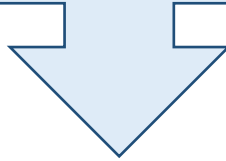


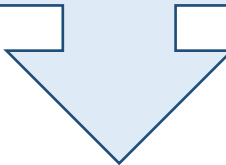
Before Class Starts:

1. Download and Modify the [Form A: Exam Proctoring Information](#) and [Form B: Student/Proctor Agreement](#) to fit your online course and exam schedule.
2. Provide students access to your modified forms A and B through your Orientation letter and Syllabus.
3. Post forms A and B in your Canvas course



After the first day of class:

4. Send out an announcement with information about the proctored exams and forms
5. If you receive requests for a private "non-CR" proctor, you and the student will have to complete the Form B approval process.
6. Periodically Remind students about the dates of proctored exams and the proctoring requirements



Two week before the exam: *(or earlier)*

7. Check that all students have selected a proper proctoring method.
8. Check if any students are using Forum B proctors. The Proctor must complete, sign and Email form B to you at least 2 weeks before the exam.



One week before the exam: *(or earlier)*

9. Complete and deliver the [Instructor Form for ASC Proctoring](#) to ALL THREE Testing Centers. You will also need to complete and deliver a separate Form C for each student not using a CR testing center or Proctroio.