

How to complete a Proctor Request Form

Below is an example of the Proctor Request Form and how to complete it.

<p>Instructor's name, ID and course sections for the available term will automatically populate when accessing the Proctor Request Form.</p> <p>Primary phone is a required field.</p>	<div> <div>▼ Faculty Information</div> <div> <div>Faculty ID</div> <div>Faculty First Name</div> <div>Faculty Last Name</div> </div> <div> <div>0450532</div> <div>Dave</div> <div>Datatel</div> </div> <div> <div>Faculty Email</div> <div>ddatatel0532@mc3.edu</div> </div> <div> <div>Faculty Primary Phone Number</div> <div>Faculty Other Phone Number</div> </div> <div> <div>xxx-xxx-xxxx</div> <div></div> </div> </div>
<p>Select course.</p> <p>Note: You are able to request proctoring for the previous term. Any questions, contact testing@mc3.edu for assistance.</p> <p>Select students who will be taking the exam.</p>	<div> <div>Proctored Exam Request</div> <div> <div>▼ Course and Roster Selection</div> <div> <div>Select Course (One Class per Form)</div> <div> <input type="radio"/> 2024/SP - BIO*140*HCF <input type="radio"/> 2024/SP - BIO*140*JCF <input type="radio"/> 2024/SP - BIO*141*FCF <input checked="" type="radio"/> 2024/SR - BIO*140*ACF </div> </div> <div> <div>Student Notification</div> <div> <input checked="" type="radio"/> Please notify the selected students that the exam is ready for registration <input type="radio"/> I will notify the selected students that the exam is ready for registration </div> </div> <div> <div>Clear</div> <div>Select All</div> </div> <div> <div>The following students were selected for this exam:</div> <div>1093568 - Dana Datatel</div> </div> <div> <div>Student Count</div> <div>1</div> </div> </div> </div>
<p>Select the exam type and provide a name for the exam.</p>	<div> <div>Provide a name for the exam: *</div> <div> <input type="radio"/> Midterm <input type="radio"/> Final <input type="radio"/> Other </div> </div>

<p>Select an exam format.</p> <p>Note: All remote proctoring must be delivered via Canvas.</p> <p>If Paper is selected, a <u>file must be attached</u> in order to submit request.</p> <p>Files can only be attached to this form by selecting Paper.</p> <p>Select Other if test will be hand delivered. Use comments field for proctor passwords, hand delivery date/time, and other pertinent information regarding exam format.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>▼ Exam Format</p> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <input type="radio"/> Canvas(Please provide exam password in the comments box below) <input type="radio"/> Publisher's site(Please provide exam link in the comments box below) <input type="radio"/> Paper(You must attach a file if you choose this option) <input type="radio"/> Other </div> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"> Comments </div> </div>
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<p>Specify the location of the exam.</p>	<p>Where Will Your Student(s) Test? *</p> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <input type="radio"/> Blue Bell <input type="radio"/> Pottstown </div>
<p>Choose a date or a date range.</p> <p>Indicate the time allowed for the exam.</p> <p>Note: This form only permits you to indicate a time in whole numbers. If your student needs time on the half minute, please add a note in the "Time Allowed" field below.</p> <p>These are required fields.</p> <p>You may also indicate a specific</p>	<div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p>Specify Date(s): *</p> <div style="display: flex; justify-content: space-between;"> <input type="radio"/> Specify a date <input type="radio"/> Specify a date range </div> </div> <div style="background-color: #e1f5fe; padding: 10px; border: 1px solid #ccc; margin-top: 10px;"> <p>The Testing Centers are open:</p> <p>Blue Bell Campus College Hall, Library 2nd Floor Monday through Friday – 9 a.m. to 4 p.m. Evening Hours: Please contact the testing center to setup an appointment.</p> <p>Pottstown Campus: South Hall, Library 114C Monday – 8 a.m. to 3 p.m. Tuesday – 8 a.m. to 3 p.m. Wednesday – 8 a.m. to 3 p.m. Thursday – 9 a.m. to 3 p.m. Friday and Evening Hours: Please contact the testing center to setup an appointment.</p> <p>In order to provide your students with adequate time to schedule, please submit your request a minimum of three (3) business days (8:00 am – 5:00 pm, excluding weekends) in advance.</p> <p>Please note: students must schedule their exam at least 24 hours in advance. They may not walk in to test without an appointment.</p> </div> <div style="margin-top: 20px;"> <p>Time Allowed for Exam.</p> <p>Please note: If this is an accommodated exam, please include the full time allowed for this exam.</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Other</div> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p>Time Allowed</p> <div style="border: 1px solid #ccc; padding: 2px; width: 150px;">50</div> </div> <div style="flex: 1; margin-left: 10px;"> <p>Is the Time Allowed minutes or hours?</p> <div style="display: flex; align-items: center;"> <input checked="" type="radio"/> Minutes <input type="radio"/> Hours </div> </div> </div> </div>

