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**Remote Proctoring Service Request Form**

**The Testing, Evaluation & Measurement Center (TEMC) provides a Remote Proctored Exam Service via Proctor360 for students enrolled in courses at other institutions who require someone to administer an exam and cannot complete in-person testing.**

**Information**: Examinees must make appointments at least two business days in advance. Visit [Proctored Exam Service](https://www.txst.edu/temc/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 **and include the Proctor360 fee**. We accept payment by 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>

\*If you don't have an account on this system, please enter your email and we will send you a temporary password. \*

**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: |  |

**See next page for exam details and instructions**

**Section #3: Exam Information**

|  |  |
| --- | --- |
| **Exam Name:** |  |
| Exam Format: | [x] Paper/Pencil [ ] Computer/Internet\* |
| Select a delivery method:  | [ ] Email [ ]  Fax [ ]  In Person [ ] Online [ ] US Mail |
| Select a return method:  | [ ] Email [ ] 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): |  |
| Restroom Breaks: | [ ] Yes, allowed [ ] No, not allowed |
| Special Instructions: (e.g.: access codes, specialized software, special exam entry notes, etc.)  |  |

After the completion of this form, TEMC will send the student a payment link to complete. Once payment is processed, TEMC will schedule the remote exam and send notice of confirmation.

