

Proctor Selection

This course contains exams that must be completed under the supervision of a proctor. You will not be able to access the exam(s) without the assistance of a proctor. The procedures for finding a proctor are outlined in the two sections below.

Off Campus Institutional and Community Proctors

Students enrolled in online or video courses may select an approved proctor from the following list of approved agencies/persons.

Any charges, such as postage and exam proctoring fees, are the responsibility of the student.

An acceptable proctor is someone with no conflict of interest in upholding The University of Alabama's Academic Integrity Policy. Your proctor candidate may be one of the following:

- Any regionally accredited 2 year or 4 year institution of higher education that has a testing services division. This also includes the institution's library.
- Public library administrator
- If located outside the United States, military personnel may take examinations under the supervision of a commissioned officer. If you are located within the U.S., you must choose from options 1 or 2 above.

We cannot approve individual faculty or staff members who are employed at an institution, in positions that are not in the institutions testing area. We cannot approve co-workers, personal friends, relatives, tutors, neighbors, personal or academic advisors, anyone with a potential conflict of interest, or place of worship. An exam must be sent to the academic or work address of the proctor. Exams may not be sent to any person's home, private business, members of clergy, family members, or friends. Your proctor must have a legitimate institutional, military, or business e-mail address. "Free" e-mail accounts such as Yahoo, Hotmail, and Gmail are unacceptable.

After identifying your proctor, complete the request for proctoring service. [Click here to access the form.](#)

This form must be received at least 48 hours (excluding weekends and holidays) prior to your test. You must schedule your testing date and time directly with the proctor and also verify the proctor has received the testing information prior to your arrival.

ID Requirement

Students must provide two (2) forms of ID. One must be pictured, preferably a driver's license. Distance student ID cards are not pictured. Therefore, you must present a pictured ID along with the action card.

You will need to submit only one proctor form each semester, provided you do not change proctors during the term. All test information will be sent to the proctor listed below, unless you notify us of a change in proctor.