

## Proctor Selection and Proctor Form

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. Proctor forms must be type written. **No hand written forms will be accepted.** 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, print and complete the Proctor Form (**second page of this document**). The form must be typed. **Hand written forms will not** be accepted. 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 (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. **Copies of the ID must be returned with the test or emailed to our office by the proctor.** Distance student' ID cards are not pictured. Therefore, it must be presented with a pictured ID.

### ***Please Return Completed Form To:***

The University of Alabama, College of Continuing Studies  
Academic Outreach Student Services  
FAX: (205) 348-0249 - EMAIL: [Testing@ccs.ua.edu](mailto:Testing@ccs.ua.edu)

**Proctor Form – Online or Video Course Examination**  
**Form must be typed**

**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.**

**Please complete the information listed below:**

STUDENT NAME: \_\_\_\_\_ CWID: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TELEPHONE # (HOME): \_\_\_\_\_ (WORK): \_\_\_\_\_

MAILING ADDRESS (include city, state, and zip): \_\_\_\_\_

\_\_\_\_\_  
COURSE, SECTION NUMBER AND CRN (List all courses to be proctored): Include test/exam number if requesting for a specific test/exam number.

\_\_\_\_\_  
TERM/SEMESTER: \_\_\_\_\_

**If request is for a make-up test during the current semester or a test from a prior term, approval to take the test must be sent to Academic Outreach Student Services testing. Instructor approval should be emailed to: [Testing@ccs.ua.edu](mailto:Testing@ccs.ua.edu) or the instructor may call our office at (205) 348-0089 or 1-800-467-0227 to give approval.**

PROCTOR NAME / TITLE: \_\_\_\_\_

TESTING INSTITUTION/SITE : \_\_\_\_\_

TESTING SITE ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

PROCTOR E-MAIL (Required and must not be a personal email account):

\_\_\_\_\_  
I agree to serve as a proctor for the above mentioned student and to protect the academic integrity of the test/exam.

PROCTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_