



# ASC NURSING PROCTOR REQUEST SHEET

Phone - 775-327-2275  
Email - testing@gbcnv.edu

Instructor 's Name:

Exam Title and Number:

Phone number we can reach you at **during**  
**the exam** (cell preferred with text option):

Date and Time of Exam:

Please attach a Class Roster with all expected testers on the day of the test in Excel, Word or PDF formats.

For online exams, please list the website and the link to the exam: “Example: ATI <https://www.atitesting.com/>” If a paper exam, please note that here and provide additional information below.

**IMPORTANT: For ATI exams, Proctors must be assigned in ATI prior to the test date.**

**It is your responsibility to ensure the correct Proctor is assigned to the Cohort and given proctor access.**

Proctor on staff (ASC provide a proctor after reviewing the exam date)Examples: Samantha Wells. Toni Milano, Candice Stone,etc.	If the Nursing Dept. is providing the proctor, please list who will be present/accountable.	<b>Passcode:</b>	Physical Location of Exam Please list room/building test will take place. Examples: HTC, ASC, other office

Items Allowed During Exams. Please list all that apply - scratch paper, pencil, earplugs, etc., along with additional instructions, such as to collect and destroy scratch paper.

If the exam is not ATI, please provide specific set-up and login instructions here:

Additional notes & instructions to the proctor and ASC Director: