



Department of Psychology and Neuroscience

Resources for Proctoring & Testing Accommodations

Spring 2025

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

1. Reserve a room: 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 EMS room scheduler.

To get to EMS, go to <https://ems.colorado.edu/> and sign in with your IdentiKey username and password.

Click on "CREATE A RESERVATION", scroll down to the "Psychology MUEN Rm Scheduling" row and click the "book now" button. Select the date and time, then click the "Search" button to search for a room. There are seven rooms towards the bottom labeled Special Needs Testing Rooms that you can book. Click the green plus sign to select a room. Then click the "Next Step" button. Fill in the fields and please use this format for the Event Name:

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

Example: **Testing (John Smith)(3)(PSYC 2012)**

Then click the "CREATE A RESERVATION" button. You will get a confirmation email once your room has been scheduled.

It's important to include the number of students so that a large room can be used for multiple exams. 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). Be sure to have a copy of the exam for each student.

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:

-Exam Rooms: The department has set aside rooms for 2 people (MUEN D352 & E212), 5 people (MUEN E019 & E023), 12-15 people (MUEN D448 & E021), and 27 people (MUEN E0022). The Student Testing Center also has space that you can reserve in advance, including a large 20+ room (email testing@colorado.edu). MUEN E214 holds 47, but please try not to reserve this room unless absolutely needed.

- 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. They will typically take 2x time students, but not 1.5x time students.

-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 to come to the classroom to help you administer the exam to the rest of the class.

Graduate Student Proctors

If the instructor and TA are unavailable to provide proctoring coverage for students needing accommodations, the grad student proctors may be used.

Please fill out this form to submit a proctor request: <https://forms.gle/XRyutqHEvWkrJF5p6>

Proctors do not have set proctoring hours, so please keep in mind that proctors are not available at all times of the day.

Proctors will get an email notification when a request is submitted, and they will respond to you via email if they can take the request. At that time, please coordinate with the proctor regarding the 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 proctors are available through the the last day of finals.

If you do not hear from a proctor within a few days, you could send a reminder to the proctor email address: psycnrsc-gg-proctors@colorado.edu