



## **Alternate Proctor Location** **Student Request Form and Instructions**

Students are expected to take proctored exams at a LFCC testing center. Students who cannot travel to one of the LFCC testing centers may request to have their exam proctored at another testing location. Requests for proctored exams at a non-LFCC testing site must be approved by the LFCC course instructor. Below are the steps to request a proctored exam at a non-LFCC location:

1. Contact the course instructor outlining the reason for your request to have a test proctored at an alternate testing location and where you are requesting to test.
2. If the faculty member approves the request, complete section 1) STUDENT AND COURSE INFORMATION and submit the form to a proctor at the alternate testing location.
3. The proctor at the alternate testing location completes Section 2) PROCTOR INFORMATION and submits the completed form to LFCC's testing center.
4. LFCC's testing center contacts the course instructor to verify permission and processes the request. Once the request has been processed and the test has been submitted to the alternate location, the student is notified.

### **A Few Things to Keep in Mind**

Students are expected to adhere to the policies and procedures of both LFCC and the alternate testing location.

Submit one form for each course.

This is not a quick process. As soon as you know you cannot test at a LFCC testing center, please contact your instructor about testing at an alternate location.

At LFCC, please allow up to 5 business days for processing. To check the status of a request, call 1-540-868-7140 or email [lftesting@LFCC.EDU](mailto:lftesting@LFCC.EDU).

It may take the alternate testing location several days to process the request.



## Alternate Proctor Location Student Request Form and Instructions

**Section 1) STUDENT AND COURSE INFORMATION (Student: Please print or type.)**

DATE: \_\_\_\_\_ LFCC STUDENT ID#: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_ MI: \_\_\_\_\_

STUDENT EMAIL: \_\_\_\_\_@EMAIL.VCCS.EDU

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE # CELL: (\_\_\_\_\_) \_\_\_\_\_ HOME: (\_\_\_\_\_) \_\_\_\_\_

COURSE: \_\_\_\_\_ SECTION#: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

ALL EXAMS FOR SEMESTER OR SPECIFIC EXAM TITLE: \_\_\_\_\_

REASON FOR REQUESTING A PROCTOR: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

**Section 2) PROCTOR INFORMATION (Proctor: Please print or type.)**

**PROCTOR: Please include the following proctor information, signed and dated:**

I agree to serve as a proctor for \_\_\_\_\_. I will adhere to the test instructions received from LFCC. I certify that the information I provided on the Alternate Location Proctor Request Form is correct.

PROCTOR'S LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_ MI: \_\_\_\_\_

TITLE: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

COUNTRY IF NOT U.S.: \_\_\_\_\_ WORK PHONE: (\_\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PROCTOR SIGNATURE: \_\_\_\_\_

Please email this completed form to [lftesting@lfcc.edu](mailto:lftesting@lfcc.edu) with Subject: Alternate Proctor Request.

Lord Fairfax Testing Center  
Lord Fairfax Community College  
173 Skirmisher Lane, Middletown, VA 22645  
540-868-7140