



Proctor Form Instructions

For students' who wish to write their online GIS tests and exams at an alternate location, please follow these instructions:

1. Locate an individual at an educational institution (College, University, Public Library, Local high school, Contact North Office) that is willing and able to proctor your assessment. Please note that some institutions may charge a fee for you to write an assessment at their location; these fees are the students' responsibility. Attached to this email we have included a list of Contact North testing centres to assist you.
2. Complete the student portion of the Proctor Form and have the proctor complete the rest of the form.
3. Fax completed form(s) to the Fleming College Testing Centre c/o Sherry Sutton at 705-878-9316 or email sherry.sutton@flemingcollege.ca
4. The Fleming Testing Centre will contact the Proctor to arrange access to the online assessment.
5. Upon completion of the assessment the student is not required to do anything more; the test results are automatically accessible by the Fleming Testing Centre and course faculty.

Sherry Sutton
Fleming College, Testing Centre
200 Albert Street South, Lindsay, ON K9V 5E6
Phone 705-324-9144 x 3205
FAX Number 705-878-9316

Proctor Form

Student Information

Student's Name (Last) _____ (First) _____

Student I.D. # _____ Telephone: () _____

Address: (Street) _____

(City) _____ (Province) _____ (Postal Code) _____

Proctor Information

Testing Centre Contact Name: _____

Job Title _____

Name of /College/University/ Contact North _____

Address _____

(City) _____ (Province) _____ (Postal Code) _____

Business Ph #: () _____ Business Email : _____

Will require a computer with an internet connection

As proctor, I certify that I meet the Fleming College's Proctor Requirements as follows:

I am a teacher, administrator or testing/invigilation staff at a high school, community college or university and to eliminate conflict of interest problems, I am not a relative, friend, neighbour, co-worker (including immediate supervisor) or living at the same address of the student.

Exam must be written in an educational setting

I have read and accept the Fleming College Proctor Requirements and attest that I meet these Requirements.

Date: _____

******Any fees charged by proctors are the student's responsibility******

Please forward to:

Fleming College, Testing Centre

200 Albert Street South, Lindsay, ON K9V 5E6

Phone 705-324-9144 x 3205

FAX Number 705-878-9316

Email sherry.sutton@flemingcollege.ca

All personal information collected by Fleming College is in accordance with sections 21, 39 and 49 of the *Freedom of Information and Protection of Privacy Act* and under the *Ontario Colleges of Applied Arts and Technology Act, 2002, Regulation 34/03*. The personal information collected during this assessment, both written and computerized, will be used to assess your skill levels in English and mathematics and will be made available to College faculty and staff as required in order to place students in appropriate subjects, provide advisement about academic services and academic progress, and to conduct research into academic assessment, advisement and success. If you have any questions concerning the collection and use of your personal information, please contact the Program Coordinator, School of General Arts and Sciences, at 749-5530.