

Independent Learning Program  
 Division of Continuing Education  
 University of Colorado at Boulder  
 1505 University Avenue  
 178 UCB  
 Boulder, CO 80309

### Examination Request Form

By submitting this form, you are agreeing to the Regulations Governing Examinations. Please fill out this form completely and fax it to 303-492-5335, or mail it to the address above. All preceding required assignments must have been submitted to the instructor before sending this request. **DO NOT** enclose the Examination Request in an assignment.

Name	First	Last	
Student Number			
Address 1			
Address 2			
	City	State	Zip
Country			
Daytime Phone Number			
E-Mail Address			
Course Title			
Course Information	Course	Number:	Copywrite Date:
Examination Number			

*NOTE:* The Independent Learning Program cannot be responsible for the proctor's receipt of examination(s) unless sufficient time is allowed for mailing. Please complete the following information about your proctor. If you are taking the exam at the Continuing Education office, please put "CU" in all spaces.

Name of Proctor			
Official Position			
Daytime Phone Number			
Name of School/Business			
Business Street Address			
	City	State	Zip
Country			

<b>FOR OFFICE USE ONLY</b>		
Registration Date: _____	Date Mailed: _____	Initials: _____

## **\*Regulations Governing Examinations**

### **WHEN TO MAKE REQUEST?**

Examinations may be requested after all preceding required assignments for the course have been submitted to the instructor for evaluation. At least fourteen working days from date of mailing the request should be allowed for proctors to receive the examination. Please allow at least two full weeks from the date you send us the Exam Request Form to the time your proctor receives the exam.

### **HOW TO MAKE REQUEST?**

Complete and submit the Examination Request Form by fax to 303-492-5335, overnight express, or regular mail to Continuing Education.

### **WHO MAY PROCTOR EXAMINATIONS?**

Any principal of a high school, superintendent of a school district, county superintendent of schools, member of the faculty or administration in a college or university, notary public, or clergy will 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 the student **MAY NOT** proctor the student's examination(s).

### **WHERE WILL EXAM BE SENT?**

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

### **WHERE AND WHEN ARE EXAMINATIONS SUPERVISED?**

**Boulder area:** Examinations are supervised every weekday (except holidays) on the campus of the University of Colorado at Boulder. Examinations may be taken Monday through Thursday by appointment only, or on Friday between 8:00 a.m. and noon.

\*Schedule examinations through the Continuing Education Center, 1505 University Avenue, 178 UCB, Boulder, CO 80309, 303-492-5148 or 1-800-331-2801.

**Colorado Springs area:** Examinations are by appointment on the UCCS campus, at the Student Success Center, Colorado Springs, (719) 262-3340.

**Greeley or Fort Collins areas:** Examinations are by appointment at the UNC Continuing Education Office, Greeley (970) 351-2944, or at the CSU Continuing Education Office, Fort Collins (970) 491-5288.

**Montrose area:** Examinations are by appointment at the Montrose Continuing Education Center, 2233 E. Main Street, Montrose, (303) 249-7009.

### **IMPORTANT NOTICE:**

Student identification must be presented at the time of examination. A driver's license, school ID, or military ID card, which includes both a signature and a photo, may be used.