



Proctor Request Form

ISU- Meridian
Testing Services Center (TSC)
208-373-1960
meridiantesting@isu.edu

Instructor: Please email this completed form to the TSC

Educational Institution or ISU Department: _____ Course Title: _____

Today's Date: _____ Exam: _____ Exam Type: Paper Online*

***Instructor: Please send any proctor passwords to meridiantesting@isu.edu at least 48 hours before the exam time.**

Student may test: _____ Time Limit: _____ min

Student Name**: _____ Instructor Name: _____

Student Email: _____ Instructor Email: _____

Instructor's Mailing Address (if applicable): ‡ _____

It is the student's responsibility to:

- 1. Email meridiantesting@isu.edu, call 208-373-1960, or visit <https://www.registerblast.com/isu/Exam/List> to schedule an exam appointment *after* the instructor sends this form to the TSC.**
- 2. Inform the instructor of the student's scheduled exam date and time.**

PROCTORING INSTRUCTIONS

<p>Answers should be placed on</p> <p>Test Itself</p> <p>Answer Sheet Provided by Instructor</p> <p>Other (Specify): _____</p> <p>Testing Aids Allowed</p> <p>Calculator</p> <p>Dictionary</p> <p>Notes/Open Book (Textbook Title): _____</p> <p>Scratch paper just shred it send it back, along with the exam, as instructed below.</p> <p>Other (Specify): _____</p>	<p>**If requesting the same exam for multiple students, please enter additional names and emails here.**</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Are breaks allowed? PLEASE NOTE: We are NOT staffed to monitor breaks outside of the TSC (i.e. restrooms breaks).</p> <p>No Yes (Instructions Required): _____</p>	
<p>Any additional Instructions: _____</p>	
<p>Instructions after exam completion (REQUIRED):</p> <p>Email a scanned copy and mail the original to the mailing address given above. ‡</p> <p>Email a scanned copy and keep the original on file until _____, then shred the original.</p> <p>Other/Additional: _____</p>	