Online Learning Proctor Instructions
UAH Instructional Testing Services

301 Sparkman Drive Wilson Hall Room 225
Huntsville, AL 35899
(256)824-6725
testing@uah.edu

CONFIRM RECEIPT VIA EMAIL TO: OLtesting@uah.edu

Proctoring instructions are stated on this form. 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).

Student Name:	
Professor:	
Course and Class Number:	
Time allowed to work on exam:	
Open and close dates for exam:	

Please select all items the student is allowed to use on this exam:

Nothing	Book
Notes	Calculator
Scratch paper	

Other (specify): _____

Special Instructions: _____

ONLINE EXAM PASSWORD INFORMATION:

This email may 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

Please return exams within 24 hours via email scan to OLtesting@uah.edu.