



## Open Campus Remote Test Site & Proctor Approval Form

This form is to be completed **TWO WEEKS** prior to the week of testing and **ONLY** by students testing outside of the Jacksonville, FL (First Coast) area.

### A NEW FORM MUST BE COMPLETED EACH TERM

**Remote Site Approval:** Location must be a college, university or military Educational Services Office. No other locations will be approved.

**Remote Proctor Approval:** Proctor must be an employee affiliated with the school's assessment/testing office or program and authorized to administer exams on behalf of the appropriate institution.

**Military Test Proctors:** Must be appointed or assigned to the Educational Services Office.

**Fees:** Student is responsible for any fees charged by the remote test site.

**STUDENTS MUST NOT SCHEDULE ANY EXAMS TO BE ADMINISTERED AT A REMOTE SITE UNTIL THIS FORM HAS BEEN APPROVED BY FLORIDA STATE COLLEGE AT JACKSONVILLE**

TERM _____	STUDENT INFORMATION	DATE _____
Student's Name: _____ Student's SSN*: _____ - _____ - _____		
<i>last</i>	<i>first</i>	<i>middle initial</i>
Daytime Telephone: (____) _____		Email Address: _____
Course/class information that requires remote test site proctor:		
Course Name: _____	Reference Number: _____	Instructor: _____
Course Name: _____	Reference Number: _____	Instructor: _____
Course Name: _____	Reference Number: _____	Instructor: _____

REMOTE TEST SITE INFORMATION	
Remote Test Site: _____ <i>College, university or ESO</i>	Proctor's Name: _____
Mailing Address: _____	Proctor's Title: _____
Mailing Address: _____	Proctor's Email: _____
_____	Assessment Center Phone Number: (____) _____
<i>City State Zip Code</i>	Assessment Center FAX Number: (____) _____
School Web Page Address: _____	

*I hereby certify that I will administer exams under conditions required and requested by Florida State College at Jacksonville.*

_____ Proctor's Printed Name	_____ Proctor's Signature
<b>PLEASE EMAIL OUR OFFICE TO NOTIFY US WHEN THIS FORM HAS BEEN SENT.</b>	
<b>THIS FORM WILL NOT BE ACCEPTED WITHOUT PROCTOR'S PRINTED NAME AND PROCTOR'S SIGNATURE.</b>	

**SEND COMPLETED FORM TO:**

OPEN CAMPUS AT DEERWOOD  
 FLORIDA STATE COLLEGE AT JACKSONVILLE  
 9911 OLD BAYMEADOWS RD., JACKSONVILLE, FL 32256  
 TELEPHONE: 904.997.2676  
 FAX: 904.997.2610  
 EMAIL: OnlineRemoteProc@fscj.edu

FSCJ DLO SERVICES STAFF ONLY:	√
Verified Student's Registration	
Verified Testing Site	
Verified Proctor's Name	
Updated Data Base – Student, Proctor & Site	
Date Verified & Updated: _____ / _____ / _____	
Staff Initials: _____	

\*In compliance with Florida Statute 119.071(5), the College will collect your Social Security Number (SSN) for reporting and documenting testing results. Providing your SSN on this form means you consent to the use as described. All SSNs are protected by Federal regulations and will not be released to unauthorized parties. Read more about the collection of SSNs in the College Catalog.

Florida State College at Jacksonville provides equal access to education, employment, programs, services and activities and does not discriminate on the basis of age, race, color, national origin, sex, disability, religious belief, or marital status. The College Equity Officer has been designated to handle inquiries regarding the non-discrimination policies and may be contacted at [equityofficer@fscj.edu](mailto:equityofficer@fscj.edu).

Florida State College at Jacksonville is a member of the Florida College System and is not affiliated with any other public or private university or college in Florida or elsewhere. Florida State College is a division of Florida State College at Jacksonville.

Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.