

Accessing the Proctor Request System (PRS).

The PRS can be found at <http://psyclone.ssc.uwo.ca/prs/index.html>. You will see there is a tab for Instructor Login. You will require a login for each exam (e.g., 2070B-M1, 2070B-M2, 2070B-F) for which you would like to request proctors.

Some of you may be teaching the same courses as last year, which means you may already have logins and passwords that we set up for you last year. If you have the same course code, same number of midterms and finals, and you remember your password – you can go ahead and continue to use the system as you did last year. If you forget last year's login and password, contact Colleen Keech (crosskee@uwo.ca), who will email them to you.

If you are new to the system or have a new course that will need proctors in addition to your assigned TA, the first thing you will need to do is email me with the course code (e.g., 2123A), course name (Introduction to XYZ Psychology), and number of exams (e.g., 2 midterms and a final). I will send you corresponding logins for each exam (e.g., 2123A-M1; 2123A-M2; 2123A-F) and a password (e.g., 4iXw0) that will work for all of your exams so you only have to record and remember one password.