



This step-by-step guide will show the user how to fill out the proctoring agreement for an exam. As well as how to upload the exam file if it needs to be added later or if the step was missed while setting up the proctoring agreement.

Proctoring Agreement for Course:

1. Log into the [DS Instructor Portal](#) and click on the Alternative Testing module located on the left-hand side of the dashboard.
2. In the upper right corner, click on **“Proctoring Agreement.”**

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IMPORTANT MESSAGE

If Testing Center services are needed, please complete the Proctoring Agreement and specify exam dates. An agreement will need to be completed for each course section; you can copy agreements to multiple sections of the same course if the instructions are the same. If you have any questions, please contact the Disability Services Testing Center at 719-255-3354.

3. You can also click on the blue **“View”** link to get into the course from the main Alternative Testing dashboard.

STEP 1: SELECT COURSES (FOR BULK ACTIONS)

Records Found: 1 (Showing: 1 - 1)

| <input type="checkbox"/> | View | Copy | CRN | Subject | Course | Section | Course Title |
|--------------------------|----------------------|----------------------|---------------------|-------------------------|------------------------|-------------------------|------------------------------|
| <input type="checkbox"/> | View | Copy | FAKE | TEST | 200 | 001 | Fake course for testing |

4. Click on the blue tab **“Proctoring Agreement.”**

TEST 200.001 - FAKE COURSE FOR TESTING (CRN: FAKE)

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5. Add “**Contact information**” and answer the “**List of Questions**”.

| | |
|--|---|
| INFORMATION Please complete the Proctoring Request with your instructions for all examinations for the entire COURSE to the best of your knowledge. You will have another opportunity to update additional information for each exam date as requests are scheduled. | LIST OF QUESTIONS <i>Question 1: What is the best way to reach you for questions during an exam session? *</i> <input type="checkbox"/> No Questions <input type="checkbox"/> Phone Call (Additional Comment Required) <input checked="" type="checkbox"/> Teams Message <input type="checkbox"/> UCCS Email Additional Comment: <div></div> <i>Question 2: Please indicate proctoring instructions for exams/quizzes for course. You will be able to indicate any specific proctoring instructions with each exam request.</i> Materials ALLOWED during exam session: * <input type="checkbox"/> Blue/Green Book <input checked="" type="checkbox"/> Calculator (note below the type of Calculator) (Additional Comment Required) <input type="checkbox"/> Cue Card (note below the type of Cue Card, Notes Page) (Additional Comment Required) <input type="checkbox"/> Open Textbook <input checked="" type="checkbox"/> Personal Laptop <input type="checkbox"/> Scantron (note below the type of Scantron) (Additional Comment Required) <input checked="" type="checkbox"/> Testing Center Computer Additional Comment *: <div></div> |
| CONTACT INFORMATION Phone Number * : <div><div>United States of America (+1)</div><div>7192553731</div></div> | |

6. Next Click on the blue “**List Exam Dates**” to add the Exam Dates and details.

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| | | |
|--------------------------------------|---------------------------------|---|
| PROCTORING AGREEMENT | LIST EXAM DATES | COPY PROCTORING AGREEMENT |
|--------------------------------------|---------------------------------|---|

7. Fill out the **Exam Details** and **Exam Date Instructions**.

EXAM DETAIL

Type *:

Exam/Quiz ▾

Approval Method *:

Hint: Use this field to identify the approval method where exam requests will be automatically approved. Instructors will receive an email to review exam requests not automatically approved.

Approve If Scheduled on Any Date ▾

Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2026).

12/05/2025 📅

Approval Grace Period:

Hint: Use this optional field to identify an automatic approval window where exam requests will be automatically approved. This field is only considered when Approval Method is "Approve If Scheduled on the Specified Date and Time" or "Approve If Scheduled on the Specified Date".

Select Type ▾

Number of Business Days ▾

Time: ⌚

10 AM ▾ 15 ▾

Standard Length Of Exam (In Minutes) *:

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

60

Skip Automated Exam Reminder:

No ▾

Additional Note For Staff: ⓘ

EXAM DATE INSTRUCTIONS

Question 1: What is the name of the exam (i.e. Exam 1, Quiz 3, Midterm, Final)? *

Midterm 2

Question 2: Please indicate proctoring instructions for this exam/quiz.

Materials ALLOWED during exam/quiz session: *

- ☐ Blue/Green Book
- ☐ Calculator (note below the type of Calculator) **(Additional Comment Required)**
- ☐ Cue Card (note below the type of Cue Card) **(Additional Comment Required)**
- ☐ Open Textbook
- ☒ Other (note below) **(Additional Comment Required)**
- ☐ Personal Laptop
- ☐ Scantron (note below the type of Scantron) **(Additional Comment Required)**
- ☐ Testing Center Computer

Additional Comment *:

This is the same as the proctoring agreement (course) review to see if the right Exam Instructions template is linked.

8. Find the **Uploading Exam Box** to attach the exam associated with the exam date & proctoring agreement.

Note: Required fields are marked with an asterisk (*).

