



Testing Centre In-Class Proctor Assistance Request Form

Faculty: If you have special circumstances, and need in-class proctor assistance, you may fill out this form, have your Dean sign for approval, and then deliver to the Test Centre room #M104.

****There is a fee associated with this service that will be charged back to your dept.****
YOU MUST SUBMIT ONE FORM FOR EACH TEST SITTING AT LEAST 2 WEEKS IN ADVANCE.

Faculty Name: _____	Date: _____
Date of Test: _____	Room # _____
Start Time: _____	End Time: _____
Academic School: _____	Course Code: _____

Rationale – Need for Proctor: _____

Comments/Notes for Proctor: _____

Faculty/Staff Signature: _____

Dean's Signature: _____

Date Submitted to Test Centre: _____

Submit FORM to Connie Byrns in the Test Centre Room #M104.

Email: Connie.Byrns@lambtoncollege.ca OR testing@lambtoncollege.ca