



PROCTOR REQUEST FORM

Student Information

Name: _____ University ID#: _____

Address: _____ City/State/Zip: _____

Email Address: _____ Telephone: _____ Cell: _____

Course Information

Semester: January 20____ February 20____ March 20____ April 20____
 May 20____ June 20____ July 20____ August 20____
 September 20____ October 20____ November 20____ December 20____

Course Title: _____ Course Code: _____

Proctor Information

Fill out this form only if you wish to take the pen/paper version of your exam(s). If testing online through OPS, you can schedule an appointment at www.proctoru.com/portalltesu/.

I am using Option A for my pen/paper exam with an individual proctor near my home or work.
(Send completed information on Page Two of this form to testing@tesu.edu or submit it by mail or fax.)

Reminders

- Taking your exam(s) online through our Online Proctor Service (OPS) is an option in all courses. Submitting a Proctor Request Form is necessary only if you wish to take the pen/paper version of your exam(s).
- This form should be submitted to the Office of Test Administration by the end of the first week of the semester even if you are using the same pen/paper proctor as in previous semesters. Otherwise, your exams will not be mailed.
- Refer to the "Student Handbook for Guided Study Courses" to learn all options for finding a proctor for your pen/paper exam(s) before you make a selection.
- If you selected Option A with a proctor you have used in the previous semester, you must still list his/her name, mailing address, and phone number on Page Two of this form.
- If you need information on a reasonable accommodation for a verified disability, contact the Center for Disability Services at (609) 984-1141, ext. 3415.

Complete form and submit by fax (609-777-2957) or mail:

ATTN: Proctor Request
Office of Test Administration
Thomas Edison State University
111 W. State St.
Trenton, NJ 08608

If you do not receive an email verification within 5 business days of submission, contact OTA at testing@tesu.edu



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Option A: Select a proctor at a site near your home or work.

- For guidelines on finding a pen/paper proctor near your home or work, refer to Examinations and Proctors in the “Student Handbook for Guided Study Courses” or go to www.tesu.edu/degree-completion/proctor-requests.
- You will receive an email verification when your proctor has been approved.
- Exams will be mailed directly to the proctor about two weeks before the official test week. **All exams must be completed by the last day of the semester unless you have applied for and been granted an official course extension.**

Proctor Name: _____

Proctor Title: _____

College/Library/Facility: _____

Work Address: _____

Email Address: _____ Telephone: _____

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