

Ozarks Technical Community College

OTC Online: *Your Online Community College*

Communication Department Off-Campus Proctoring Approval Form

STUDENT – Complete sections A and B, and fax or email the form to instructor.

A. Student's name: _____ Student's ID number: _____
Course ID (e.g., ONL-101-W01-13FA): _____
Instructor's name: _____ Instructor's phone: _____
Instructor's OTC email: _____ If unable to reach instructor, contact OTC Online at 417-447-8200

See [Proctoring FAQ](#) for suggested proctoring locations.

B. Proctor's name: _____ Title: _____
Proctor's organization: _____ Office email: _____
Proctor's city: _____ Office phone: _____
Proctor's state (e.g., MO, TN): _____ Office fax: _____

Area below is for INSTRUCTOR and PROCTOR use only. Password should NOT be shared with students.

***No cell phones** are permitted during the event.*

C. Instructions:

D. Format requirements:

Accepted video output formats include, .wmv, .mpg, .mp4, and .mov.

Maximum file size is 500 mb.

Stop recording at 10 minutes (*whether student is finished or not*).

After proctoring, the below section must be completed by the PROCTOR.

E. Audience member names (**Minimum five adults required**)

1. _____ 2. _____ 3. _____
4. _____ 5. _____ Additional: _____

Return instructions: Please return this form, *as well as any paper-based assessments*, via scan/email to the instructor listed above. If you do not have access to email, please fax the documents either directly to the instructor at the fax number provided above or to [OTC Online](#) at 417-447-8818.

F. I verified the student's identity with a driver's license, passport, or other government photo ID before the assessment was administered. Yes No

I monitored the student during the entire assessment. Yes No

Proctor's signature

(Print, sign, and return via fax or email.)

Date