



## **Regulations Governing Proctored Examinations**

### WHERE AND WHEN ARE EXAMINATIONS SUPERVISED?

Colorado Mesa University supports two sites for your proctored examination. If you live near Grand Junction or Montrose, Colorado, you may take have your examination proctored at one of the two sites below:

#### **In Grand Junction:**

Colorado Mesa University Testing Center  
125 Houston Hall  
1100 North Avenue  
Grand Junction, CO 81501  
970-248-1260  
(fax) 970-248-1294

#### **In Montrose:**

Colorado Mesa University – Montrose Campus  
234 South Cascade Avenue  
Montrose, CO 81401  
970-249-7009  
(fax) 970-249-2579

To have your exam proctored at one of these two sites, you will need to call ahead to make an appointment for your test time.

If you are unable to take exams at either of the two Colorado Mesa University sites, you may have your exam proctored at another location. Common proctoring sites include testing centers, or Continuing Education/Extended Studies offices at nearby colleges or universities. You may also consider having your test proctored by a local notary public, education official, librarian, or clergyperson. Your relatives are not allowed to proctor exams for you. Be aware that some proctors or proctor sites may charge a fee for proctoring exams.

### WHEN TO MAKE A REQUEST?

Examinations must be requested in enough advance to allow for delivery of the exam to the proctoring site. Online students are responsible for communicating with their instructors their need for a proctored examination outside of the two Colorado Mesa University locations.

### HOW TO MAKE A REQUEST?

Complete and submit the Examination Request Form. The form must be signed by an official at the proposed proctoring site. Forms may be faxed or mailed to the course instructor.

### WHERE WILL THE EXAM BE SENT?

If the proctoring site is approved by the course instructor, examinations will be sent only to qualified proctor's business address – never sent to a home address or postal box number.

### IMPORTANT NOTICE:

Student identification must be presented at the time of examination. A drivers license, school ID, or military card, which includes both a signature and picture is acceptable.



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**EXAMINATION REQUEST FORM**

Please fill out this form completely and send back to your instructor.

\*Please read the Exam Regulations

Student Name: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Course Title \_\_\_\_\_

Course Section Number or Course Registration Number (CRN) \_\_\_\_\_

Name of Proctor \_\_\_\_\_

Official Position \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Name of School/Business \_\_\_\_\_

Mailing Address (will not be mailed to a PO Box) \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Email address of Proctor: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Proctor

\_\_\_\_\_  
Date