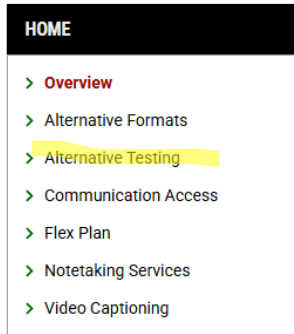
| EXAM DETAIL | EXAM DATE INSTRUCTIONS | UPLOAD EXAM FILE |
|--|--|---|
| <p>Type *: <input type="button" value="Select One"/></p> <p>Approval Method *: <div>Hint: Use this field to identify the approval method where exam requests will be automatically approved. Instructors will receive an email to review exam requests not automatically approved.</div> <input type="button" value="Select One"/></p> <p>Date *: <div>Hint: Enter date in the following format Month/Day/Year (i.e. 01/01/2020)</div></p> | <p>Question 1: What is the name of the exam (i.e. Exam 1, Quiz 3, Midterm, Final)? * <input type="text"/></p> <p>Question 2: Is the exam held in Canvas? * <input type="radio"/> No <input type="radio"/> Yes (note below password or instructions) (Additional Comment Required)</p> <p>Additional Comment: <input type="text"/></p> | <p>Note: Exam files can be added on a continual basis.</p> <p>Title Or Exam File Note: <input type="text"/></p> <p>Select File: ? <div><input type="button" value="Choose File"/> No file chosen</div></p> |

9. Once the proctoring agreement has been complete, click “**Update and View Exam Dates**” to submit the form.

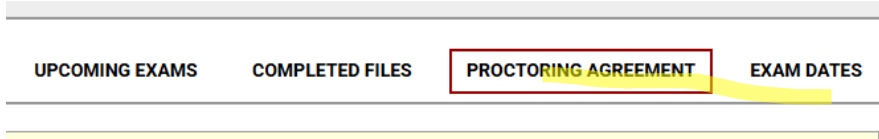
| FORM SUBMISSION |
|--|
| <div><input type="button" value="UPDATE AND VIEW EXAM DATES >"/> <input type="button" value="BACK TO LIST >"/></div> |

How to Uploading Exam to after Submitting the Proctoring Agreement

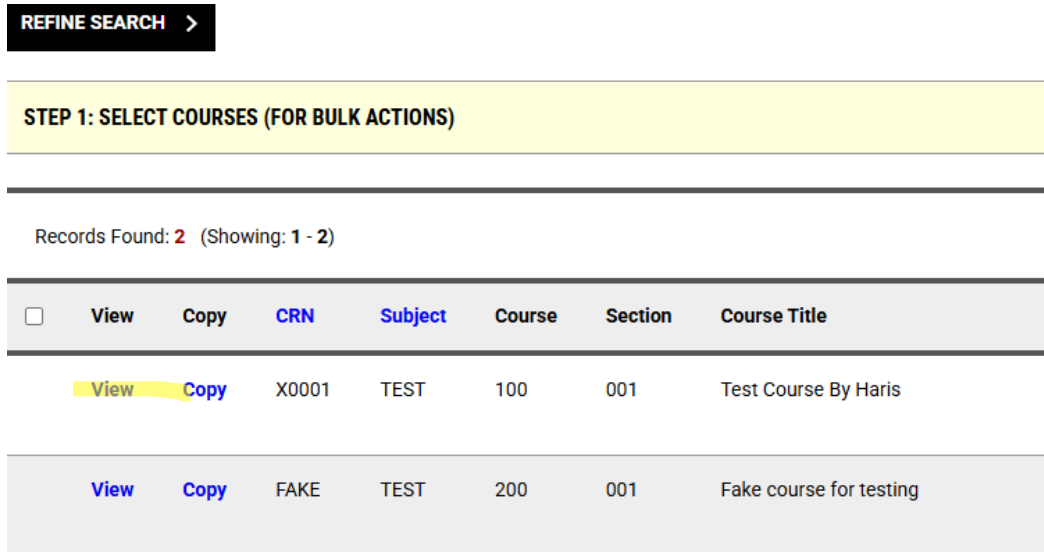
1. Click on the **Alternative Testing** module located on the left had side of the dashboard after logging into the [DS Instructor Portal](#).




2. Go to the **Proctoring Agreement**.



3. Scroll down to the list of Exam Dates to select and click on the blue “**View**” link.



4. Click on the blue “[List Exam Dates](#)” tab located at the top.

 » **PROCTORING AGREEMENT**

TEST 100.001 - TEST COURSE BY HARIS (CRN: X0001)

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5. Look past the Exam Detail and Instruction boxes (make sure these are filled out).
6. Find the **Uploading Exam Box** to attach the exam associated with the exam date & proctoring agreement.

Note: Required fields are marked with an asterisk (*).

| EXAM DETAIL | EXAM DATE INSTRUCTIONS | UPLOAD EXAM FILE |
|---|--|---|
| <p>Type *:</p> <p>Select One ▼</p> <p>Approval Method *:</p> <p>Hint: Use this field to identify the approval method where exam requests will be automatically approved. Instructors will receive an email to review exam requests not automatically approved.</p> <p>Select One ▼</p> <p>Date *:</p> <p>Hint: Enter date in the following format Month/Day/Year (i.e. ...)</p> | <p>Question 1: What is the name of the exam (i.e. Exam 1, Quiz 3, Midterm, Final)? *</p> <p>Question 2: Is the exam held in Canvas? *</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Yes (note below password or instructions) (Additional Comment Required)</p> <p>Additional Comment:</p> | <p>Note: Exam files can be added on a continual basis.</p> <p>Title Or Exam File Note:</p> <p>Select File: ?</p> <p>Choose File No file chosen</p> |

7. After uploading the exam, click the black “**Save Exam Date**” button to save the changes.

FORM SUBMISSION

SAVE EXAM DATE >

BACK TO LIST >