

Important: What to Do When a Proctor Is Required

Proctored exams serve an important role in maintaining the academic integrity of our courses in the Independent Study Program. Approved proctors are responsible for confirming the identity of the student, administering the exam, and supervising the student while taking exams to ensure that all guidelines and instructions are followed.

You will know if anything in your course is to be proctored because it will be indicated in the syllabus and in Canvas. If you are unsure, check with your instructor.

You need to **identify an acceptable proctor within the first two weeks of a course** to allow for approval and scheduling. If you have questions regarding proctored exams and the appropriateness of a proctor, contact the Extended Studies Staff at 719.549.2162.

Below are the options for getting exams proctored:

Accommodated Testing

CSU Pueblo's Disability Resources and Support Center (DRSC) provides accommodated testing services for students. Students are required to establish accommodated services with the DRSC first, prior to scheduling accommodated exams. All exams are by appointment. To learn more and to schedule accommodated testing, please contact the DRSC at 719.549.2648, csup_dro@csupueblo.edu, or online at the [DRSC homepage](#).

Virtual Proctoring

Students may use an online exam proctoring service. CSUP has used ProctorU, but we may transition to a different service. If you choose virtual proctoring, you are responsible for the fees associated with each exam.

- If CSUP is still using ProctorU:
 - The standard fees start at \$25.
 - Since ProctorU is an approved proctor, the Proctor Request Form is not required.
 - Students can register for ProctorU and schedule an exam [here](#).
 - Information on how to be successful using ProctorU can be found [here](#).
- If CSUP has changed to something other than ProctorU, you will be notified and given new instructions to follow.

Vouchers

We understand that the removal of proctored services on campus has created some challenges for students. For students with financial hardship, a limited number of vouchers are available for ProctorU. (If CSUP goes to a different virtual proctoring service, we will notify you of any changes involving vouchers.)

- Students can request the ProctorU Voucher Application via email from extendedstudies@csupueblo.edu or by phone at 719-549-2316.
- Students must submit a voucher request one week prior to their exam time and will be notified within two business days whether their request has been approved or denied.
- Once approved, students must schedule their exam 72 hours in advance of the exam to avoid additional fees, to be paid at the student's expense.
- Students who receive and forfeit an exam voucher may not request additional vouchers.

Outside Proctors

- Independent Study students can complete an Exam Request Form to have an outside, approved proctor administer exams.
- 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 essential that you submit your proctor information early to ensure testing is not delayed.
 - All exam requests will be processed after the drop deadline of your course(s).
 - 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.
- The proctor must have **no** conflict of interest. For example:
 - No familial or friendship relationship
 - No proctor who would benefit from the successful outcome of exam scores

Pueblo Community College (PCC) Testing Center

PCC offers proctored testing for students from other institutions like CSU Pueblo.

- Students who are local can contact the Testing Manager at Test_Center@pueblocc.edu or 719-549-3091 for their scheduling needs.
- The Testing Center Hours are Monday-Friday 8am-5pm.
- Fees (as of summer 2026) are \$15 for the first hour and \$10 for every additional hour.
- PCC's Testing Center also proctors the CLEP, GED, CompTIA A+, Prometric testing, and DSST/DANTES, among others. Please contact the PCC Testing Center for any questions regarding these and other national exams.