

To Whom It May Concern:

Pursuant to the Colorado Open Records Act, I hereby request the following records:

- 1) Copies of all policies governing how professors, teaching assistants, or other educators may use Proctorio. For example, is use of the proctoring service optional? When can an educator report a student for cheating on an exam, based on evidence supplied by Proctorio? What is the appeal process for a student reported by Proctorio?
- 2) Copies of all policies given to students regarding their use of Proctorio.
- 3) Copies of all user manuals or guides provided by Proctorio, or the university, to professors, teaching assistants, or other educators regarding how to use Proctorio.
- 4) Copies of all promotional documents provided to the university by Proctorio in support of its efficacy (e.g., studies, whitepapers, etc.).

I ask that all fees be waived, as I am a journalist (examples of my work can be found at toddfathers.com) and I intend to use the requested records to publish articles in the public interest and not for any commercial purpose.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter.

I look forward to receiving your response to this request within 3 business days, as the statute requires.

Sincerely,

Todd Feathers