**Central Carolina Technical College**

**Proctor Request Form**

**Non-CCTC** students may request a Central Carolina Technical College Testing Proctor. Students must bring a valid picture I.D. (driver’s license, military I.D., etc.)

**There is a fee of $30 per test for proctoring.**

A specific contact person at their educational institution must be identified to proctor tests. Full instructions must be submitted to the Testing Center prior to the scheduled test date.

Submit completed form to [**testingcenterstaff@cctech.edu**](mailto:testingcenterstaff@cctech.edu)

**Date:**

**Student’s Name**:

**Student’s Email Address**:

**Desired Campus Location:** Choose an item.

**Student’s Courses (for which proctoring is requested)**:

|  |  |  |
| --- | --- | --- |
| Course Number | Course Name | Instructor Name |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Name of Student’s Testing Facility/College/University:**

**Address:**

**Instructor’s/Administrator’s Name:**

**Instructor’s/Administrator’s Email Address:**

**Contact Number:**

|  |  |
| --- | --- |
| For questions regarding testing contact:  Testing Center Staff  Central Carolina Technical College  506 N. Guignard Drive,  Sumter, SC 29150  Building 100 Room 109  803-774-3306  Fax: 803-778-6693  **testingcenterstaff@cctech.edu** | **Central Carolina Technical College**  ***Testing Center Coordinator***  Leslie Shim-Glynn  ***Test Proctors***  LaTanya Ricks  Chanteria Conyers |