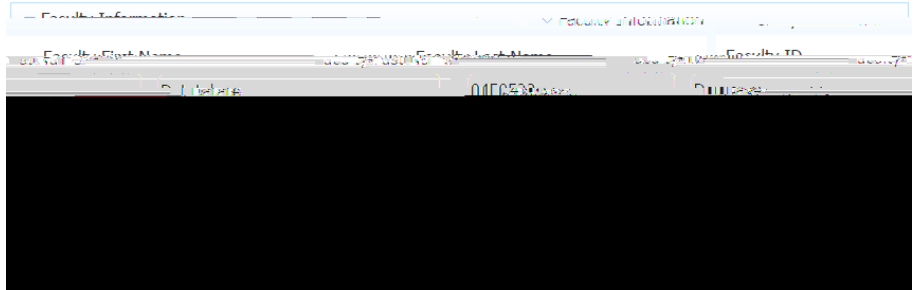
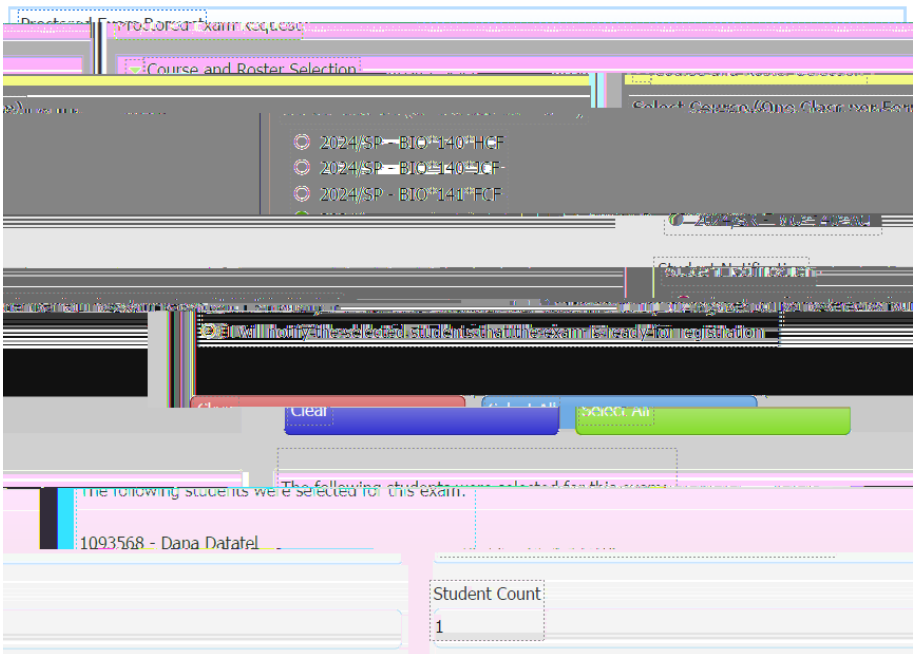
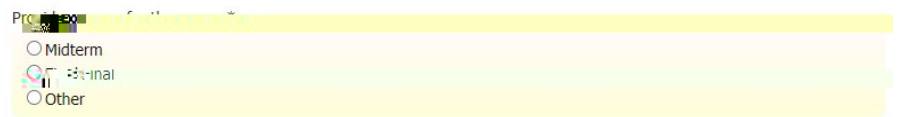


# How to complete a Proctor Request Form

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>	
<p>Select course.</p> <p><b>Note: You are able to request proctoring for the previous term. Any questions, contact <a href="mailto:testing@mc3.edu">testing@mc3.edu</a> for assistance.</b></p> <p>Select students who will be taking the exam.</p>	
<p>Select the exam type and provide a name for the exam.</p>	

Select an exam format.

**Note: All remote proctoring must be delivered via Canvas.**

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 other pertinent information regarding exam format.

Specify the location of the exam.

Choose a date or a date range.

Indicate the time allowed for the exam.

**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.**

These are required fields.

d



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

Validate

Duration 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

How do you want to receive the completed exam? (select all that apply), is not valid.

