

DISABILITY SERVICES – EXAM PROCTOR REQUEST FORM – *FINALS*

N200, Center for Community | 107 UCB | Phone: (303) 492-8671 | Fax: (303) 492-5601 | DSProctor@colorado.edu

Instructions:

Today's Date: _____

1. Submit one request form per class.
2. Fill out Student Section.
3. Ask professor (or TA) to fill out and sign Professor Section.
4. Submit to DS by email at: DSProctor@colorado.edu; or deliver in person at C4C, N200.
5. Submit requests by **DEADLINE: Friday, December 1, 2017**

STUDENT COMPLETES THIS SECTION

Student Name: _____ Student ID: _____

Student Phone: _____ Email: _____@colorado.edu

Course Prefix and #: _____ e.g. ANTH 2155

Date/Time of Final Exam for the rest of the class: _____

Preferred Date/Time of Exam (Please select one option below or write in): _____

- | | | | | |
|--|--|--|--|--|
| <input type="checkbox"/> Sunday
10:00 am | <input type="checkbox"/> Mon 7:30 am
<input type="checkbox"/> Mon 1:00 pm | <input type="checkbox"/> Tue 7:30 am
<input type="checkbox"/> Tue 1:00 pm | <input type="checkbox"/> Wed 7:30 am
<input type="checkbox"/> Wed 1:00 pm | <input type="checkbox"/> Thu 7:30 am
<input type="checkbox"/> Thu 1:00 pm |
|--|--|--|--|--|

Sunday: All exams will start at 10 am and end by 3 pm.

Monday–Thursday: All exams will start at 7:30 am and end by 12:30 pm, or start at 1 pm and end by 6 pm.

PROFESSOR (OR TA) COMPLETES THIS SECTION

Instructor Name: _____ Instructor Phone: _____

Instructor Email: _____@colorado.edu

Best way to reach instructor urgently, e.g. during exam: _____

Standard Exam Conditions:

Standard length of Quizzes and Exams: ☐ 50 minutes | ☐ 90 minutes | ☐ 2-½ hours | ☐ Other: _____

☐ Calculator ☐ Dictionary/Spell Check ☐ Open Notes ☐ Open Book ☐ Crib Sheet ☐ Scantron

☐ Other Conditions (**Please explain**): _____

Exam Delivery:

- ☐ **Instructor will Email** exam to DSProctor@colorado.edu (preferred method)
- ☐ **Instructor will hand deliver** exam to DS, Center for Community, Suite N200
- ☐ **Student will hand deliver** exam in a sealed envelope

Professor Signature: _____ Date: _____

Exam Return:

- ☐ **DS will scan and email** exam to instructor (Default option if no other option checked)
- ☐ **Instructor or TA will pick up** from DS
- ☐ **Student will return** exam in a sealed envelope to instructor at: _____

DS USE ONLY: (Authorized Accommodations)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> 1.5x Extended Time | <input type="checkbox"/> Separate Room (2–8) | <input type="checkbox"/> Reader | <input type="checkbox"/> Large Print _____ |
| <input type="checkbox"/> 2.0x Extended Time | <input type="checkbox"/> Separate Room (1) | <input type="checkbox"/> Computer | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Distraction Reduced | <input type="checkbox"/> Scribe | <input type="checkbox"/> Software: _____ | _____ |

Exam Proctoring Guidelines

1. Exams are administered by DS Sunday 10 am – 3 pm; Monday through Thursday from 7:30 am–6 pm during regular operating hours. Exams held beyond these hours must be arranged through the professor.
2. The student must be approved by the student's Disability Access Coordinator to have individual exams proctored in DS. A student's accommodation letter must state exams are to be proctored in DS, or the Coordinator has to grant an Exception for the student to take individual exams in DS.
3. Students should remind professor about upcoming exams. Check with DS to ensure exam(s) were received.
4. Students and professor wishing to cancel a scheduled exam need to communicate with DS as soon as possible to allow DS to cancel proctors and minimize costs.
5. Students who do NOT show for scheduled exams will be referred to the Disability Access Coordinator to discuss. DS will communicate to professor that the student missed the exam.
6. Students should expect that exams will be proctored, and that they will be observed in person and/or by video recording. A proctor is allowed to check materials that the student has in her/his possession.
7. Items such as notes, books, and calculators cannot be used by the student unless confirmed by the professor on this form prior to the exam.
8. Personal items may not be taken into the testing area. Food, drinks, gum are not allowed in the testing area unless it is a DS authorized accommodation. Water is allowed.
9. The student will not be able to leave the examination area during the exam unless stated in her/his accommodations or approved by DS staff.
10. Students are responsible for bringing her/his own supplies and references, as have been permitted by the professor or the student's DS accommodations.
11. If a student is suspected of academic dishonesty during an exam, DS will inform the professor who will determine the consequences.