

UAH Distance Learning Proctoring Policies

1. **Local DL students** (living and/or working in Madison County) are expected to take examinations with the on-campus class if they normally attend lectures with the live class. Students should gain instructor approval in each class in order to obtain permission to deviate from this policy. Students requiring proctoring services from the DL Administration Office must adhere to the guidelines detailed herein.
2. Proctoring for local DL students at UAH is offered twice a day, M-F, by appointment only, at 9:30 a.m. and at 1:30 p.m.
 - a. Students are responsible for scheduling exam dates with the DL Administration Office at (256) 824-6976 at least 3 business days (72 hours) in advance of the scheduled date and time.
 - b. All examinations will begin on time at either 9:30 a.m. or 1:30 p.m., therefore DL students are expected to arrive 15 minutes early to check in before testing.
 - c. Students who are as late as 15 minutes will be allowed to begin but will not be given extra time at the end of the exam.
 - d. Students who are later than 15 minutes will be asked to reschedule within the guidelines/deadlines set by the instructor, and must follow up with the DL Administrative Office with the rescheduled date and time.
 - e. The instructor guidelines for proctoring provided on the Exam Control Form or otherwise will be closely adhered to, i.e., students will be allowed to take only those materials specified on the Exam Control Form into the testing room, **NO EXCEPTIONS**.
 - f. A clock for timekeeping will be provided in the room in which the student is testing. No cell phones will be allowed during test taking.
3. **Remote DL student** (living outside of Madison County) are responsible for identifying the proper proctor at their location and submitting the name and contact information to the DL Administrative Office as soon as this information is known, preferably at the time of course registration. The DL Administrative Office will then contact and certify the proctor. Exams are sent directly to the proctors with instructions for administration.

DL PROCTORING PROCEDURES

1. The DL Administrative Office will provide the examination files at least 2 work days (48 hours) in advance of examinations to proctors, sent with a requested confirmation of read receipt.
2. Further, the DL Administrative office will maintain an updated database of proctoring contact information, which will be securely maintained and updated throughout the term.
3. DL students exams proctored on-site and off-site are returned to the instructor of record for grading at the end of each business day. Delivery of the examination grade and material to the student after grading varies by instructor. In circumstances in which a graded paper copy of the examination is provided to the DL Office for distribution, an emailed copy of this examination will be delivered to the student within 2 business days of it being received by our office, while a copy will be maintained until 2 weeks after the end of each semester in order to serve as backup copies, after which time they will be destroyed.
4. Paper copies of these examinations will be made available to students in local DL class boxes, and mailed out after midterm and after final exams for remote DL students.

Proctor Consent Sheet

Proctor Will:

1. Abide by proctor instructions as specified on the Exam Control Form according to length, conditions, and due date. An Exam Control Form accompanies every set of exams.
2. Ensure student has received instructor permission before deviating from Exam Control Form instructions (i.e., taken past due date, etc.).
3. Personally oversee the administration of the examination to the student in question, throughout the entire period of examination completion.
4. Signify receipt of electronic copy of examination through confirming the “Read Receipt” and/or via an email reply to the DL Administrative Office at each instance in which an examination is sent.
5. Email or Fax a copy of the completed exam to the DL Office at luked@uah.edu or (256) 824-6608 as soon as completed by the student.
6. Send original examination back to DL Office through the address on Exam Control Form, where requested.
7. Delete and/or destroy all email and/or other files containing exams after a 2 week period of time from the end of each semester.
8. Notify the faculty and the DL Office if any student violates policies pertaining to Academic Honesty, Academic Misconduct, or otherwise.
9. Notify the DL Office immediately of any changes in proctoring personnel or contact information.

By signing the document below, I consent that I have read the Distance Learning Proctoring Policy listed above and understand the expectations therein.

Proctor (Please Print Full Name)

Date

Proctor (Please Sign Full Name)

Working relationship with student

Student(s) for whom you proctor

*Please email, mail, or fax to the DL Administrative Office at: dluke@uah.edu;
FAX--(256) 824-6608; or Mail—Distance Learning, TH N138, UAH, 301 Sparkman Drive,
Huntsville, AL 35899*