**Proctoring Request Form for WSU Tri Cities Instructors**

*Please complete, attach exam and submit to exam proctor*

**PROCTOR INFORMATION**

Mona T. Ramos ([mona.ramos@tricity.wsu.edu](mailto:mona.ramos@tricity.wsu.edu))
CIC Building; Library
2710 Crimson Way
Richland, WA 99354-1671
509-372-7191 • FAX: 509-372-7173

**STUDENT AND EXAM INFORMATION**

Student name: ____________________________________________ Current Date: ______________

Course name/number: __________________ Exam Expiration Date: ______________

**INSTRUCTOR INFORMATION**

Instructor name: ___________________________ Phone # ___________________________

Instructor email: ____________________________________________________________

**EXAM INSTRUCTIONS** (check all that apply)

Disability Services Student: □ Yes □ No

Exam time allowed: ________________ *(do not include the extra time allowed for disability)*

□ Open notes □ Open book □ Calculator

□ Scratch paper □ Shred scratch paper □ Submit scratch paper with exam

Return exam via: □ Campus mail □ Scan □ Hold for pick up *(must pick up during proctoring hrs)*

Special Instructions: __________________________________________________________

________________________________________________________________________

________________________________________________________________________

**Regular Proctoring Schedule:**

<table>
<thead>
<tr>
<th>Tuesdays</th>
<th>Wednesdays</th>
<th>Thursdays</th>
<th>Some Fridays</th>
<th>Some Saturdays</th>
</tr>
</thead>
<tbody>
<tr>
<td>10am - 3pm</td>
<td>1pm – 6pm</td>
<td>2pm – 7pm</td>
<td>11am – 4pm</td>
<td>10am – 3pm</td>
</tr>
</tbody>
</table>

To view the entire 12 month calendar, log in to [www.tricity.wsu.edu/proctoring](http://www.tricity.wsu.edu/proctoring). Students must take and complete the exam within the scheduled proctoring hours. Proctoring hours are different during Finals weeks.

**APPOINTMENTS ARE NOT REQUIRED**

ExamRequestForm Rev 4 12/20/2013