

## PROCTOR INSTRUCTIONS

Thank you for agreeing to proctor exams for The University of Alabama.

Instructions for proctoring exams are below. Please do not hesitate to call our office at 800-467-0227 or email us at [testing@ccs.ua.edu](mailto:testing@ccs.ua.edu) with any questions or concerns. Testing staff is available from 8:00 am-4:45 pm Monday-Friday.

### **EXAM INSTRUCTIONS:**

It is the student's responsibility to contact you to schedule exams prior to exam deadlines.

- 1) **Students must present two (2) forms of ID upon arrival for testing. One form must be pictured, preferably a driver's license.** Please check the ID closely to make sure it is the student. If a student arrives without proper ID, do not allow them to test. Please note that student activity cards for distance students are not pictured, so they must present a pictured ID.
- 2) **Students must test on facility provided computers.** Students **may not** under any circumstance, test on their own computers.
- 3) Students may not leave the testing area during the exam. They should use the restroom before beginning the test.
- 4) Absolutely no cell phones, tablets, or other such devices are allowed in the testing area. If a student brings any of these devices, ask the student to return them to their vehicle or leave them with you until after the test is completed.
- 5) **Please collect and destroy any scratch paper and formula sheets (unless you are instructed to return to UA) that are used during exams. Students should not exit the exam area with any paper, even if it is a formula sheet they brought in.**
- 6) Please monitor students to ensure that they are not leaving the exam environment to go to other websites. **Students are not allowed to copy and paste or perform screen captures of any material from the exam pages.**
- 7) Students are not allowed to utilize language translation tools of any type.
- 8) If an exam allows the use of a calculator, it must be a standard, non-programmable calculator only (unless otherwise instructed).

### **PASSWORD INFORMATION:**

**At no time should the student be given access to passwords. You must enter the password for each exam. The student will log into their exam site through Blackboard.** Once they are logged in, the password box will appear.

This email will contain passwords for all exams for the listed course(s). Please keep passwords in a safe place and where you can access them each time the student is ready to test.

You may give exam information to a co-worker in your organization if you will not be able to proctor an exam. However, you should never send proctor information to anyone outside of your organization. If a student changes proctors, they must contact us to request a proctor change.

### **PAPER EXAM RETURNS**

Exams may be returned via fax (205) 348-0249 or fax toll free to 855-274-6766. You may also scan and email the exam to [testing@ccs.ua.edu](mailto:testing@ccs.ua.edu).

**Original exams must be returned to us via regular mail by the proctor.** The student is responsible for postage. Return exams to:

The University of Alabama  
Bama By Distance Testing Services  
Box 870388  
Tuscaloosa, AL 35487