



Colorado State University-Pueblo
Extended Studies
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ATTENTION: PLEASE READ!

Information regarding proctored exams

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 of a student and supervising the student while taking a test to ensure that all testing rules are followed. After completing the test, the proctor returns the test, usually by US Mail, to the instructor for grading.

Students are responsible for identifying an acceptable proctor within the first two weeks of a course. Proctors must be approved by the Continuing Education office before exams will be sent, so it is a good idea to submit your proctor information early to ensure testing is not delayed.

PLEASE NOTE that in response to new federal guidelines, our proctoring process has changed in Fall 2012 and some proctors may not longer be eligible to administer exams.

Acceptable proctors are a testing center, military education officer or designee, extended studies or continuing education administrator, public librarian or approved web-based proctoring service. Proctors cannot be: a co-worker, peer or friend, subordinate or direct supervisor of the student, relative, student or student employee. Questions regarding the appropriateness of a proctor should be directed to the Extended Studies office.


Students living in the Pueblo or Colorado Springs area are encouraged to utilize proctoring services available at no charge through the CSU-Pueblo Extended Studies offices. Proctoring on the CSU-Pueblo campus outside of the Extended Studies office may only be conducted by the instructor of the course or under special permission from the Extended Studies office.

Students should be aware when selecting a proctor that **many proctoring services charge a fee for each test administered.** Fees commonly range from \$20-\$50 and are set by the individual provider. **Students are responsible for paying any fees related to proctoring exams in addition to the cost of tuition for the course.**

Some states require that proctoring for distance education courses be conducted electronically. Students taking courses which require proctoring in Oregon, Ohio, Oklahoma, West Virginia, and Rhode Island are required to utilize the online proctoring service ProctorU to administer exams. ProctorU is a fee based service which proctors exams over the internet via a webcam. Additional information about this proctoring service is available from the Extended Studies office or in the syllabus packet provided at registration.

Students who have difficulty identifying an acceptable proctor in their local area should contact the Extended Studies office for assistance.

How do I find out if a course includes a proctored exam?

Proctored exams are listed in the syllabus. Courses which require proctored exams are also marked in the Independent Study catalog with a  symbol. Additional information is provided in the **FastFacts** Course Guide available on the Schedule of Courses page at <http://extendedstudies.csupueblo.edu>.