENT (Please type or print CLEARLY.)

Your Name	Your Student No.
Course Name	Course No.
Instructor's Name	Instructor's Email Address:
Instructor's Campus Address (Street, C/S/Z)	

#### TO BE COMPLETED BY THE PROPOSED PROCTOR

Proctor's Name	Position/Title
Signature	Date
Company Name	Telephone ( )
Address (Street, C/S/Zip)	Email Address Fax ( )

PROCTORS: Please enclose a business card or business stationary to complete our verification process.

MAIL TO: NORTH SEATTLE COMMUNITY COLLEGE  
DISTANCE LEARNING OFFICE  
9600 COLLEGE WAY NORTH  
SEATTLE, WASHINGTON 98103-3514

#### TO BE COMPLETED BY THE INSTRUCTOR

The proctor proposed above is:  Approved  Disapproved

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_