General Information Regarding Proctored Exams

Some courses contain exams that must be completed under the supervision of a proctor. These exams cannot be accessed without the assistance of a proctor. Below are the general procedures for finding a proctor. Be aware that this information is provided as an introduction to the proctoring process. Information specific to your class can be found in your course syllabus.

Proctor Arrangements In or Around Tuscaloosa, AL

Students living within a 50 mile radius of The University of Alabama campus must take all proctored exam(s) in the Academic Outreach office on the UA campus. You must call (205) 348-7642 to make an appointment to take an exam. Please call at least 48 hours in advance to schedule a date and time to take the exam. No walk-ins are accepted. Deadline dates for all exams are provided by the instructor in the course syllabus.

Proctor Arrangements for Distance Students

Students living outside the 50 mile radius of The University of Alabama campus must find a suitable proctor. You must use a proctor from any regionally accredited 2- or 4-year college or university. Most institutions have testing services available. You can use a current staff or faculty member at that institution if no specific testing center is available. In some instances, a local librarian may serve as a proctor if testing at a 2 or 4 year college or university is not possible. Military personnel only may take examinations under the supervision of a commissioned officer.

After identifying your proctor, print and complete the Proctor Form. Acquire all appropriate signatures and return the completed form to the Academic Outreach Office at the address or fax number provided on the form. This form must be received at least 48 hours prior to your test. Testing information will then be provided directly to your proctor by the Academic Outreach office. You must schedule your testing date and time directly with the proctor. Make sure they have received the testing information prior to your arrival.