TO SET UP DELTA-NC State AS YOUR PROCTOR FOR EOL

DELTA Testing is NCSU’s Distance Learning Testing Service and is open to any student taking distance classes at NCSU and living near enough to complete exams on NCSU’s campus in Raleigh, NC.

If you believe you wish to use DELTA Testing in Raleigh, please FIRST review information about the Testing Services and locations here: https://testing-services.delta.ncsu.edu/testing-services-on-campus/on-campus-testing-guidelines/.

The identification process must be completed EACH semester, but only ONCE each semester.

1. Log in to your Engineering Online (EOL) account on this page: https://www.webtools.ncsu.edu/engronline/
   a. Remember that your EOL account login/password MAY be but does not HAVE to be the same as you Unity account information. You MAY have set this account up under a non-ncsu.edu address.
2. Click on the link for “Proctor Identification Form”
3. On the Proctor Nomination Procedure page, you may:
   a. Select a previously identified proctor from the list; for DELTA you would select the “NCSU PROCTOR” entry
      i. Click “NCSU PROCTOR” (highlighted as link on the page)
      ii. Enter correct semester, year, and course information (this is the most commonly “skipped” part of the form and stops processing cold)
      iii. Click submit.
   b. Complete a new Proctor Identification Form
      i. When you have not previously used DELTA Testing as your proctor
      ii. Click the “Proctor Identification Form” link under the numeral 2 at the bottom of the page
      iii. Enter correct semester, year, and course information (this is the most commonly “skipped” part of the form and stops processing cold)
         1. Select “DE PROCTORING, NC STATE CAMPUS” from the “Type” drop down box.
         iv. Click Submit. Note: The information that we need will auto-populate either as you are completing the form or after you submit the form; you may not see it happen.
4. Once your request is approved and you have the exam windows from your instructor(s), please schedule appointments for all of your exams immediately.