ITV Proctor Support

Form

Please complete the form below to reserve a proctor to assist with proctored exams for your class.

List the dates and times a proctor is needed for your class. List all supplementary items approved for exams for your class. If you need a proctor or cancel a scheduled test date, please e-mail or contact the Test Center as soon as possible.

Course ___________________________ Faculty Name ___________________________

Faculty Telephone Number ______________ Faculty E-mail ___________________________

Location for exam administration:

- □ Moore (Lynchburg Campus)
- □ Smyrna Campus
- □ Fayetteville Campus
- □ McMinnville Campus

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Specific Instructions or Restrictions for Test:

- Open Book
- Periodic Table
- Text Books
- Blue Book
- Open Notes
- Dictionary
- Computer
- Other
- Note Card
- Calculator
- Scan Form

Special Instructions:

- Collect Notes/card with test
- Scranton Sheet
- Blackboard/Canvas Passwords are ____________________________
- Exam administered between (day/date) ________________ (time) ______________________________
- Other (Please explain): ___________________________________________________________________

Test Administration:

Amount of Time allotted for test:

- 30 minutes
- 1 hour
- 2 hour
- Other
- 45 minutes
- 1.5 hour
- 2.5 hour

Please return completed tests to me via (select one):

- Campus Mail
- Scanned & Email to _____________ (e-mail address) This option applies to non-Scranton tests.
- Will pick up
- Other

Note: Instructors should be specific with test instructions (example - this is a closed book test, this is an open book test, no notes, the test has a time limit of 30 minutes, students may use one sheet of handwritten notes, etc.). Please be sure to include a contact number or e-mail in case there are questions. To ensure a proctor is present for your test, it is recommended you submit this form to the Test Center at the beginning of the semester or two weeks in advance of the first test. Please e-mail the form to tcenter@mssc.edu or fax to 931-393-1899. **You will receive an e-mail confirmation after the form is received.**