



GUIDELINES FOR PROCTORED EXAMS

1. Please send your exam request form three weeks BEFORE you plan to take the exam to:
Attn: Independent Study Program Manager
Extended Studies
Adams State College
208 Edgemont Blvd.
Alamosa, CO 81102
2. No more than one exam may be taken on the same day unless authorized by the instructor.
3. Exams may not be sent to or written at a residential address.
4. The main concern for a proctor is to preserve the academic integrity of the examination. No relative, immediate work supervisor or co-worker may be a proctor. The following is a list of acceptable proctors:
 - Elementary or secondary school superintendents, principals, teachers or guidance counselors
 - Professional employees of accredited post secondary colleges or universities
 - Professionals working for the public or private libraries
 - Commissioned officers of the active duty military, National Guard or Reserve Components
 - Clergy
 - Military Education, College Continuing Education or Distance Learning Staff
 - Human Resource and Training Managers/Directors
5. Adams State College reserves the right to verify a proctor's identity, require additional proof of eligibility, or require the selection of a different proctor.
6. The following guidelines will be sent to your proctor to ensure proper testing conditions:
 - Before the exam:
 - Arrange a time for the students to take the exam.
 - Carefully read the cover letter sent with the exam and ensure the directions are clear.
 - Ask the student to show identification if you do not know him/her.
 - Instruct the student of any specifics pertaining to the exam. Information about the use of notes, texts, or calculators can be found on the examination sheet.
 - Administering the exam:
 - Find a quiet area where the exam may be taken with little distraction.
 - Allow the student to bring in only those materials needed for the exam.
 - Set a watch or timer for the exact amount of time allotted for the exam. When the time expires, collect the exam from the student whether he/she is finished or not.
 - Following the exam:
 - Complete all proctor forms, including signature of this exam certificate.
 - Make a copy of the completed exam for your files, in the event the exam may get lost in the mail. Please destroy this copy after 30 days. Do not make a copy for the student.
 - Mail the exam and proctor forms in the envelope provided. The student should provide postage. Do not allow the student to mail the exam him/herself. Examinations may not be faxed.
 - Do not read or discuss the exam with the student.

If you have any questions, please do not hesitate to contact Extended Studies at 1(800) 548-6679. Our office hours are 8:00 a.m. to 5:00 p.m., Monday thru Friday. Summer hours are 7:30 a.m. to 4:30 p.m.

Adams State College Extended Studies
208 Edgemont Boulevard • Alamosa, CO 81102 • Fax: (719) 587-7974 • Phone: (719) 587-7671
Toll-free: 800-548-6679 • Email: ascextend@adams.edu • Website: <http://exstudies.adams.edu>