Online Exam Proctor Form

For Assistance: (423) 425-5305 or (423) 425-4344 Monday - Friday, 8:00 a.m. to 5:00 p.m. (Eastern Time)

Mailing Address: UTC Center for Online and Distance Learning
615 McCallie Avenue Chattanooga, TN 37403
Fax: (423) 425-4170
Tonya-Botts@utc.edu

STUDENT INFORMATION:
Name: ____________________________________________________________
(last name) (first name) (MI)

UTC ID: ____________________________________________________________

Daytime Phone: ____________________________________________________

Mailing Address: __________________________________________________

City: __________________________ State: _______ Zip: ________________

E-mail: ____________________________________________________________

Course and Exam Information
Course: __________________________ Exam Dates: ______________________

Instructor’s Name: __________________________________________________

Student’s Signature: __________________________ Date: _____________

If your examination must be proctored at another institution, please complete this form and return it to the address above at least 3 days prior to the exam date either by mail or by fax.

PROCTOR INFORMATION:
Proctor’s name: __________________________ Title: ______________________

Proctor’s e-mail: __________________________________________________

Institution Name: __________________________________________________

Institution Address: ________________________________________________

City: __________________________ State: _______ Zip: ________________

Phone: ____________________________________________________________

Proctor Signature: __________________________ Date: __________________