ELI Proctor Request Form

SECTION 1: STUDENT AND COURSE INFORMATION

My reason for requesting a proctor is (please check one):

___ I am located outside the Northern Virginia/Washington Metropolitan area.

___ I have a disability or illness which prevents me from traveling to a campus.
(Please attach medical documentation.)

___ I am incarcerated.

Student EMPLID: ___________ Student’s Name: ________________________________

Address: ___________________ City: _______ State: _____ Zip Code: ________

Courses to be proctored: ________________________________________________

Is this the first time you have requested proctored exams through ELI? ___ Yes ___ No

VCCS Email Address: ___________________ Telephone: ______________________

Your signature: _____________________________ Date: ____________________

SECTION 2: PROCTOR INFORMATION

Proctor’s Name: Jack Garmer Title: Testing Center Manager

Organization: James Madison University Work phone: 540-568-6855
MSC 2110

Address: 800 S Main St City: Harrisonburg State: VA Zip Code: 22801

Country if not in United States: ____________________________________________

Organizational Email Address: testingcenter@jmu.edu (Exams will not be sent to personal email addresses such as yahoo and hotmail.)

SEND THIS COMPLETED FORM, THE PROCTOR’S STATEMENT ON LETTERHEAD, AND MEDICAL DOCUMENTATION IF APPROPRIATE TO:

Extended Learning Institute, 8333 Little River Turnpike, Annandale, Va. 22203,
Attn: Proctor Request

Requests may also be faxed to 703 323-3392, or scanned and emailed to elicoursespecialists@nvcc.edu