

UAH Online Learning Proctoring Policies

***Proctors, please review [The Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#).**

1. **Local OL students** (living and/or working in Madison County) who are registered as OL students are expected to take examinations with the on-campus class, if they normally attend lectures with the live class. Students should gain instructor approval to deviate from this policy. Exams are proctored from the OL office for local students who do not attend classes held live. These proctored examinations should be scheduled through the OL Administrative Assistant 256.824.6976 or dorothy.luke@uah.edu.
2. Daily proctoring on-site at UAH is offered M-F, by appointment, at 9:30 am and 1:30 pm. Proctoring of examinations ends by 5:00 p.m. each business day.
 - a. Students are responsible for scheduling exam dates with the OL Administration Office at (256) 824.6976.
 - b. All examinations will begin on time, as indicated in one of the two time slots above, and as agreed up on the reservation made by the student.
 - 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 OL Administrative Office with the rescheduled date and time.
 - e. Students are not allowed to bring electronic personal belongings, including but not limited to cell phones, PDA's, and other devices, into the proctoring environment. All students will be asked to leave these devices in a secure environment prior to test administration.
 - f. Upon administration of the examination to students, once per day, completed examinations will be given to the administrative assistant of the academic department for which the faculty member teaches. These exams may then be picked up from this individual by the faculty member.
3. **Remote OL student** (defined as outside of Madison County, AL in mailing and physical address) OL student exams must go through a designated, certified proctor. Students are responsible for identifying the appropriate proctor at their location and submitting the name and contact information to the OL Administrative Office as soon as this information is known, through use of the Proctor Consent Form below. The UAH OL Administrative Office will then contact and certify the proctor. Please note that exams are sent directly to the proctors with instructions for administration, after the Proctor Certification Process is completed.

OL PROCTORING PROCEDURES

1. The OL 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 OL Administrative office will maintain an updated database of proctoring contact information, which will be securely maintained and updated throughout the term.
3. OL 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 OL 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 OL class boxes, and mailed out after midterm and after final exams for remote OL students.

Proctor Certification

Proctor Will:

1. Review the expectations set forth relating to FERPA, which may be reviewed here: <http://www.uah.edu/heoa>
2. Abide by proctor instructions as specified on the Exam Control Form, where used by the faculty, according to length, conditions, and due date for each exam. An Exam Control Form or it's like should accompany every set of exams.
3. Ensure student has received instructor permission before deviating from Exam Control Form instructions (i.e., taken past due date, etc.).
4. Personally oversee the administration of the examination to the student in question, throughout the entire period of examination completion.
5. Signify receipt of electronic copy of examination through confirming the "Read Receipt" and/or via an email reply to the OL Administrative Office at each instance in which an examination is sent.
6. Email or Fax a copy of the completed exam to the OL Office at dorothy.luke@uah.edu or (256) 824-6608 as soon as completed by the student.
7. Send original examination back to OL Office through the address on Exam Control Form, where requested.
8. 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.
9. Notify the faculty and the OL Office if any student violates policies pertaining to Academic Honesty, Academic Misconduct, or otherwise.
10. Notify the OL Office immediately of any changes in proctoring personnel or contact information.

*By signing the document below, I consent that I have read the Online Learning Proctoring Policy listed above and understand the expectations therein. **For remote proctors, please electronically sign [here](#).***

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: dorothy.luke@uah.edu; FAX--(256) 824-6608; or Mail—Distance Learning, TH N138, UAH, 301 Sparkman Drive, Huntsville, AL 35899