

- í X Submit one request form per course.
- î X Fill out Student 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, D Ç ő

... 7:30 a.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.

Wednesday, D Ç ó

... 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

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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