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| txstateLogo  **Testing, Research-Support & Evaluation Center (TREC)**  **Proctoring Service Request Form** |

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| |  |  | | --- | --- | | **Exam Information** | | | Course Name: |  | | Computer/Internet Exam : | |  |  | | --- | --- | | URL: |  | | | Paper/Pencil Exam: |  | |  | | Deadline Date: |  | | Time Limit (e.g. 1 hour): |  | | Allowable Equipment (e.g. text book, notes, calculator, scratch paper): |  | | Special Instructions: |  | |  | |  | | --- | | **Appointment Required**  Examinees must make appointments at least 2 business days in advance. Visit [Proctored Exam Service](http://www.txstate.edu/trec/studentTesting/proctoredExamService.html) or email [proctor@txstate.edu](mailto:proctor@txstate.edu) for information.  **Exam Fees**  The proctoring fee is $40 based on a two hour exam session.  **Method of Payment**  We accept payment by money order or credit card.  **Send the completed form to TREC via one of the following methods**: (The exam may be sent separately.)   * Email the Word file to [proctor@txstate.edu](mailto:proctor@txstate.edu) * Fax: 512.245.2903 * Hard copy (Drop off at Testing Center) | |
| |  |  | | --- | --- | | **Student Information** | | | First Name: |  | | Last Name: |  | | Email: |  | | Daytime Phone: |  | |  |
| |  |  |  | | --- | --- | --- | | **For Office Use Only:** | | | |  | Date | Time | | Form Received: |  |  | | Exam Received: |  |  | | Link Sent: |  |  | | Exam Taken: |  |  | | File Name: |  | | | Proctor Name: |  | | | Comments: | | | |
| |  |  | | --- | --- | | **Instructor Information** | | | First Name: |  | | Last Name: |  | | Email: |  | | Daytime Phone: |  | | Campus Address: |  |   \* Email login and password information to [proctor@txstate.edu](mailto:proctor@txstate.edu). |  |