Proctoring Procedures

Recommended Faculty Procedures for Proctoring

1. SACS Requirement: Provide notification of the online proctoring fee in Banner when your course is listed, so that students are aware prior to enrolling in the course. Request that the person who enters courses in Banner for your school add the following: “Note: Proctored exams: student paid fee for online proctoring option.”

2. Be sure to password protect your exam once it is posted in Canvas.

3. Provide multiple options for proctoring to ensure students can successfully access and complete the exam. Some may be unable to come to campus. Feel free to include the sample statement or some variation of it in your syllabi to minimize questions:
   This course contains exams that must be completed under the supervision of a proctor. You will not be able to access the exam(s) without the assistance of a proctor. You have multiple options for proctoring to ensure your success in online exams. Link Student Proctoring Options below.

4. See recommended Student Proctoring Options below. A more detailed version with explicit instructions for students follows this page.

   A. On-campus option:
      i. Schedule a computer lab for the scheduled exam date and time at the beginning of the semester or you may not find an available lab.

      ii. Confirm with IT personnel that all necessary software/hardware are installed and updated in the lab at the beginning of the semester

   B. Off-campus in person proctoring:
      i. Be very selective. Have students find an appropriate proctor according to the Proctor Selection Procedures and submit completed Proctor Approval Form (provided below) two-weeks prior to the exam and set up a submission link in the Assignments area of Canvas.

      ii. Once you agree upon a proctor, send the exam password which you will set in Canvas and the Procedures for Proctors document, which they have already read and pledged to as a reminder to make adjustments as needed.

      iii. Add an assignment link in the course for students to submit the proposal forms to help you keep track.

   C. Online proctoring service option:
      i. Become familiar with the ProctorU site and submit your test procedures and the password to ProctorU as directed three weeks prior to the exam date.

      ii. Have students follow the instructions provided in the Student Proctoring Option C below.
Student Proctoring Options

There is a fee for online proctoring services through ProctorU, which is the responsibility of the student. This was indicated in Banner notes prior to you registering for the course.

Option A: On-campus

Take the exam on campus as scheduled with your instructor or a proctor identified by the department or instructor.

1. See course schedule for dates, times, and location.
2. You must present a valid driver’s license.
3. There is no fee associated with this service.

Option B: Off-Campus Institutional or Community Proctoring

Students may choose off-campus proctoring according to the guidelines outlined on the Proctor Selection Guidelines.

1. See course schedule for dates and times the exam will be available.
2. You must present a valid driver’s license.
3. Email or provide the printed the Proctor Selection Guidelines to your proctor. Your proctor will need to read the guidelines/instructions and fill out the form.
4. Submit the form via the Proctor Approval assignment link at least two-weeks prior to the exam.

Option C: Online Proctoring

Students may choose to complete your exam online from home or other approved location by using the ProctorU remote proctoring service as outlined below:

1. See course schedule for dates and times the exam will be available.
2. You must present a valid driver’s license or other picture ID and answer some questions to verify your identity.
3. You must meet the minimum technical requirements. You will also need a working web cam, microphone, and headphones. If the link does not work, go to http://www.proctoru.com/tech.php
4. Before deciding to use the service, please watch the ProctorU: How it Works video. If the link does not work, go to http://www.proctoru.com/videopops/demovideo.php
5. The student must then call ProctorU to schedule the test at least 4 days prior to the test. To create a ProctorU account, schedule a test, take a test, review the pre-exam checklist and test your computer equipment prior to a test, visit How to Get Started. If the link does not work, go to http://www.proctoru.com/getstarted.php
6. There is a fee per exam to be paid directly to ProctorU at the time you schedule your appointment. If an exam is scheduled less than four days in advance, a late fee of $5 will be charged.
7. For more information, visit www.proctoru.com or call ProctorU at 205-870-8122.

Please see the course syllabus regarding policies and directions for missed exams.
Student Procedures for Proctor Selection

This course contains exams that must be completed under the supervision of a proctor. You will not be able to access the exam(s) without the assistance of a proctor. The procedures for finding a proctor are outlined below.

Off Campus Institutional and Community Proctors

You may select an approved proctor from the following list of approved agencies/persons.

Any charges, such as postage and exam proctoring fees, are your responsibility.

