MAKING PROCTOR REQUESTS

1. Go to http://psyclone.ssc.uwo.ca/prs/index.html
2. Click 'Instructor Login'
3. Enter Log in ID and password
   - Log in IDs were emailed to course instructors at the beginning of each term
   - A different Log in ID is necessary for each exam
4. Click 'Add New Proctor Times'
5. Use the drop down menus to indicate:
   a. the date of the exam
   b. the building and room number that you would like the proctors to arrive at
   c. the time you would like the proctors to arrive - this time may be a little earlier than the actual exam start time if you require help to set up
   d. the number of credits the proctors will receive - this must equal the total number of hours you need the proctors for so that the proctors know how long they are expected to stay
   e. the number of proctors needed - to clarify, these are proctors needed *in addition* to (i.e., not including) your assigned TA
6. Click 'add times'
7. To verify the request, click on 'view schedule' from the main menu

CREDITNG PROCTORS AFTER THE EXAM

1. Go to: http://psyclone.ssc.uwo.ca/prs/index.html
2. Click 'Instructor Login'
3. Enter Log in ID and password
4. Click 'view schedule'
5. To credit a proctor individually, click 'credit' under the '# credits' column.
   - OR -
   If all proctors were present, you can use the batch credit function to credit the proctors all at once. Scroll to the bottom of the table and use the drop down menus to indicate the date of the exam, then click 'batch credit'. Note: you need to use the date of the exam for this to work (i.e., if crediting proctors the day after the exam, enter the date of the exam, not the current date).
6. If a proctor did not show up: click 'change' under the '# credits' column, and then change the credit value to 9 (this indicates a no-show). Then click 'credit' for that student.