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**Proctoring Service Request Form**

The Testing, Evaluation & Measurement Center (TEMC) provides a Proctored Exam Service for students enrolled in courses at other institutions who require someone to administer an exam.

**Information**: Examinees must make appointments at least two business days in advance. Visit [Proctored Exam Service](http://gato-public.its.txstate.edu/mjdf38i3tv0b56vz/testing-research-evaluation-sandbox/services/testing-lab-services/proctored-exam-service.html) or email proctor@txstate.edu for information. The administration fee will be based on the length of the exam (according to its time limit). We accept payment by money order or credit card.

**Form Directions**: The student fills out section #1 and emails form to instructor. The instructor completes sections #2 & #3 and sends the completed form to [TEMC filedrop](https://securetransfer.txstate.edu/filedrop/TEMC-testingcenter-files) at <https://securetransfer.txstate.edu/filedrop/TEMC-testingcenter-files>

**Section #1: Student Information**

|  |  |
| --- | --- |
| Student First Name: |  |
| Student Last Name: |  |
| Student Email: |  |
| Student Daytime Phone: |  |

**Section #2: Instructor Information**

|  |  |
| --- | --- |
| Instructor First Name: |  |
| Instructor Last Name:  |  |
| Instructor Email: |  |
| Instructor Daytime Phone: |  |

**Section #3: Exam Information**

|  |  |
| --- | --- |
| Course Name: |  |
| Exam Format: | [ ] Paper/Pencil [ ] Computer/Internet\* |
| Select a delivery method: (For Paper/Pencil format exams only) | [ ] Email [ ]  Fax [ ]  In Person [ ] Online [ ] US Mail |
| Select a return method: (For Paper/Pencil format exams only) | [ ] Email [ ]  Fax [ ]  Pick Up [ ] Online [ ] US Mail |
| Indicate online location: (Internet exams only) | URL:  |
| Deadline Date: |  |
| Time Limit (e.g. 1 hour) |  |
| Allowable Equipment (e.g. textbook, notes, calculator, scratch paper): |  |
| Special Instructions |  |