



**Distant Student Recommendation for Proctor**

Students who live at a distance of more than 75 miles from the Van Nuys campus (referred to as Distant Student) can take the final examination with a proctor. The final examination is being administered by the proctor on the same day that the final examination is administered to local students on the Van Nuys campus. The difference is that a distant student can take the final examination at a different time than the on-campus student. Final examination cannot exceed a maximum of two hours.

A proctor is a person in your local area who would understand that the integrity of the final exam has to be maintained. A final examination proctor can be a school teacher, a local librarian, a testing center in a community college, etc. A proctor cannot be your spouse, friend, relative, or immediate subordinate. Approval of your proctor is contingent upon the above requirements. If the requirements are not met, you will be notified to find a new proctor.

**Student's Information** *(Please print.)*

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Address: \_\_\_\_\_  
Course Number/Course Name: \_\_\_\_\_  
*(Please list all courses where examinations are needed)*  
Quarter/Year: \_\_\_\_\_ Date of Final Examination: \_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Primary Proctor Information** *(Please print.)*

Proctor's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Location for the Final Exam: \_\_\_\_\_  
*(Church Name & Address, School or Offices)*  
Proctor's Email Address: \_\_\_\_\_  
Proctor's Telephone & Fax Number: \_\_\_\_\_  
Proctor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Secondary Proctor Information** *(Please print.)*

Proctor's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Location for the Final Exam: \_\_\_\_\_  
*(Church Name & Address, School or Offices)*  
Proctor's Email Address: \_\_\_\_\_  
Proctor's Telephone & Fax Number: \_\_\_\_\_  
Proctor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once the information is received and approved by the Office of Registrar, your proctor will be contacted by email or will receive in the mail instructions in administering student final examinations. Information provided will remain on file for use in subsequent terms until revised information is submitted by the student.

Office of Registrar Use Only Date Received \_\_\_\_\_ Date Approved \_\_\_\_\_ Processed by \_\_\_\_\_