

# PROCTOR FORM

National Bible College  
4701 NW 11<sup>TH</sup> AVE • FT LAUDERDALE, FL 33309  
Phone: (954) 776-0203 • (954) 776-4855

Student name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Course name and number \_\_\_\_\_

Proctor name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

## Proctor's Responsibility

1. You will receive four exams (two for Greek courses) in separate envelopes.
2. You will arrange for a quiet, comfortable, place for the student to write the exam.
3. Maintain sufficient oversight to be able to certify that the student does not use any improper sources while taking the exam.
4. Return the exams individually to the college in the enclosed, stamped, self- addressed envelopes.

## Proctor's Acceptance

I agree to proctor these exams.

Signed : \_\_\_\_\_ Date: \_\_\_\_\_

## PROCTOR INSTRUCTIONS

Thank you for agreeing to proctor these exams.

The student is allowed no helps and needs no supplies except a pen.

If the student desires, he is permitted to use blank pages for drafting the answers to the discussion questions, though this is really not necessary. **You should examine the paper to make sure that it is blank before beginning.**

Please make sure that the student is comfortable, that there is plenty of light and that the room is not stuffy. There should be no reason for the student to leave the room since the examination is designed to take less than one hour. Of course, use your own judgment if request is made. There is no time limit on the exam.

When the exam is completed you are requested **to personally return the test and seal the completed test in the enclosed, self-addressed envelope to National Bible College.**

### **PLEASE RETURN THEM ONE AT A TIME AS SOON AS THEY ARE FINISHED**

Please understand that we require a proctor because it is proper academic procedure and the state board of education and any future accrediting team insist that these procedures be in place.

Thank you again for your assistance to the student and to National Bible College.

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C. Norman Sellers  
President