UAB eLearning Funded Proctoring Guidelines

Proctoring students during exams may be necessary for some online programs or courses. When thinking about proctoring, discuss the following questions with an instructional design expert.

1. What are the benefits of requiring proctoring of exams in my course?
2. To what extent, does cheating actually occur?
3. Are there alternative proctoring methods for securing exams for my students?
4. Who should I contact if I need help?

Contact your unit’s instructional design team or Samira Laouzai at mamia38@uab.edu for determining the best approach for your exams and/or alternate assessments.

UAB eLearning covers proctoring fees for two exams (2.5 hours or less) per student per course within the following parameters:

1. Exam is within a Q course section, and
2. Proctored exam meets program or course objectives.

**Faculty responsibilities:**

1. Submit test information to ProctorU three weeks prior to the exam per the faculty proctoring instructions.
2. Email student proctoring instructions and link within your course. Stress that students are responsible for fees associated with late scheduling for exam sessions or missed exam sessions which are allowed only with faculty approval. Best Practices for Exams

**Students must pay ProctorU for the following fees:**

1. **Missed exam sessions:** A $19.75 fee for missing a scheduled exam session without a 24-hour notice unless there is an excused absence.* Course faculty approval is required for missed exam sessions.
2. **Late scheduled exam session:** A $5.00 fee for students failing to schedule exams at least 72 hours in advance of the faculty-specified testing period.
3. **On demand exam session:** An $8.75 fee for students failing to schedule an exam session at least one hour in advance of the faculty-specified testing period.
4. **On-ground proctoring option:** Fees associated, if any, with students using a local proctor in-person.

*See excerpt from Attendance and Excused Absence Policy in the Undergraduate Student Catalog.

“Absences due to...extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students.”