

Metropolitan State College of Denver
Surveying and Mapping Program ~ Distance Delivery
Metro South/ Extended Campus
5660 Greenwood Plaza Boulevard, Suite 100
Greenwood Village, Colorado 80111

For questions, contact Extended Campus
Telephone: (303) 721-1313
Email: mcsd_surdd@mcsd.edu

Student's Instructions: Arranging for Exam Proctors

Students taking a distance delivery surveying course will need to arrange for a proctor to supervise their course examination(s).

Guidelines for finding a proctor:

Contact a person employed by a public library or school near you. Representatives of state professional association for surveyors may also be acceptable. The proctor may not be related to you in anyway.

Very important:

Proctors must be approved before beginning the examination. You will be contacted by the Surveying and Mapping department only if your proctor is not approved.

Examinations are in modular format. You will have 30 days to complete the examination from the first day you start the examination. (Exception: Mid-term and final examinations for survey courses SUR 3540-Boundary Law I and SUR 4540-Boundary Law II are timed 3-½ hour examinations.)

When arrangements have been made, mail the completed proctor form to:

Metro State/ Extended Campus
Surveying and Mapping Distance Delivery
5660 Greenwood Plaza Blvd. #100
Greenwood Village, CO 80111

Or fax form to the Surveying Dept at 303-220-1787

Examinations must be requested through Metro State Extended Campus 10 days in advance from your scheduled examination date. Requests can be made via email mcsd_surdd@mcsd.edu or call the Extended Campus 303-721-1313.

Procedure for all students:

1. Contact proctor.
2. Complete the enclosed proctor form.
3. Mail or fax the proctor information to the Survey department.
4. Make appointments to complete the examination with your proctor.
5. Proctor returns examination documents to Metro State Extended Campus.
6. Examination is graded; student notified of numerical grade.

Questions: Call the Extended Campus office (303) 721-1313 or send an email to mcsd_surdd@mcsd.edu