



Tuesday Tip

Faculty are no longer required to submit a ProctorU Exam Session order to the UAB eLPS office. Now, faculty will work directly with ProctorU for the exam scheduling and purchasing. The timeline, instructions, and other helpful information is below. If you have additional questions, please contact us at ISSHelp@uab.edu.

Note: UAB eLearning pays for two exams (2.5 hours or less) per student per online course (course must be within a Q course section). This does not include fees associated with students missing exam sessions or scheduling exam sessions late. Additional exams may be purchased in addition to the ones that UAB eLearning will cover, but the fees for these additional courses must be paid by the school/department or student.

3 Weeks Before Exams: Schedule your ProctorU exam within 3 weeks prior to your actual exam date. See the [Faculty ProctorU Guide](#) for instructions on how to schedule your exams. You are not required to have your exam materials ready at the time that you schedule your exams with ProctorU.

Within 24 Hours: Receive exam scheduling email confirmation from ProctorU, and then after ProctorU approves the exam schedule, receive an exam activation email confirmation from ProctorU – both within 24 business hours of scheduling.

72 Hours+: Invite students to schedule their exams (no fee**) with a proctor. **Student's scheduling their exams must happen 72 hours or more prior to the exam date to avoid late fees. Share the [Student ProctorU Guide](#).

Exam Day: Students will take the exam.

Get Started with ProctorU

- Read the [Proctoring Guidelines](#).
- View the [ProctorU "How Online Proctoring Works" Video](#).
- View the [ProctorU Technical Requirements](#).
- View the [ProctorU Privacy Policy](#).
- Review the [ProctorU Security Handout](#).
- Review the [ProctorU Security Packet](#).

Find Training

- Find an [Upcoming Training Session](#).
- Download the [Faculty ProctorU Guide](#).

Prepare Your Students

- Download and Share the [Student ProctorU Guide](#).
- Remind Your Students to Avoid Fees Associated with Late Scheduling and Missed Exams:
 - Missed Exam Sessions: \$19.75
 - Late Scheduled Exam Session: \$5.00
 - On Demand Exam Session: \$8.75
 - On-Ground Proctoring Option: TBD
 - See the [Student Guide](#) for an Explanation of the Fees.
 - Download the [ProctorU Security Handout](#).

Schedule Your Exams

- Use the [Faculty ProctorU Guide](#) to Learn How to Schedule Your Exams.
- Scheduled Exams with ProctorU **Three Weeks Prior to Exam Date**.

Get Technical Support

ProctorU Representative: Hailey Schnorr

Email: hschnorr@proctoru.com

Phone: 855-772-8678 x.708

For more information, please contact the [ISS team](#).
View all of our Tuesday Tips on our [SHP/ISS website](#)!

UAB|SHP Instructional Support Services

Learning Resource Center | The University of Alabama at Birmingham

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