

## **Open Campus Remote Test Site & Proctor Approval Form**

This form is to be completed <u>**TWO WEEKS**</u> 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.

**<u>Remote Proctor Approval</u>**: 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

| Student's Name:  | TERM STUDENT  | T INFORMATION DATE                                  |   |
|--|---|---|---|
| Daytime Telephone: ( Email Address:<br>Course/class information that requires remote test site proctor:<br>Course Name: Reference Number: Instructor:<br>Course Name: Proctor's Name:<br>Mailing Address: Proctor's Title:<br>Mailing Address: Proctor's Email:<br>Course Name: Assessment Center Phone Number: (<br>Course Name: Assessment Center Phone Number: (<br>I hereby certify that I will administer exams under conditions required and requested by Florida State College at Jacksonville.<br>Proctor's Printed Name Proctor's Signature<br>PLEASE EMAIL OUR OFFICE TO NOTIFY US WHEN THIS FORM HAS BEEN SENT.<br>THIS FORM WILL NOT BE ACCEPTED WITHOUT PROCTOR'S PRINTED NAME AND PROCTOR'S SIGNATURE.<br>EEDD COMPLETED FORM TO (email preferred): Verified Tusting Site<br>9010 OLD BAYMEADDWS RD, JACKSONVILLE<br>90110 ID BAYMEADDWS RD, JACKSONVILLE<br>90110 ID BAYMEADDWS RD, JACKSONVILLE, FL 32256<br>TLEPPHONE: NAMEADDWS RD, JACKSONVILLE, FL 32256<br>TLEPPHONE DARGE AT JACKSONVILLE, FL 32256<br>TLEPPHONE DARGE AT DEVENCED TO A DEVENCE AS TAFF ONLY:<br>Updated Data Base State | Student's Name:   | FSCJ Student ID:                                    |   |
| Course/class information that requires remote test site proctor:  Course Name: Instructor: Instructor: Course Name: Reference Number: Instructor: Course Name: Instructor: Instructor: Course Name: Reference Number: Instructor: Course Name: Instructor: Instructor: Course Name: Reference Number: Instructor: Course Name: Reference Number: Instructor: Course Name: Reference Number: Instructor: Remote Test Site: Proctor's Name: Mailing Address: Proctor's Title: Mailing Address: Proctor's Email: Assessment Center Phone Number: () City State Zip Code Assessment Center FAX Number: () 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 PLEASE EMAIL OUR OFFICE TO NOTIFY US WHEN THIS FORM HAS BEEN SENT. THIS FORM WILL NOT BE ACCEPTED WITHOUT PROCTOR'S PRINTED NAME AND PROCTOR'S SIGNATURE.  SEND COMPLETED FORM TO (email preferred): OPEN CAMPUS AT DEERWOOD FLORIDA STATE COLLEGE AT JACKSONVILLE 9911 0LD BAYMEADOWS RD, JACKSONVILLE 9911 0LD BAYMEADOWS RD, JACKSONVILLE 9911 0LD BAYMEADOWS RD, JACKSONVILLE FAX: 904.997.2610 THUE (winted mark proctor & Site   | last first  | middle initial                                      |   |
| Course Name:   | Daytime Telephone: ()   | Email Address:                                      | _ |
| Course Name:   | Course/class information that requires remote test site proctor | or:   |   |
| Course Name:   | Course Name: Reference Nu                                       | Number:           Instructor:                       | _ |
| REMOTE TEST SITE INFORMATION         REMOTE TEST SITE INFORMATION         Remote Test Site:  | Course Name: Reference Nu                                       | Number:           Instructor:                       | _ |
| Remote Test Site:  | Course Name: Reference Nu                                       | Jumber:           Instructor:                       | _ |
| Mailing Address:       Proctor's Title:         Mailing Address:       Proctor's Email:         City       State       Zip Code         School Web Page Address:       Assessment Center Phone Number: ()  | REMOTE  | E TEST SITE INFORMATION                             |   |
| Mailing Address:       Proctor's Title:         Mailing Address:       Proctor's Email:         City       State       Zip Code         School Web Page Address:       Assessment Center Phone Number: ()  | Remote Test Site:   | Proctor's Name:                                     |   |
| Mailing Address:       Proctor's Email:  |   |   |   |
|  |   |   |   |
| School web Page Address:   | Mailing Address:  | Proctor's Email:                                    |   |
| School web Page Address:   |   | Assessment Center Phone Number: ( )                 |   |
| I hereby certify that I will administer exams under conditions required and requested by Florida State College at Jacksonville.         Proctor's Signature         Proctor's Signature         DLEASE EMAIL OUR OFFICE TO NOTIFY US WHEN THIS FORM HAS BEEN SENT.         THIS FORM WILL NOT BE ACCEPTED WITHOUT PROCTOR'S PRINTED NAME AND PROCTOR'S SIGNATURE.         SEND COMPLETED FORM TO (email preferred):         OPEN CAMPUS AT DEERWOOD         FLORIDA STATE COLLEGE AT JACKSONVILLE         FLEPHONE: 904.997.2676         FAX: 904.997.2670         FAX: 904.997.2670         FMULT: Orbing PromoteDrage@fini.edu   | City State Zip Code<br>School Web Page Address:                 | Assessment Center FAX Number: ( )                   |   |
| Proctor's Printed Name       Proctor's Signature         PLEASE EMAIL OUR OFFICE TO NOTIFY US WHEN THIS FORM HAS BEEN SENT.         THIS FORM WILL NOT BE ACCEPTED WITHOUT PROCTOR'S PRINTED NAME AND PROCTOR'S SIGNATURE.         SEND COMPLETED FORM TO (email preferred):         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         EMAIL O'R Director's Darget@frailedu.   |   |   |   |
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| OPEN CAMPUS AT DEERWOOD       FSCJ DLO SERVICES STAFF ONLY:       V         FLORIDA STATE COLLEGE AT JACKSONVILLE       Verified Student's Registration       Verified Testing Site         9911 OLD BAYMEADOWS RD., JACKSONVILLE, FL 32256       Verified Testing Site       Verified Proctor's Name         TELEPHONE: 904.997.2610       Updated Data Base – Student, Proctor & Site       Date Verified & Updated:       /   | THIS FORM WILL NOT BE ACCEPTED WITHO                            | OUT PROCTOR'S PRINTED NAME AND PROCTOR'S SIGNATURE. |   |
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| TELEPHONE: 904.997.2676       Updated Data Base - Student, Proctor & Site         FAX: 904.997.2610       Date Verified & Updated: / / /   |   | Verified Testing Site                               | ] |
| FAX: 904.997.2610<br>Date Verified & Updated: / /  |   | vermed i foctor s Name                              |   |
| Date Verified & Updated: / /   |   |   |   |
| Staff Initials:  |   |   | _ |
|  |   | Statt Initials:                                     |   |

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 (as been designated to handle inquiries regarding the non-discrimination policies and may be contacted at equityofficer(as been designated to handle inquiries regarding the non-discrimination policies).

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.