

## St. Cloud State University Center for Continuing Studies MONITOR REQUEST FORM

If you are unable to come to the SCSU campus during testing hours, **complete the Monitor Request Form and mail to our office by the end of the third week of the semester for Fall and Spring semesters and by the end of the second week for Summer semesters.** Once this form has been approved, our office will mail your exam materials to your monitor within one week.

All testing must be completed at a University, Community or Technical College. Testing monitors must hold a four year degree and cannot be a relative, friend or immediate supervisor. *The exams can not be mailed or taken at the monitor's home.*

- If you live in Minnesota click here to locate a campus near your home:  
<http://www.minnesotaonline.org/student/proctoring2.html>
- If you live outside the state of Minnesota or you do not live near a testing facility listed on the website, you must find a University, Community or Technical College near you. Click here to find a Testing Center near you: [www.ncta-testing.org/cctc](http://www.ncta-testing.org/cctc).
- If you do not live near a testing facility listed on either of the websites, you must find a University, Community or Technical College near you.

**Students are responsible for:**

- \*\*making sure the proctor form reaches the Continuing Studies Office, 720 4<sup>th</sup> Ave South, St. Cloud, MN 56301 Or Fax to 320-308-5041. It is **not** the proctor's responsibility to forward the information to our office.
- \*\*paying any proctor fees incurred, which includes testing fees
- \*\*providing the proctor with a postage paid envelope for mailing the exams back to our office.

Approval of your monitor is contingent upon the above monitor requirements. If the requirements are not met you will be notified to find a new monitor/proctor.

**\*\*All information must be complete before our office will accept the form. If you leave any information blank it will delay your exams being mailed. Please print clearly.**

|  |                    |
|--|--------------------|
| <b>Student's Information</b>   | HuskyNet ID: _____ |
| Student Name: _____  | Student ID: _____  |
| Address: _____   |                    |
| Course Name/Course Number _____<br><small>(Please list all courses you need exams for)</small> |                    |
| Semester/Year _____  | Phone: _____       |
| Student Signature/Date _____ / _____   |                    |

|   |            |
|---|------------|
| <b>Monitor's Information (Please Print)</b>   |            |
| Monitor Name _____  |            |
| Name of Testing Facility _____  |            |
| Job Title _____   |            |
| Address _____   |            |
| _____<br><small>(City, State, Zip)</small>  |            |
| Monitor's Email Address: _____<br><small>(Please use business email. No testing information will be sent to proctors personal email accounts)</small> |            |
| Monitor's Phone Number: _____   |            |
| Monitor Signature _____   | Date _____ |

|  |                    |  |                  |
|--|--------------------|--|------------------|
| <b>Office Use Only</b>                                   |                    |  |                  |
| Date Received _____<br><small>(From the Student)</small> | Processed by _____ | Date Mailed _____<br><small>(To the monitor)</small> | Checked by _____ |

**\*\*Your exams should be mailed out within one week after our office receives the monitor form filled out completely. Please remember that if the form is missing any information or you do not follow the guidelines in selecting a monitor it will delay your request. Please log on to our website, click on Test Proctoring Guidelines and/or Most Frequently Asked Questions for more information on selecting a monitor. Our office will email you on your HuskyNet account when the exams have been mailed to your monitor.**