



Testing Center
(309) 796-5170

Proctor Approval Form

Tester's responsibilities:

- To be **60 miles** or more from the Quad-Cities or East Campus.
- To locate a testing center at a two- or four-year academic institution, public library or military installation. **(Cannot be a relative, acquaintance or co-worker of any kind)**
- To complete the information below at least 3 to 4 days before testing.
- To e-mail testingcenter@bhc.edu or fax **309-796-5916** the information.
- To pay any fees that may be charged for this service.

Tester Information:	
Name	
Course and exam #	
Instructor	
Approximate test date	
E-mail address	
Phone number	
Proctor Information:	
Proctor's name	
Proctor's job title	
Institution's name	
Institution's address	
Institution's phone #	
Institution's E-mail address	
Institution's Fax number	

Testing Center responsibilities:

- To contact and verify the chosen proctor above.
- To send the appropriate exam and instructions.
- To e-mail the tester when the proctor has been approved and exam sent.