How to complete a Proctor Request Form
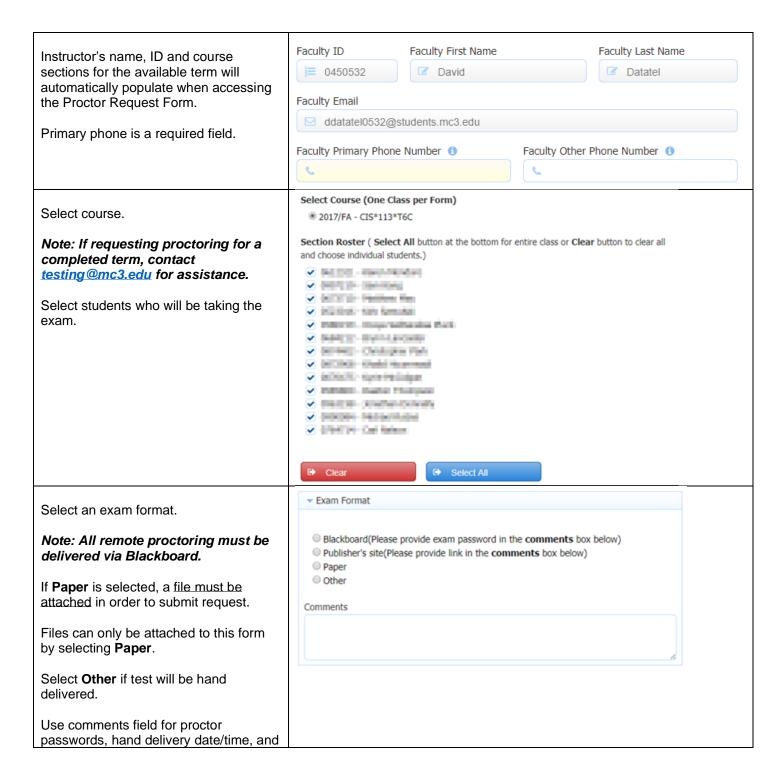
Below is an example of the Proctor Request Form and how to complete the form.

Instructor's name, ID and course sections for the available term will automatically populate when accessing the Proctor Request Form. Primary phone is a required field.	**Faculty ID** `0450532` **Faculty First Name** `David` **Faculty Last Name** `Datatel` **Faculty Email** `ddatatel0532@students.mc3.edu` **Faculty Primary Phone Number** ℹ️ **Faculty Other Phone Number** ℹ️
Select course. ***Note: If requesting proctoring for a completed term, contact testing@mc3.edu for assistance.*** Select students who will be taking the exam.	**Select Course (One Class per Form)** ◉ 2017/FA - CIS*113*T6C **Section Roster** (**Select All** button at the bottom for entire class or **Clear** button to clear all and choose individual students.) (roster list with checkmarks) [➡ Clear] [➡ Select All]
Select an exam format. ***Note: All remote proctoring must be delivered via Blackboard.*** If **Paper** is selected, a file must be attached in order to submit request. Files can only be attached to this form by selecting **Paper**. Select **Other** if test will be hand delivered. Use comments field for proctor passwords, hand delivery date/time, and	▾ Exam Format ○ Blackboard(Please provide exam password in the **comments** box below) ○ Publisher's site(Please provide link in the **comments** box below) ○ Paper ○ Other Comments

other pertinent information regarding exam format.	
Choose a date or a date range. This is a required field.	**Specify Date(s):** ◉ Specify a date ○ Specify a date range ▼ Exam times **Pick a date** [📅 📅] Monday to Thursday Friday Saturday ☐ 8:00am ☐ 8:00am ☐ 8:30am ☐ 10:30am ☐ 10:30am ☐ 11:00am ☐ 1:00pm ☐ 1:00pm ☐ 1:30pm ☐ 3:30pm ☐ 3:00pm ☐ 6:00pm **OR** **Specify Date(s):** ○ Specify a date ◉ Specify a date range ▼ Testing Dates **Exam Start Date** **Exam End Date** [📅 📅] [📅 📅]
Select length of time permitted to complete the test.	**Time Allowed for Exam** Enter other exam length: ○ 1 Hour [✎] ○ 2 Hour ○ 3 Hour If submitting a request for a student with time accommodations, **please select total time including accommodation**. I.E. If the normal testing time is 1 hour but student gets 2x accommodation, please select 2 hour. If normal time is 2 hour but student gets 2x accommodation, please enter 4 hour in custom field.

Indicate whether request is for a student with accommodations. Indicate whether request is for a student unable to use Respondus LockDown Browser. This is currently a required field.	**Accommodated Testing** Is this request for accommodated testing? ○ Yes ○ No Respondus - Is this request for a student who does not have appropriate technology to use Respondus? ○ Yes ○ No
Select permitted materials. Calculators and other materials will only be permitted if noted in this section.	○ No Materials ⦿ Use Some Materials - please select from the materials listed below in the dropdown menu ▾ Please choose one or more from the following Notes ○ Yes ○ No Computer ○ Yes ○ No Books ○ Yes ○ No Foreign Language Dictionary ○ Yes ○ No Calculator ○ Yes ○ No Other
If **Paper** was selected in exam format, an electronic file must be attached. This is a required field. Enter additional instructions if applicable and not already addressed in another section of the request form.	Attach a copy of Exam packet - **Exams need to be in PDF or Word format, and be sure to include the following on the exam:** • **Your name** • **Course** • **Section** Attach a file ⬆ Add Files Additional Instructions
Enter time/date and location for the pick-up for paper exams. Per college policy, tests may be taken at either campus location. Tests taken at location not selected here will be scanned and emailed. Paper copy will be sent via interoffice mail unless otherwise indicated.	Date and time you plan to pick up your completed test Designated Pick-up Location ○ Central ○ West Submitted forms are sent to westcentraltesting@mc3.edu. This mailbox is monitored by Testing Center staff.