

Ozarks Technical Community College
OTC Online: *Your Online Community College*

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. Online assessment? Yes No Password for exam: _____
Paper assessment? Yes No How many pages? _____

D. Textbook allowed? Yes No Calculator allowed? Yes No
Student computer allowed? Yes No Web searches allowed? Yes No
Notes allowed? Yes No Other study aids allowed? Yes No
Time allowed? _____ minutes

Additional instructions: _____

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

E. 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 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