**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 [**testing@cctech.edu**](mailto:testing@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:**

|  |  |
| --- | --- |
| Testing Services Staff – Main Campus  506 N. Guignard Drive Sumter, SC 29150 Phone: (803) 774-3306  Email: [**testing@cctech.edu**](mailto:testing@cctech.edu) | Testing Services Staff – Kershaw Campus  90 Campus Drive Camden, SC 29020 Phone: (803) 425-8388  Email: [**testing@cctech.edu**](mailto:testing@cctech.edu) |