Instructions: 
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. Email form to: DSProctor@colorado.edu; Or Submit to DS in person at C4C, N200
5. Submit requests at least 7 days prior to the exam date.
6. Use separate Finals Request Form for final exams.

STUDENT COMPLETES THIS SECTION
Student Name: _______________________________ Student ID: _______________________________
Student Phone: _______________________________ Email: _________________________ @colorado.edu
Course Prefix and #: ____________________________ e.g. ANTH 2155
Dates/Start Times of Exams (Rest of Class): ______________________________________________________
Dates/Start Times of Exams (Proctored by DS): ___________________________________________________

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:
Exam/Quiz Length (for rest of class): □ 50 minutes | □ 75 minutes | □ 150 minutes | □ Other: ____________
□ Calculator □ Open Notes □ Open Book □ Scantron □ 1 Double-sided 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
☐ 1.5x Extended Time
☐ 2.0x Extended Time
☐ Breaks
☐ Separate Room (1)
☐ Separate Room (2-4)
☐ Reader - Human
☐ eReader
☐ Scribe - Human
☐ eScribe
☐ eText
☐ Software
☐ Computer for essay
☐ Large Print _______ pt
☐ Calculator
☐ Other
Exam Proctoring Guidelines

1. Exams are administered by DS Monday through Friday from 8:30 am to 4:30 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.