UAB eLearning Funded Proctoring Guidelines

Proctoring students during exams may be necessary for some programs or courses. When thinking about proctoring, discuss the following questions with an instructional design expert (If you do not have access to an instructional designer in your college/school, please contact Samira Laouzai at mamia38@uab.edu).

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?

Q Section Proctoring:

UAB eLearning covers proctoring fees for up to two exams (up to 2.5 hours each) per student per Q section course. If additional exams are needed, students will be charged $13.95 per exam regardless of duration for any Q section course.

Non-Q Section Proctoring

UAB provides a virtual testing option for non-Q section courses through ProctorU. Students will be charged $13.95 per exam regardless of duration for any non-Q section course.

Faculty Responsibilities:

1. Submit test information to ProctorU three weeks prior to the exam per the faculty proctoring instructions. Schedule one-on-one training by filling out the ProctorU form.
2. Email student proctoring instructions and link within your course.
3. Students are responsible for fees associated with late scheduling and/or missed exams. These fees can be reviewed at https://go.proctoru.com/feeschedule. Instructor permission is required prior to rescheduling outside of the original exam window.
4. For additional information on ProctorU, visit the eLearning ProctorU webpage.