

PROCTORING REQUEST FORM FOR WSU-TC INSTRUCTORS

Please forward the completed form and exam to the exam proctor.

PROCTOR INFORMATION

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

STUDENT AND INSTRUCTOR INFORMATION

Student name: _____ Date: _____

Course name/number: _____ Expiration Date: _____

Instructor name: _____ Phone # _____

Instructor email: _____

EXAM INSTRUCTIONS

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

Time limit: _____

Check as allowed: Scratch paper Shred scratch paper Submit scratch paper with exam

Open notes Open book Calculator

Special Instructions: _____

Regular Proctoring Hours

Click on link below for May through August proctoring hours and for the most current information.

Wednesdays	Thursdays	Designated Fridays	Designated Saturdays
1 to 6 p.m.	3 to 8 p.m.	11 a.m. to 4 p.m.	10 a.m. to 3 p.m.

To view the proctoring calendar, login to www.tricity.wsu.edu/academicaffairs/proctoring.html and click on EXAM PROCTORING CALENDAR. **Please note Summer hours are different.**

APPOINTMENTS ARE NOT REQUIRED