Thank you for agreeing to proctor exams for the University of Alabama in Huntsville (UAH).

Student Name: 
Semester: 
Course: 
Exam Title: 
Professor: 

Instructions for proctoring exams are below. Please call our office at 256-824-6725 or email us at OLtesting@uah.edu with any questions. Testing staff is available from Monday-Friday 8:30 am to 4:30 pm (CST).

EXAM INSTRUCTIONS:

It is the student's responsibility to contact you to schedule exams prior to exam deadlines.

1. Students must present current photo ID.
2. Exam Dates:
3. Time:
4. Items allowed while taking exam:

ONLINE EXAM PASSWORD INFORMATION:

This email will contain passwords for all exams for the listed course(s). Please keep passwords in a safe place and where you can access them each time the student is ready to test.

You may give exam information to a co-worker in your organization, if you will not be able to proctor an exam. However, you should never send proctor information to anyone outside of your organization. If a student changes proctors, they must contact us to request a proctor change.

PAPER EXAM RETURNS

Exams must be returned within 24 hours via email scan to OLtesting@uah.edu.

PLEASE CONFIRM RECEIPT VIA EMAIL TO: OLtesting@uah.edu