

TEXAS STATE

TESTING, EVALUATION,
AND MEASUREMENT CENTER

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](#) or email proctor@txstate.edu for information. The administration fee will be based on the length of the exam (according to its time limit). Please note a time limit must be designated or the maximum fee of \$60 will apply. 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 emails the completed form to proctor@txstate.edu

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:	<input type="checkbox"/> Paper/Pencil <input type="checkbox"/> Computer/Internet*
Select a delivery method: (For Paper/Pencil format exams only)	<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> In Person <input type="checkbox"/> US Mail
Select a return method: (For Paper/Pencil format exams only)	<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Pick Up <input type="checkbox"/> US Mail
Indicate online location: (For Internet based exams only)	URL: *Email login and password information to proctor@txstate.edu
Deadline Date:	
Time Limit (e.g. 1 hour)	
Allowable Equipment (e.g. textbook, notes, calculator, scratch paper):	
Special Instructions	