

Testing Center APPROVED PROCTOR Request

If your online class requires one or more proctored exams and you do not live within 60 miles of the QC Campus or the East Campus in Kewanee, you may secure a proctor at a location nearer to where you live. First, locate someone at an institution near you who is willing to proctor your exam, such as a library or community college. This person cannot be a family member or friend.

To secure approval for your proctor, email the Testing Center at testingcenter@bhc.edu with the following information:

Your name
The course and exam #
The approximate date you will take the exam
Your e-mail address
Your phone #

The proctor's name
The proctor's title
Institution's name
Proctor's business address
Proctor's business phone #
Proctor's e-mail address
Proctor's fax number

Once the Testing Center staff has received all of the above information, they will verify your proctor by contacting them and working out the arrangements for sending the appropriate exam and instructions. The staff will also let you know in an e-mail that the arrangements for the exam have been made.

www.bhc.edu/student-resources/student-support/testing-center/