Open Campus/Deerwood Assessment Services
Florida State College at Jacksonville (FSCJ)
PERT REQUEST FORM
(To be completed by Student and Proctor)

To the student, read this form carefully. Until we have received this proctor form, your exams will not be sent out.

- Work with your proctor to complete and return this form. It is the student's responsibility to insure that the Open Campus/Deerwood Center has received the proctor form.
- The completed Request Form should be e-mailed to OnlineRemoteProc@fscj.edu or Faxed to 904.997-2610.
- **E-mail, fax, or mail this form separately – do not send this form with other course or lesson materials.**
- Submit this form at least **two weeks before desired test date.**
- You will receive e-mail confirmation when your proctor has been approved.
- A photo ID is required for admission to the examination.
- Do not schedule testing with your proctor until you have been emailed that your exam was emailed to your proctor.

STUDENT INFORMATION

- **Student Name:**
- **SSN Last 4 Digits:**
- **Student Date of Birth:**
- **Student email address:**
- **Which subtests are you taking:**

TEST PROCTOR INFORMATION

- **Proctor Name:** **Proctor Title:**
- **Proctor email:**
- **Proctor Phone Number:** **Proctor Fax Number:**
- **School Name:**
- **School Address1:**
- **School Address2:**
- **City:** **State:** **Zip Code:**
- **What is your relationship to this student?**

Proctor's Signature: **Date:**

NOTES:

- **Remote Site Approval:** Location must be a college, university or military Educational Services Office. No other locations will be approved**.**
- **Remote Proctor Approval:** Proctor must be an employee affiliated with the school's assessment/testing office or program and authorized to administer exams on behalf of the appropriate institution.
- **Military Test Proctors:** Must be appointed or assigned to the Educational Services Office.
- **Fees:** Student is responsible for any fees charged by the remote test site.