



Department of Psychology & Neuroscience

Resources for Proctoring & Testing Accommodations

Spring 2024

Below is the proctoring procedure for instructors, TAs, and proctors with students needing testing accommodations.

1. When you have a student who needs an accommodation (often 1.5 time or a smaller testing environment), please schedule a testing room using the new room scheduler by selecting the "Testing/Learning rooms" option on the bookings page: <http://psych.colorado.edu/booked/Web/>
If you do not have your account password, please talk to Ernie Mross (ernest.mross@colorado.edu).

When making the room reservation, please use this format:

"Testing (your name) (# of students)"

Example: **Testing (John)(3)**

It's important to include the number of students so that a large room can be used for multiple exams. If you hover over the room number, you can see how many seats are in the room. Depending on the room size, proctors can either sit in the room or outside in the hall.

2. Arrange where you would like to meet the student (in the main office or the testing room). Arrange with the instructor in advance how you will obtain the exam.
3. At the time of the exam, whoever is proctoring must obtain a key from the front office, unlock the testing room, and bring the key back to the front desk right away. Front office staff should not be expected to be involved in the proctoring other than providing the key to unlock the door.

Things to remember:

-Instructors: If you choose to have your TA administer the special accommodations exam (making them unavailable to proctor the exam to the full class), you can also ask one of the proctors listed below to come to the classroom to help you administer the exam to the rest of the class.

-Exam Rooms: The department has set-aside rooms for 2 people (MUEN D352 & E212), 5 people (MUEN E019 & E023), or 12-15 people (MUEN D448 & E021). The Student Testing Center also has space that you can reserve in advance, including a large 20+ room (email testing@colorado.edu). Additional large rooms (20+ students) include MUEN E214 and MUEN E0022 that will appear on the department scheduler once it is ready.

-At times we have multiple students from different courses taking accommodation exams. Given that there is limited space in these rooms it will be difficult to have one proctor per student. If you arrive at a testing room and more than one supervisory person is present, it makes sense to have just one of you stay (and perhaps call the other person to retrieve a finished exam or finish proctoring if your

student is done). In short, it is fine to have just one supervisory person for each room of students, but you'll need to sort out the details of how to make that happen.

- If it is impossible for the Instructor or TA to provide proctoring coverage for students needing accommodations, we have identified some graduate students as Accommodation Proctors. To make use of the proctors please communicate directly with the proctor about reserving a room, getting the test to them, how you want it returned to you, and specifically what accommodations your student has (e.g., 1.5 time etc.).

- The Student Testing Center (<https://www.colorado.edu/disabilityservices/resources/student-testing-center/student-testing-center-facultystaff-information>) may also be able to help in certain situations with plenty of advance notice.

Our graduate student proctors will be available through the last day of finals. If the instructor and TA are unavailable to provide proctoring coverage for students needing accommodations, the grad student proctors may be used. They do not have set proctoring hours. Instead, they are hired on an hourly basis. Please email proctors@psych.colorado.edu with your proctoring request, and a proctor will respond to you if available. Please keep in mind that proctors are not available at all times of the day.

The proctors are:

Eric Elias Eric.Elias@colorado.edu

Deepika Dokuru Deepika.Dokuru@colorado.edu

Nadia Floyd Nadia.Floyd@colorado.edu

Lukas Schaeffer Lukas.Schaffer@colorado.edu

Riley Loria riley.loria@colorado.edu

Sonia Tremblay Sonia.Tremblay@colorado.edu

Lauren Finkelstein Lauren.Finkelstein@colorado.edu

Justy Gluck Justin.Gluck@colorado.edu

All proctors: proctors@psych.colorado.edu