

# Instructional Design & Support **UAB** **SHP**

## Tuesday Tip



Online proctoring services are available and accessible through Canvas. Use the following resources to learn more about ProctorU and how to use it.

**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.**

### TIMELINE

**Before Term Starts:** Schedule one-on-one training by creating an instructor account [here](#). For additional questions, reach out by emailing Amanda Hileman at [ahileman@proctoru.com](mailto:ahileman@proctoru.com) or calling 205-289-1395.

**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

- 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: Amanda Hileman

Email: [ahileman@proctoru.com](mailto:ahileman@proctoru.com)

Phone: 205-289-1395

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

### UAB|SHP Instructional Design & Support

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