DISABILITY SERVICES– EXAM PROCTOR REQUEST FORM – *FINALS WEEK*

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

Instructions:

1. Submit one request form per course.
2. Fill out Student Section.
3. Ask faculty (or TA) to fill out and sign Faculty 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**.

Today's Date: _____

STUDENT COMPLETES THIS SECTION

Student Name: _____ Student ID: _____

Student Phone: _____ Email: _____@colorado.edu

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

Date/Start Time of Final Exam (**Rest of class**): _____

Date/Start Time of Final Exam (**Proctored by DS)** (Please **check one** below or type here): _____

Saturday, Dec. 16	**Sunday, Dec. 17**	**Monday, Dec. 18**	**Tuesday, Dec. 19**	**Wednesday, Dec. 20**
☐ **7:30 a.m.**	☐ **11:00 a.m.**	☐ **7:30 a.m.**	☐ **7:30 a.m.**	☐ **7:30 a.m.**
☐ **1:00 p.m.**		☐ **1:00 p.m.**	☐ **1:00 p.m.**	☐ **1:00 p.m.**

Saturday, Monday–Wednesday: All exams start at 7:30 a.m. and end by 12:30 p.m.; or start at 1 p.m. and end by 6 p.m.
Sunday: All exams start at 11 a.m. and finish by 4 p.m.

FACULTY (OR TA) COMPLETES THIS SECTION

Instructor Name: _____ Instructor Phone: _____

Instructor Email: _____ @colorado.edu

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

Exam Conditions:

Exam/Quiz Length (for rest of class): ☐ 50 minutes ☐ 75 minutes ☐ 150 minutes ☐ Other: _____

☐ Calculator ☐ Open Notes ☐ Open Book ☐ Scantron ☐ 1 Page of Notes

☐ 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

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:

Professor Signature: _____ Date: _____

DS USE ONLY: (Authorized Accommodations)

☐ Distraction Reduced	☐ Separate Room (1)	☐ Scribe - Human	☐ Computer for essay
☐ 1.5x Extended Time	☐ Separate Room (2-8)	☐ eScribe	☐ Large Print _____ pt
☐ 2.0x Extended Time	☐ Reader - Human	☐ eText	☐ Calculator
☐ Breaks	☐ eReader	☐ Software _____	☐ Other_____

Exam Proctoring Guidelines

1. Exams are administered by DS Sunday 11:00 a.m. – 4:00 p.m.; Saturday and Monday through Wednesday from 7:30 a.m. – 6:00 p.m. 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.