



Regulations Governing Examinations

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 regarding the delivery of the examination.

HOW TO MAKE A REQUEST?

Complete and submit the Examination Request Form. Forms may be faxed or mailed to the course instructor.

WHO MAY PROCTOR EXAMINATIONS?

Any principal of a public school, school superintendent, member of the faculty or administration of a college or university, notary public, or clergy may be allowed to proctor examinations. Prison officials may supervise examinations for inmates. Information and education officers are qualified to proctor examinations for members of the armed services. Relatives of students MAY NOT proctor the student's examination.

WHERE WILL THE EXAM BE SENT?

Examinations will be sent only to qualified proctor's business address – never sent to a home address or postal box number.

WHERE AND WHEN ARE EXAMINATIONS SUPERVISED?

Mesa State College 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:

Mesa State College Testing Center
Physical address: Houston Hall 106
Mailing address: 1260 Kennedy Avenue
Grand Junction, CO 81501
970-248-1260
(fax) 970-248-1294

In Montrose:

Mesa State College – 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 Mesa State College 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.

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.



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