An acceptable proctor is someone with no conflict of interest in upholding the University of Alabama at Birmingham’s Academic Honor Code. Your proctor candidate may be one of the following:

- Any regionally accredited 2 or 4 year institution of higher education employee in testing services or the institution’s library.
- Public library administrator
- Military personnel may take examinations under the supervision of a commissioned officer

If none of the above is available, you must work with the instructor to identify an appropriate proctor.

Co-workers, personal friends, relatives, tutors, neighbors, personal advisors, anyone with a potential conflict of interest, or place of worship, are not permissible. Your proctor must have a legitimate institutional, military, or business email address. Free email accounts such as Yahoo, Hotmail, and Gmail are unacceptable.

After identifying your proctor, print and complete the Proctor Form (page 3), and acquire the appropriate signature.

Scan and submit the form to the Proctor Approval assignment link in the course at least two weeks prior to your exam.

You must schedule the testing date and time directly with the proctor and verify the proctor has received the testing information needed prior to the exam.

ID Requirement

You must provide a valid driver’s license or picture ID. A copy of your ID must be made by the proctor and sent to your instructor to include:

- A. yours and the proctor’s printed names and signatures
- B. date and time exam started and ended
Procedures for Selected Proctors

Thank you for agreeing to proctor an examination for a University of Alabama at Birmingham student. The examination must be completed under your constant supervision. Please follow the procedures outlined below. Please read them now and email questions to the instructor prior to the test date.

Password for the Examination

You will receive password(s) via email from the instructor’s UAB email account. It is assumed that students will keep the same proctor for the entire semester. Therefore, you will receive the password(s) for all of the tests for the semester.

Please keep the password information secure. The password must be entered by you in order for the student to access the examination. **Please make sure the student doesn't see the password.**

Should a student change proctors, they are to contact our office with new proctor information. **Under no circumstances are you to send the password information to another proctor.**

ID Requirement

Students must provide a valid driver's license. Please make a copy of the ID and have the student sign the copy.

Examination Procedures

At the time agreed upon for the examination:

1. Have the student log into Canvas ([https://uab.instructure.com](https://uab.instructure.com)) and navigate to the exam.

2. When prompted, enter the password that was sent in the email message by the instructor. **Please do not give the password to the student or allow him/her to see you type it.**

3. **Please do not enter the password until the student is ready to begin,** as this starts the timer on the exam. Exams will auto-submit when the allotted time expires.

4. Log the date, start and end times of the exam on the signed student copy of the ID, print and sign your name. Scan and send as an attachment in an email, or fax, to the instructor, as indicated in the email.

5. Monitor the student during the examination.

6. **At no time is the student to leave the testing area during the exam.**

7. Unless specified in the email from the instructor, the student should not have access to the textbook or any other supplemental material or equipment.
8. The computer monitor should display the exam only, and no other parts of the course or other websites should be open.

9. Cell phones and other electronic devices may not be on during testing.

10. Should you experience any technical issues during the administration of an exam, please contact the instructor and contact Canvas technical support via the Help link in Canvas, by calling (855) 778-9969, or visit the Canvas Help site at https://help.instructure.com.
Proctor Approval Form – Online Exam  
(Information must be legible)

Submit one proctor form for each proctor you will use during the semester. All exam information will be sent to the proctor listed below, unless you notify us of a change in proctor. If you change proctors, you must submit a new form.

Before the exam, it is your responsibility to work with the proctor and/or others to make sure the computer from which you take the exam is configured properly to work in Canvas. View the Canvas browser/setting requirements.

Acquire all appropriate information and scan and submit the form to the Proctor Approval assignment link in your course at least two weeks prior to your exam.

Student Name: _____________________________________________

Proctor Name: _____________________________________________

Proctor Title/Position: ________________________________________

Testing Institution/Site: ______________________________________

Testing Site Address: _________________________________________

Telephone: ___________________________ Email: _________________________

Proctor Agreement

I agree to serve as the proctor for the above mentioned student and protect the academic integrity of the test/exam.

I have read the Proctor Selection Procedures (pg. 1) and meet the requirements outlined. I have read the Procedures for Proctors (pg. 2) and agree to administer the exam according to these instructions.

Proctor Signature: ___________________________________________ Date: ___________________