## **Remote Proctor Agreement**

UAH Online Learning Testing Services 301 Sparkman Drive Wilson Hall Room 225 (256) 824-6725

OLtesting@uah.edu

<ul> <li>Verify student's identity by checking government-issued photo ID</li> <li>Do not allow student to bring resources (notes, books, calculator, etc.) into the exam room unless indicated as permitted on cover sheet</li> <li>Administer the exam exactly as directed on cover sheet, ensuring proper timing</li> <li>Provide constant supervision for the entirety of the examination</li> <li>Do not share test password (if applicable) with student</li> <li>Ensure that all test papers, including scratch paper, are collected after testing concludes</li> <li>Scan and email paper test back to our office with 24 hours of completion: Email: OLtesting@uah.edu Please retain the completed hard copy in a LOCKED filing cabinet for two weeks.</li> </ul>		
Title:  Institution/Affiliation:  Address:  Phone:  Email:  Relationship to the student:  Proctor Responsibilities:  • Verify student's identity by checking government-issued photo ID  • Do not allow student to bring resources (notes, books, calculator, etc.) into the exam room unless indicated as permitted on cover sheet  • Administer the exam exactly as directed on cover sheet, ensuring proper timing  • Provide constant supervision for the entirety of the examination  • Do not share test password (if applicable) with student  • Ensure that all test papers, including scratch paper, are collected after testing concludes  • Scan and email paper test back to our office with 24 hours of completion: Email:  OLtesting@uah.edu Please retain the completed hard copy in a LOCKED filing cabinet for two weeks.  "I agree to carry out the responsibilities of a proctor as stated above."	Student Name:	
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\*\*Proctor approval is valid for the academic year\*\*