

# 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: \_\_\_\_\_  
Course ID (e.g., OTL-101-W01-13FA): \_\_\_\_\_  
Instructor's name: \_\_\_\_\_ Instructor's phone: \_\_\_\_\_  
Instructor's OTC email: \_\_\_\_\_ Instructor's fax: \_\_\_\_\_

\*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 and should NOT be shared with students.**

\*No cell phones are permitted during the assessment.\*

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).

**PROCTOR – Complete sections E. and F. and fax or email the form to instructor.**

**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**