

**Ivy Tech Community College of Indiana**  
**DISTANCE EDUCATION PROCTORING FORM**

**Routing Information** (To be completed by Instructor or Regional Designee)

**ORIGINATING SITE:**

**TESTING SITE:**

Name:

Name:

Department:

Department:

Address:

Address:

City:                      State:                      Zip:

City:                      State:                      Zip:

Phone:

Phone:

Fax:

Fax:

Email:

Email:

**Exam Information** (To be completed by Instructor)

**Student Information**

Student Name:

*Last*

*First*

ADA Approved Accommodations (please specify):

**Instructor Information**

Instructor Name:

Email:

Campus:

Region:

Address:

City:                      State:                      Zip:

Phone:

Alternate Phone:

**Test Information**

Course Number:                      Course Section:                      Course Name:                      Exam Name:

Number of questions:                      Voucher Number (if applicable):

Date Exam Available:                      Completion Date (cannot exceed two weeks of exam available date):

Time Limit:    ½ hour    1 hour    1 ½ hours    2 hours    2 ½ hours    3 hour

**Online Exam Access:**

Supply Password (case sensitive) if required:

Exam location within Blackboard (required for Blackboard tests):

**Required Materials:** All proctored distance education exams will be administered through the most recent version of Blackboard or (if not deliverable via Blackboard) e-mailed as an attachment to the testing center.

**Permitted Testing Materials:** No student-provided books, textbooks, notebooks, calculators, or data storage (disks, floppies, pen drives), etc... will be permitted. All scratch paper and notes used for testing will be collected.

Dictionary    Thesaurus    Scratch paper

Calculator:    Standard    Scientific    Graphing

Notes:    None    1-3x5 Notecard    1-5x7 Notecard    1-8½ x 11 Sheet

**Instructor-Provided Materials:** Specialized vendor texts, blueprints, trade-specific calculators, measurement devices, CDs etc... must be provided by the instructor with a paid return envelope. No flash memory devices, 3.5 floppies, or CDRWs will be accepted.

**Return Instructions:**

Proctors should return scratch paper, notes, and instructor materials to the person listed at the top of this form via:

No need to return    Intra-campus mail  
 U.S. Mail → specify    Originating site address   **OR**    Instructor address

**Proctor Information** (To be completed by the Proctor)

Identification Verified:    YES    NO

Proctor's signature: \_\_\_\_\_

Date test received by proctor:

Date test administered to student:

Date materials returned: