

Non-University of Alabama Student Proctor Service Request

The University of Alabama's Bama By Distance Testing Services is happy to be able to assist you with your testing needs. We consider this service as an important part of our community outreach efforts, therefore there is no charge for this service. You should contact our office to determine available testing hours.

The process for requesting and taking examinations in our testing location on campus is outlined below.

1. No walk-in appointments. You must be scheduled in order to test. Tests must be scheduled at least 48 hours (excluding weekends and holidays) in advance.
2. Available appointment hours are subject to change. If there is a University closure, Bama By Distance Testing Services will also be closed.
3. It is the student's responsibility to ensure that exams are scheduled and taken by their institution's test deadlines.
4. Only final exams can be taken during The University of Alabama's finals week. No regular exams (including non-UA exams) will be allowed during finals week.
5. Non-UA students must complete and submitted a proctor request form (below). The form must be completed and submitted to our office **at least 48 hours** (excluding weekends and holidays) **PRIOR** to the date you plan to test.
6. You must present two (2) forms of ID when testing in our office. One of these must be a picture ID.
7. Please avoid bringing backpacks, large purses or cell phones. Our storage space is limited.
8. **We cannot download any programs in order to facilitate an exam.** You must be able to access the exam directly from the internet.
9. It is your responsibility to ensure that the exam or password information is sent to our office in the appropriate time frame for you to take all exams. We will not contact your

institution regarding passwords or exams. Information for submitting the exam to our office is included on the proctor request form.

10. Proctor request forms, exams, or passwords must be sent to us via email at testing@ccs.ua.edu or by fax to (205) 348-0249 or toll free at 855-274-6766. **Proctor request forms, exams, or password information should not be sent to Bama By Distance Testing Services staff member's personal email accounts.**

See Proctor Service Request Form Below

Proctor Service Request

You will only need to submit this form to our office once each semester, unless you change colleges.

STUDENT NAME: _____

E-MAIL ADDRESS: _____

TELEPHONE # (HOME): _____ (WORK): _____

MAILING ADDRESS (include city, state, and zip): _____

COURSE(S) NAME: _____

COURSE(S) TERM: _____

COURSE(S) DATES: _____

COLLEGE/UNIVERSITY INFORMATION

COLLEGE/UNIVERSITY NAME: _____

TELEPHONE: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

STATEMENT OF UNDERSTANDING

I have read and understand the rules for test proctoring at The University of Alabama and agree to abide by the same.

STUDENT SIGNATURE: _____ DATE: _____

The University of Alabama
College of Continuing Studies
Bama By Distance Testing Services
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FAX: (205) 348-0249 or 855-274-6766
EMAIL: Testing@ccs.ua.edu