

# Proctored Event Communication

The course instructor is required to provide the following information to the event proctor:

1. CPTC Proctor Event Information Sheet
2. Student name
3. Student ID number
4. Course Reference Number (CRN)
5. Instructor's name
6. Requested event date and time
7. Student CPTC (college) e-mail address
8. Student's primary phone number
9. Detailed Proctor Instructions will include the following:
  - a link to the online materials
  - login instructions
  - whether or not the event is to be timed, and if so, the amount of time to be allotted
  - whether or not the student is allowed to use any notes or other reference materials during the event, and if so, a list of what materials are allowed
  - any additional detailed instructions the instructor deems appropriate for the event