



# Gulf Coast Community College

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5230 West U.S. Highway 98  
Panama City, Florida 32401-1058

(850) 769-1551

## E-LEARNING

### TEST PROCTOR REGULATIONS/INSTRUCTIONS

#### Selecting a Proctor:

Criteria for selecting a proctor are as follows:

- An education official, librarian or a teacher at a community college, university, elementary or secondary school
- A librarian at a public library
- A testing administrator at a college, university or private testing service
- A military Testing or Education Center
- A military officer of a higher rank than the student
- Other individuals as approved by the E-Learning department

**NOTE: RELATIVES MAY NOT SERVE AS PROCTORS UNDER ANY CIRCUMSTANCES.**

#### Instructions for completing Proctor Approval Form:

- 1) Student completes top portion. Student must sign and date their portion of the form. Student must include either a valid e-mail address or phone number for contact.
- 2) Proctor completes bottom portion. Proctor must sign and date their portion of the form. Proctor must provide a valid e-mail address and phone number for contacting.
- 3) Fax the completed form to the E-Learning department via the fax number listed at the bottom of the form
- 4) The student will not hear back from the E-Learning department unless there is a problem with your proctor. The proctor will be contacted for verification and confirmation unless your proctor is an individual that has already been approved. Student's first exam will be sent to proctor approximately one week before test date. It is the student's responsibility to make testing arrangements with your proctor.

If you have any questions, please contact The Testing Center, Gulf Coast Community College at 850-769-1551 or 800-311-3685, ext 5807 or [ext 3396](tel:850-769-3396)