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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 : |

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| URL: |       |

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| Paper/Pencil Exam: |  |
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| Deadline Date: |       |
| Time Limit (e.g. 1 hour): |       |
| Allowable Equipment (e.g. text book, notes, calculator, scratch paper): |       |
| Special Instructions: |       |

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| **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 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
* Fax: 512.245.2903
* Hard copy (Drop off at Testing Center)
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| **Student Information** |
| First Name: |       |
| Last Name: |       |
| Email: |       |
| Daytime Phone: |       |

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| **For Office Use Only:** |
|  | Date | Time |
| Form Received: |       |       |
| Exam Received: |       |       |
| Link Sent: |       |       |
| Exam Taken: |       |       |
| File Name: |       |
| Proctor Name: |       |
| Comments:      |

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| **Instructor Information** |
| First Name: |       |
| Last Name: |       |
| Email: |       |
| Daytime Phone: |       |
| Campus Address: |       |

\* Email login and password information to proctor@txstate.edu. |  |