



## Distance Education / OntarioLearn

### Proctor Information Form

You must live more than **100 km** from the College to use a proctor.  
Use **ONE proctor form** for each exam.

#### Student and Course Information:

Student's Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

Student Mohawk ID (9-digit): \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Address: (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (Province) \_\_\_\_\_

(Postal Code) \_\_\_\_\_ Email Address: \_\_\_\_\_

Course Code: \_\_\_\_\_ Course Name: \_\_\_\_\_

#### Testing Date and Time:

*\*\*Important: Exam must be written within the last seven days of the course.*

Midterm: \_\_\_\_\_ Final Exam: \_\_\_\_\_

#### Proctor Information (To be completed by the Proctor):

Testing Centre Contact Name: \_\_\_\_\_

Name of College/University/Institution: \_\_\_\_\_

College/University/Institution Mailing Address: \_\_\_\_\_

(City) \_\_\_\_\_ (Province) \_\_\_\_\_ (Postal Code) \_\_\_\_\_

Business Phone #: (\_\_\_\_) \_\_\_\_\_ Testing Centre Email Address: \_\_\_\_\_

**As proctor, I certify that I meet the requirements of Mohawk College's Proctor Policy as follows: I am a teacher or administrator at a community college or university and to eliminate conflict of interest problems, I am not a relative, friend, neighbour, co-worker (including immediate supervisor) or living at the same address of the student.**

**\*\*Exam must be written in an educational setting.\*\***

**\*\*Any fees charged by proctors are the student's responsibility.\*\***

Proctor Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

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

#### **PLEASE FORWARD COMPLETED PROCTOR FORM TO:**

Mohawk College, Online Learning, Continuing Education  
135 Fennell Avenue West, Hamilton, Ontario L9C 0E5  
OR

Scan and email your proctor form to [exams@mohawkcollege.ca](mailto:exams@mohawkcollege.ca)

For questions or concerns, please contact 905-575-2154