

Mississippi Virtual Community College
Jones College eLearning
Application for Off-Campus Test Proctor

(The two page form should be completed and emailed or faxed from off campus testing facility at least two weeks before scheduled exam.)

To be filled in by student:

Student's Full Name: _____ Student's JCJC ID # _____

Address: _____

City, State, Zip _____

Phone Number: _____

Email: _____ Date form submitted to off campus site: _____

Reason for not coming to campus:

Student – Please fill in the following information for each test you need to take off campus:

1. Instructor's Name:
Subject:
Course number and Section:
Test: (midterm, final, #1 etc.)

2. Instructor's Name:
Subject:
Course number and Section:
Test: (midterm, final, #1 etc.)

3. Instructor's Name:
Subject:
Course number and Section:
Test: (midterm, final, #1 etc.)

4. Instructor's Name:
Subject:
Course number and Section:
Test: (midterm, final, #1 etc.)

To be filled in by off campus testing facility:

Date Request Form submitted by student: _____

Name: _____

Title: _____

Institution/Affiliation: _____

Address: _____

Phone number: _____ FAX: _____

Email Address: _____

Relationship to the Student _____

I agree to serve as the proctor for examination of the referenced student. I acknowledge that I have no relationship with the student outside that listed above. (Please complete Proctor Confidentiality Agreement on Page 2 and return with form.)

Proctor's Signature: _____ Date Form Sent to JCJC: _____

*****Please attach a copy of your faculty/staff ID or statement of affiliation on organizational letterhead signed by an organization officer to this request.**

Contact: Kandie Johnson online@jcc.edu, (fax) 601.477.5441, (phone) 601.477.5454.

Jones County Junior College eLearning

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Proctor Confidentiality Agreement

As a test proctor, with access to the MSVCC passwords, it is important for you to maintain the confidentiality of any information to which you may have access in the course of your association as a proctor. This confidentiality extends to test, student, and faculty information.

Test information includes, but is not limited to:

- Content;
- Passwords;
- Length, format, or perceived difficulty of assessments.

Student information includes, but is not limited to, the following:

- Type of test being taken;
- Course or section in which the student is enrolled;
- Student data such as grades, ID number, address, or phone number;
- Results or outcomes of any tests taken in the Assessment Center.

Faculty information includes, but is not limited to:

- Faculty contact information not available to students;
- Frequency or infrequency of password changes;
- Deadlines or extensions;
- Materials in or associated with the online course site;
- Special provisions extended to students.

I understand and will comply with these requirements to maintain confidentiality of all information which I may come to know as a result being a test proctor. My signature below indicates that I acknowledge my responsibilities as an online test proctor.

Proctor Signature

Date

Printed Name

*****Please return this form along with the Application for Off Campus Test Proctor form and copy of your faculty/staff ID or statement of affiliation on organizational letterhead signed by an organization officer to this request.**