



## Rawls Testing Center Proctorio Review - Request Form

To request review of your Proctorio results from a Blackboard exam, you will need to take the following steps.

**Please note:** depending on the volume of requests, we may not be able to help every faculty member that makes a request.

- **Step 1:** Notify the Rawls Testing Center by completing the first page of this form and emailing it to [rawls.testingcenter@ttu.edu](mailto:rawls.testingcenter@ttu.edu).

*I confirm that I have read and reviewed the information from TTU Blackboard about Proctorio located here: Proctorio Online Proctoring Tool*

**Instructor:**

**Course name:**

**Sections and student count:**

**Total number of students:**

**Test Dates/times:**

**Length of tests:**

**Test parameters and allowed behaviors:**

**Preferred 'review by' date/time:\***

**Desired amount of review:\*\***

**Notes:**

\* subject to availability

\*\*we may not have time to review all of your students' reports or all in the same amount of detail

- **Step 2:** Notify TTU Blackboard to add us to your course. This process is usually quick (same day), but could take longer.
  - Send an email to [blackboard@ttu.edu](mailto:blackboard@ttu.edu) to request access as **Teaching Assistants** for both:
    - Jeremiah Baumann ([jeremiah.baumann@ttu.edu](mailto:jeremiah.baumann@ttu.edu))
    - Nettie Kwick ([nettie.kwick@ttu.edu](mailto:nettie.kwick@ttu.edu))
  
- **Step 3:** We will review your request and confirm when your test can be reviewed and how much review we expect to complete (X number of students). After we have completed our review, you will be provided with an email report about issues recommended for faculty review/decision.
  - Report may include:
    - General analysis of Proctorio's overall test report
    - Students whose identity needs confirming based on photo ID displayed for test
    - Issues noted for reviewed students such as use of unauthorized material, use of electronic device, collusion with others, etc. and recommendations for instructor review/action