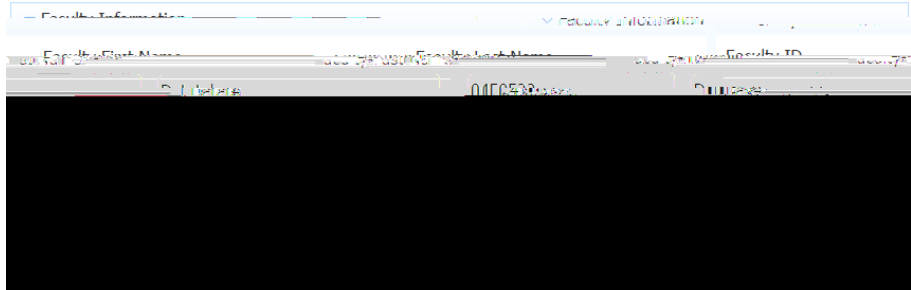
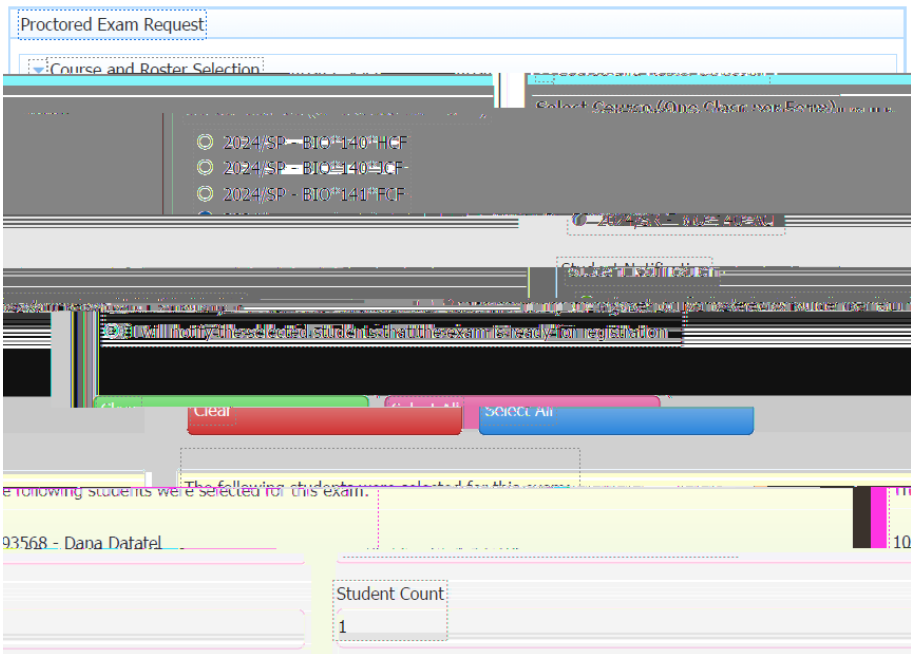



How to complete a Proctor Request Form

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>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>	
<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.

A screenshot of a web interface showing a 'Validate' button and a list of validation errors. The button is blue with a right-pointing arrow and the text 'Validate'. Below it is a light blue box containing a list of error messages, each with a colored background: a blue message for 'Duration is not valid', a red message for 'Select Course (One Class per Form) is not valid', a yellow message for 'Provide a name for the exam: is not valid', a red message for 'Exam Format is not valid', a red message for 'Time Allowed for Exam is not valid', and a yellow message for 'How do you want to receive the completed exam? (select all that apply), is not valid...'. The text in the screenshot is partially obscured by horizontal lines.

