

**Proctor Information Submission Form
PART ONE**

Student Information

Student Name: [REDACTED]

Student ID#: [REDACTED]

Student FTCC Email: [REDACTED]

Course Information

Semester: Spring 2016

Course Title: FSE 215- Funeral Home Operations

Course Section: 0901

Exam: Midterm

Date student is requesting to take exam? 3/4/2016

Proctor Information

I am using Option **A** (Student Learning Center, FTCC)

- You can submit **Part One** of this form via Blackboard. (other forms of submission will not be accepted)

I am using Option **B** (ProctorU.com)

- You can submit **Part One** of this form via Blackboard. (other forms of submission will not be accepted)

I am using Option **C** (An individual proctor near my home or work).

- Complete **Part Two** of this form. Then submit **Part One AND Part Two** via Blackboard. (Other forms of submission will not be accepted).

By typing my name on the line below and submitting this form, I attest that all proctor information contained on this form is correct and conforms to the guidelines for suitable proctors. I have read the guidelines and agree to abide by all rules and regulations set forth by the instructor. I understand that any deliberate misstatement of fact will have ramifications that may include, my dismissal from this course and a grade of "F" being assigned for any and all courses in which examinations were taken under such statements.

Student Printed Name: [REDACTED]

Date: [REDACTED]

PART TWO

Complete all information below regarding your chosen proctor. Make sure your student information is completed on part one and then scan it and **submit Part One and Part Two together** via the link provided under the corresponding module on Blackboard.

ALL AREAS MUST BE COMPLETED

Proctor Name:

College/Library: [REDACTED]

Title: [REDACTED]

Work Address: [REDACTED]

Work Telephone: [REDACTED]

Work Email: [REDACTED]

Where will exam be administered? [REDACTED]

Date student has requested to take exam: [REDACTED]

Alternate Date exam may be administered? [REDACTED]

Will student be monitored throughout the examination? Yes

REMINDERS

- Proctor information will only be accepted if submitted via Blackboard, using the module provided under the assignments link.
- This form must be submitted to the instructor by the date listed in the module provided under the assignments link.
- Proctor information must be submitted for each course in which you plan to take an exam.
- Let your proctor know that your exam is computerized before setting an appointment as they may not be able to accommodate the time that is allowed.
- Be aware of time limits on your exams and keep track of the time.
- To protect the integrity of examinations personal laptops are not allowed and exams may not be administered in a private residence; only in a professional proctored environment.