Proctored Testing

Students enrolled in online or video courses have several options for exam proctoring. Exams may be taken in the Academic Outreach Student Services office on campus, at a two or four year college that has a testing services area or with the ProctorU online testing service. ProctorU does not proctor paper exams. Testing deadlines are provided in the course syllabus of each course. It is the student’s responsibility to schedule tests in accordance with the established deadlines. Additional charges may be incurred for proctoring services depending upon the location/method selected by the student.

On-Campus Proctoring

Students may choose to complete proctored exams in the Academic Outreach office located in room 127 of Martha Parham Hall West. Only students registered for sections 900 or above may use ProctorU. Campus and local students must test in Academic Outreach Student Services or in the designated testing labs. Campus students may also use ProctorU for online exam testing, unless otherwise noted by instructor. Students testing in Academic Outreach, campus labs or with ProctorU do not have to complete a proctor form. Proctor forms must be completed for “Off-Campus” proctoring only.

Academic Outreach Testing Policies

- **No walk-ins are accepted.** You must call (205) 348-0089 to make an appointment to take an exam. Do not email to schedule an appointment. Please call (205) 348-0089 to make an appointment to take an exam. You **must call** at least 48 hours in advance (excluding weekends and holidays) of your exam.
- **Deadline dates for exams are provided by your instructor in the course schedule. You are responsible for completing your test before the deadline.**
- **Make-up exams/tests will not be scheduled during final exams week. This means that you may only schedule the last test for the course during this week. Retakes for semester tests and tests from prior terms will not be scheduled during this week.** We have set special days each semester to allow students, who are behind in testing to come to our office to test prior to finals week. Please contact Academic Outreach Student Services for the special testing dates each semester at (205) 348-0089 or 800-467-0227.
- **You must present two (2) forms of ID. Preferably your driver’s license and student ID. Distance students’ ID cards are not pictured. Therefore, it must be presented with a pictured form of ID.**
There is no charge for testing in Academic Outreach Student Services.

**Off-Campus Proctoring**

Students may choose off-campus proctoring from the four options below. Any fees, such as exam proctoring fees and postage are the responsibility of the student.

**You must present two (2) forms of ID.** Preferably your driver’s license and student ID. Distance students’ ID cards are not pictured. Therefore, it must be presented with a pictured form of ID.

**Option 1:**

You can complete your exam from home or other convenient location by using the ProctorU remote proctoring service. **Proctor form is not required.**

- Before deciding to use the service, please watch the [ProctorU: How it Works video](http://ProctorU.com.ua). University of Alabama students MUST use their Crimson email account to setup the account with ProctorU. No other email accounts should be used.
- ProctorU will not have tests available after testing deadlines. The student must contact their instructor to request to take tests past the deadline. The instructor must contact Academic Outreach Student Services at testing@ccs.ua.edu or (205) 348-0089 to confirm the test extension. The student must then call ProctorU to schedule the test.
- To create a ProctorU account visit [ProctorU.com/ua](http://ProctorU.com.ua). University of Alabama students MUST use their Crimson email account to setup the account with ProctorU. No other email accounts should be used.
- **Minimum technical requirements.**
- There is a fee per exam for this service that is paid directly to ProctorU. The base fee is $22.50 for a one hour exam. $17.50 for exams less than an hour in length. The is fee due to ProctorU at the time you schedule your appointment. A $5 late fee is added to appointments not made three days in advance. Additional fees may be incurred for same day scheduling.
- To create a ProctorU account visit [ProctorU.com/ua](http://ProctorU.com.ua). University of Alabama students MUST use their Crimson email account to setup the account with ProctorU. No other email accounts should be used.
- ProctorU will not have tests available after testing deadlines. The student must contact their instructor to request to take tests past the deadline. The instructor must contact Academic Outreach Student Services at testing@ccs.ua.edu or (205) 348-0089 to confirm the test extension. The student must then call ProctorU to schedule the test.

**Option 2:**

You may use a proctor from any regionally accredited two- or four-year college or university that has testing services available. This includes the institution’s library. Most institutions have testing services available. **Proctor form required.**

**Option 3:**

A public library. **Proctor form required.**

**Option 4:**

If located outside of 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 Option 1, 2, or 3 above. **Proctor form required.**

[Click here for the Proctor Form](http://ProctorU.com/ua)

You must complete the student section of the form. You will also need your Proctor's email address and telephone number to complete the form. You will submit the form directly to your selected proctor. Once the proctor completes their section, the proctor will return the form to us. **It is the student's responsibility to make sure the proctor has received the proctor service request form.**
Academic Outreach Testing Schedule
Monday - Thursday from 9:00am until 7:00pm
Friday from 8:30am until Noon
Saturday - Please call for exact dates and times.

Proctor Selection (Word Document)
Proctor Instruction (Directions for Proctors) (Word Document)
ProctorU

If you have any questions, please contact Academic Outreach Student Services at (205) 348-0089 or 1-800-467-0227, or email us at: testing@ccs.ua.edu