



Exam Scheduling Instructions

To schedule an exam, please complete the form available at: [Scheduling Form](#).

Important Instructions:

1. **Select Your Organization/School:**
 - If your organization or school is listed in the dropdown menu, select it.
 - If it is not listed, choose the option "Don't see your school / organization?"
2. **Extra Notes About the Exam:**
 - In this section, provide a detailed list of what is allowed during the exam.
 - If scratch paper is permitted, specify whether the proctor should have the student destroy it after the exam or if the student should email it to their instructor.
3. **Accommodations:**
 - If any students require accommodations, please include all relevant information so our team can make the necessary arrangements.
4. **Exam Passwords:**
 - When choosing an exam password, please use a ten digit numerical password.

Main Contacts:

- **Exam Coordinator-Delaney Lewis:** delaney@monitoredu.com
Responsible for scheduling, reports, and changes to schedules.
- **Chelsea - Director of Proctoring:** chelsea@monitoredu.com
Available to provide recordings (if the exam is being recorded) and answer any questions regarding the proctoring session.

For Immediate Assistance:

- **Email:**
 - mod@monitoredu.com
 - leads@monitoredu.com- If you cannot reach Chelsea or the Exam Coordinator, these emails will connect you with someone who can assist you.
- **Phone:**
 - 629-235-7026- You can also call this number to reach a manager for immediate assistance.

Thank you for providing these details to ensure a smooth and efficient exam scheduling process.