

Ozarks Technical Community College
Off-Campus Proctoring Arrangement Form
For proctoring at a non-OTC facility

SECTION TO BE COMPLETED BY STUDENT

Name: _____ Semester: _____
Course: MO Basic Skills Review & Test _____ Section: _____

Instructor Information

Name: Janet Sell _____ E-mail: sellj@otc.edu _____
Phone: 417-447-8888 _____ Fax: 417-447-8893 _____

Proctor Information

Name: _____ E-mail: _____
Title: _____ Phone: _____
Institution: _____ Fax: _____

SECTION TO BE COMPLETED BY INSTRUCTOR

Paper assessment? _____ Yes _____ No _____ Online assessment? _____ Yes _____ No _____
If so, how many pages? _____ If so, what is the password? _____

Proctoring Instructions

Textbook allowed? _____ Yes _____ No _____ Calculator allowed? _____ Yes _____ No _____
Computer allowed? _____ Yes _____ No _____ Internet allowed? _____ Yes _____ No _____
Notes allowed? _____ Yes _____ No _____ Other study aids allowed? _____ Yes _____ No _____
Time allotted? _____

Additional Instructions:

SECTION TO BE COMPLETED BY PROCTOR

I verified the student's identity with a driver's license, passport, or other government ID before the assessment was administered. _____ Yes _____ No _____
I monitored the student during the entire assessment. _____ Yes _____ No _____
I proctored and returned the assessment according to the instructions given. _____ Yes _____ No _____

Proctor's Signature

(Please type in your name if returning this form by e-mail.)

Date

Return Instructions: Please return this form, as well as any paper-based assessments, via e-mail to the instructor listed above. If you do not have access to e-mail, please fax the documents either directly to the instructor at the fax number provided above or to the OTC Division of Online Teaching and Learning at 417-447-7509.