The Center for Students with Disabilities (CSD) recognizes the challenges instructors face in proctoring exams for students with approved testing accommodations. Below is a list of proctoring options available to instructors on the Hartford campus. Please contact the CSD with questions about coordinating any of the options in which the CSD staff are involved. NOTE: Each of the options listed below requires time (at least 1 week) to coordinate. If you are considering using either of the options below, rather than administering the exam yourself, please email the identified CSD contact as early in the semester as possible.

<table>
<thead>
<tr>
<th>Proctor</th>
<th>Location</th>
<th>Details</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor or Designee</td>
<td>Classroom, office space, conference room, etc.</td>
<td>• Instructor proctors exams with approved accommodations</td>
<td>To reserve a classroom contact: Nicole Ariyavatkul, Campus Scheduler, Hartford Campus <a href="mailto:Nicole.Ariyavatkul@uconn.edu">Nicole.Ariyavatkul@uconn.edu</a></td>
</tr>
</tbody>
</table>
| ProctorU         | Online                       | • ProctorU is online proctoring which enables online test taking within a controlled and monitored environment, thereby enhancing academic integrity  
• ProctorU is the online exam proctoring service that eCampus makes available to UConn’s online courses  
• This option requires that an exam is online in HuskyCT and that students are in a private location to take their online exams with their own laptops  
• Faculty work directly with ProctorU to schedule their exams and set parameters around each exam, including approved testing accommodations for students as indicated | A short video on how ProctorU works can be found at:  
Contact: Kim McKeown, Associate Director, CSD Kimberly.mckeown@uconn.edu |
| CSD              | Hartford Room 150            | • Exams must be taken on **Monday-Friday between 8am-5pm**  
• 7 seats in testing room  
• Collaboration between student/faculty/CSD to have CSD administer exam on instructors behalf  
• CSD proctors exam with approved accommodations  
• Exams scheduled by student using the online Regional Campus Exam Request Form [https://csd.uconn.edu/regional-campus-exam-submission-form/](https://csd.uconn.edu/regional-campus-exam-submission-form/) | Contact: Katie Halbruner, Regional Campus Coordinator for Hartford, CSD katie.halbruner@uconn.edu |