

Proctor Form
College in the Workplace
Mott Community College

CM2210 1401 E. Court Street, Flint, Michigan 48503 Phone: 800-398-2715 Fax: 810-762-0282

In order to facilitate the shipping, handling and proctoring of tests for your course(s) this semester, please provide the College in the Workplace office with the following information:

Student Name _____

Company _____

Proctor Contact Information

Name _____

Title _____

Company _____

Address _____

City, State, Zip _____

Phone _____

Fax _____

Email _____

Your proctor should be employed in a professional position at a business, community organization, church, learning center or educational institution. Your proctor should **not** be a friend or relative.

Proctors will be sent a copy of the attached Test Administration Guidelines. Basically, the test proctor's responsibility is to provide a quiet environment conducive to test-taking for the student.

- The proctor will receive the test prior to the testing week.
- Student and proctor will mutually agree on an appropriate date and time for administering the test.
- The proctor will administer the test following the attached guidelines.
- The proctor will place the test in a pre-addressed, pre-stamped envelope provided by the College in the Workplace Office, and drop the test in the mail within one to two working days after the test has been taken.
- Test results will be mailed to the student after the instructor has graded the test and returned it to the CWP Office.