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, April 13

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, May 5 □ 7:30 a.m. □ 1:00 p.m.
□ 11:00 a.m.
□ 1:00 p.m.
□ 11:00 a.m.
□ 1:00 p.m.
□ 7:30 a.m.
□ 1:00 p.m.
□ 7:30 a.m.
□ 1:00 p.m.
□ 7:30 a.m.
□ 1:00 p.m.
□ 7:30 a.m.
□ 1:00 p.m.
□ 7:30 a.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: ________________________________
Exam Proctoring Guidelines

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