

Remote Proctor Agreement

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

OLtesting@uah.edu

Student Name:
Proctor Name:
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."

Proctor Signature

Date

****Proctor approval is valid for the academic year****