**Request for Dedicated ITV Proctor**

Each ITV proctor monitors multiple classrooms simultaneously and is positioned in the hallway outside the classrooms for which he or she is responsible. This proximity allows the proctor to provide technical assistance and other support to both site and distance instructors.

For circumstances that necessitate the presence of a dedicated proctor who remains in a single classroom during an entire class meeting time (see dropdown menu under “Reason for request” below), faculty are required to submit the information below **at least a week before the date(s) on which a dedicated proctor is needed**. This advance notice will allow the ITV Department to arrange for proctor staffing. A single form may be submitted for consecutive course meetings; non-consecutive course meetings require the submission of a separate form for each request.

This form must be completed **electronically** and **emailed** as an attachment to Sharon McConkey at [SKMcConkey@nwosu.edu](mailto:SKMcConkey@nwosu.edu). Approval or denial of the request will be communicated to the faculty member via email and copied to the office of the Dean of the Faculty. Please provide the requested information, including an explanation where needed, to ensure that consideration of the request may be handled efficiently. If you have any questions, please contact Sharon at **ext.** **8169**.

Instructor Name:       Course Name:

Today’s date: Click here to enter a date.

Start date for which dedicated proctor is requested: Click here to enter a date.

Site(s) at which dedicated proctor is needed:

Please note end date if request is for more than one consecutive date (or indicate “all semester”):

Meeting days (i.e., MWF, TR) if request is for more than one consecutive date:

Class meeting time:

Reason for request: Choose an item.

Explanation or elaboration:

---------------------------------------------------------------------------------------------------------------------------------------------**Request Approval**

(to be completed by ITV Department)

Date: Click here to enter a date.

Request is Choose an item.

Explanation: