



Proctoring Request Form (Located in SG 267)

Please complete the Proctoring Request form for your test to be proctored appropriately and email it to stemproctor@glendale.edu (or drop it off in SG 267). If you have any questions about the form, please email stemproctor@glendale.edu.

Student Information

Student Name _____

Student ID# _____

Instructor Information

Instructor Name _____

Division/Department _____

What is the best way to contact you in case there are any difficulties or questions?

Additional Information

Course & Exam Information

CourseName _____

Ticket Number _____

Exam Date(s) & Start time _____

Title of exam _____

Time allowed for the exam _____

Instructor Authorized Materials

<input type="checkbox"/>	Open Notes
<input type="checkbox"/>	Collect Notes
<input type="checkbox"/>	Open Book
<input type="checkbox"/>	Scientific Calculator
<input type="checkbox"/>	Graphing Calculator
<input type="checkbox"/>	Computer
<input type="checkbox"/>	Scantron
<input type="checkbox"/>	Dictionary
<input type="checkbox"/>	Blue Book
<input type="checkbox"/>	Other:

How would you like the test returned to you?

Delivered to instructor mailbox

Submitted by student via LMS (e.g., MyLab)

Student will upload images to Canvas

Pick up physically in SG 267

Scanned and emailed to instructor email

Passcode:

Staff Notes