



Colorado State University-Pueblo
Extended Studies
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Information Regarding Proctored Exams

ATTENTION STUDENTS: Please Read

Many courses require one or more proctored exams. Proctors serve an important role in maintaining the academic integrity of our program. Proctors are responsible for confirming the identity and supervising the student while taking exams to ensure that all rules are followed. Refer to your syllabus or the Fast Fact pages to determine if your course has proctored exams.

There are three options for having your exams proctored:

1. Students living in the Pueblo or Colorado Springs area are encouraged to utilize proctoring services available at no charge through the CSU-Pueblo Division of Extended Studies offices. Testing rooms are located at both the Pueblo and Colorado Springs campus. To schedule an exam, call 719-549-2162.
 - Proctoring on the CSU-Pueblo campus outside of the Extended Studies office can only be conducted by the instructor of the course or under special permission from the Extended Studies office.
2. ProctorU is an online proctoring service contracted by the Independent Study Program. For more information, refer to the handout located at
https://www.csupueblo.edu/extended-studies/_doc/proctoru-handout.pdf

To register for ProctorU and schedule an exam go to <https://go.proctoru.com/registrations>

- Students are responsible for paying any fees related to proctoring exams in addition to the cost of tuition for the course.
 - Not all Independent Study exams are available on ProctorU. Courses that require you to show your work such as math and econ are not available online.
3. You can complete an Exam Request Form found on Blackboard or in your Forms packet and have your exams sent to an approved proctor. The form is also available on our website at
https://www.csupueblo.edu/extended-studies/_doc/exam-request-form.pdf

Students are responsible for identifying an acceptable proctor **within the first two weeks** of a course. Proctors must be approved by the Extended Studies office before exams will be sent, so it is a good idea to submit your proctor information early to ensure testing is not delayed. All exam requests will be processed after your course(s) drop deadline. Once processed, exams will be sent to your proctor within approximately 3 to 5 business days. Only one Exam Request Form is required for each course – all exams for a course will be sent to the proctor in one packet.

For acceptable proctors, refer to the Exam Request Form found in the Forms Packet on Blackboard or sent with your syllabus. Questions regarding the appropriateness of a proctor should be directed to the Extended Studies office at 719.549.2162.