

The intent of the Departmental Credit Exam (D.C.E.) service is to provide a proctoring service for students taking department-created exams to be used for academic credit.

1. The academic department must approve the exam for each student. Departments and students must complete any necessary pre-approval steps prior to forwarding the exam to testing services.
2. Following department approval of the DCE students must contact Testing Services (303-615-1700) to schedule an exam appointment. Testing Services only sets appointments for exams already on file from the department. All students must present a valid photo ID at the time of testing.
3. Testing Services will deliver the completed exam to the department (please provide a location and contact name below).
4. All exam materials (note sheets, scratch paper, etc.) used during the exam must be turned-in upon completion of the exam. Testing Services does not proctor exams for open book, open note, or open internet exams.

## Department Information

Department Name: \_\_\_\_\_ Dept. Contact: \_\_\_\_\_  
Dept. Bldg/Rm#: \_\_\_\_\_

## Student Information

Student Name: \_\_\_\_\_

## Exam Information

Passing Score = Credit for: \_\_\_\_\_  
Time Limit (in minutes): \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Exam Aids: \_\_\_\_\_  
Password (online exams): \_\_\_\_\_  
Special Instructions: \_\_\_\_\_

**Return Instructions** (Completed and expired exams marked for return will be delivered on the following Monday):

Return to Office       Will Pick-Up       Online Test

## Office Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Administered by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Returned by: \_\_\_\_\_ Date: \_\_\_\_\_  
Test Received by: \_\_\_\_\_ Date: \_\_\_\_\_