

Florida Gateway College

PROCTOR APPROVAL FORM

- This form is to be completed only for Florida Gateway College students who are testing outside the College's service district.
- The remote site must be a college, library, university or military ESO. No other locations will be approved.
- Remote proctors must be affiliated with the school's testing program and authorized to administer exams on behalf of the institution and must not be related to the examinee in anyway.
- Military test proctors must be appointed or assigned to the Educational Services Office.
- The student is responsible for any fees charged by the remote site.

Name: _____ Student SID: _____

Daytime Telephone: _____ E-mail Address: _____

**Name of course
and professor :** _____

Remote Test Site Information

Remote Test Site: _____

Proctor Name: _____

Proctor Title: _____

Mailing Address: _____

Mailing Address: _____

City/Stat/Zip Code: _____

Telephone Number: _____

Proctor E-mail address: _____

School Web Address: _____

I certify that I will administer exams under conditions requested by Florida Gateway College.

Proctor Name

Proctor Signature

Mail to: _____ **OR** Fax to: (386) 754-4833 **OR** Scan and email to: test.center@fgc.edu

Robert Dawson
Director of Testing & Accessibility Services
Florida Gateway College
149 SE College Place Lake City, FL 32025-2007