<p>exam date and start time.</p>	<div> <div> Testing Dates </div> <div> <div>Exam Start Date</div> <div>5/27/2024</div> </div> <div> <div>Exam End Date</div> <div>5/30/2024</div> </div> </div> <p>or</p> <div> <div>Exam times</div> <div> Pick a date * </div> <div> <div>Exam Start Time</div> <div></div> </div> </div>
<p>Specify test reason.</p> <p>This is currently a required field.</p>	<div> <div>Test Reason</div> <div> This test is: <ul style="list-style-type: none"> <input checked="" type="radio"/> Accommodated Testing <input type="radio"/> Make-Up Exam </div> <div> Please include any relevant instructions. Please note: Any notes about time should be included in the "Time Allowed" field above. </div> <div> 50 minutes in distraction reduced environment </div> </div>
<p>Select permitted materials.</p> <p>Calculators and other materials will only be permitted if noted in this section.</p>	<div> <div> <input type="radio"/> No Materials <input checked="" type="radio"/> Use Some Materials - please select from the materials listed below in the dropdown menu </div> <div> <div>Please choose one or more from the following</div> <div> <div>Notes</div> <div> <input type="radio"/> Yes <input type="radio"/> No </div> </div> <div> <div>Computer</div> <div> <input type="radio"/> Yes <input type="radio"/> No </div> </div> <div> <div>Books</div> <div> <input type="radio"/> Yes <input type="radio"/> No </div> </div> <div> <div>Foreign Language Dictionary</div> <div> <input type="radio"/> Yes <input type="radio"/> No </div> </div> <div> <div>Calculator</div> <div> <input type="radio"/> Yes <input type="radio"/> No </div> </div> <div> <div>Other</div> <div></div> </div> </div> </div>
<p>Enter time/date and location for the pick-up or delivery of exams.</p>	<div> <div>Additional Instructions</div> <div> 50 minutes in distraction reduced environment </div> <div> How do you want to receive the completed exam? (select all that apply) <ul style="list-style-type: none"> <input checked="" type="radio"/> Pick up at Blue Bell Testing Center <input type="radio"/> Pick up at Pottstown Testing Center <input type="radio"/> Return to faculty mailbox – Pottstown <input type="radio"/> Send via secure file transfer <input type="radio"/> Send interoffice mail (Please provide office address below) </div> <div> For Questions or Assistance, please email testing@mc3.edu </div> </div>

Finish by validating your form submissions. You will be notified which form items need attention.

Validate

- Duration is not valid
- Faculty Primary Phone Number is not valid
- Select Course (One Class per Form)** is not valid
- Provide a name for the exam: is not valid
- Exam Format is not valid
- Where Will Your Student(s) Test? is not valid
- Time Allowed for Exam is not valid
- This test is: is not valid
- How do you want to receive the completed exam? (select all that apply) is not valid

