Thank you for assisting our students by proctoring an exam. In these guidelines, you will find specific information to ensure that our testing maintains the utmost integrity and security. The behaviors discussed below should be followed each time you proctor an exam. If you have any questions or concerns regarding the integrity of the testing environment or process, please contact the instructor.

**Verification of Identity**
It is essential that the student taking the test is verified to be the student enrolled in the course and receiving the grade. As a proctor, you should verify the student’s identity before allowing access to the test. Acceptable forms of identification include a valid (not expired or altered) driver’s license or state issued ID, a U.S. passport, a military ID, or a student ID. If you know the student personally, you do not need to require an ID.

**Canvas Test Administration**
Students are assigned a unique username (a Blazer ID) that they use to access their online course content. This Blazer ID should be on the Proctored Exam Agreement form. Please verify that this is the Blazer ID used to log into Canvas.

**Testing Environment**
Students should not have access to cell phones, purses, book bags, laptops (other than the one being used for the test), music devices, or tablets after entering the testing environment unless the instructor specifies that these resources can be used on the test. Students who need to use the restroom during the exam should not be allowed to access materials from their belongings during their break.

**Monitoring During Testing**
Please be present in the testing room at all times once testing has begun. In an emergency, please find someone to stay in the room in your place. This change should be noted on the Proctor Exam Agreement or by email to the instructor. Please be sure that students do not write down, cut/paste, or capture screen shots of the test questions and/or answers. Doing so is a violation of the student Honor Code. Error messages or technology issues, however, can and should be captured when possible.

**Cheating**
If you suspect cheating during testing, please contact the instructor. If the instructor is unavailable, please contact Valerie Wellborn (205-934-7280; vwellborn@uab.edu). For more information on what constitutes cheating, please refer to UAB’s honor code.

**Examples of Acceptable Proctors**
Your proctor may NOT be a peer, friend, colleague, or family member. Examples of acceptable proctors include but are not limited to:

- Higher Education Faculty
- Principal
- College or professional testing center staff
- Military Education Officer
- Librarian at a public or private library
- US Embassy Official
- Counselor
- Clergyman
- Practicing attorney
Proctoring Form

(Completed form must be returned to the instructor through email or fax by the proctor within 24 hours of the completion of the exam.)

Part 1: Test Information (This section should be completed by the instructor prior to the exam.)

<table>
<thead>
<tr>
<th>Course Prefix/Number:</th>
<th>Semester/Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor’s name</td>
<td>Instructor’s email:</td>
</tr>
<tr>
<td>Name of exam:</td>
<td>Exam date:</td>
</tr>
</tbody>
</table>

Exam delivery:
- Canvas
- Email
- Other: _________________

Exam returned:
- Canvas
- Email
- Other: _________________

Resources allowed during test:
- Textbook
- Notes
- None

Time Limit: ______________________ Exam due date: ______________________

**Exam password: ____________________________________________

Special Instructions (including resources allowed other than those listed above):
__________________________________________________________________
__________________________________________________________________

Student Verification
By signing/typing my name in the space below, I verify that I have independently completed this examination under the supervision of my designated proctor without the use of any unauthorized books, notes, or electronic resources. I acknowledge that falsely returning this form is a violation of the Honor Code.

Student Name: ____________________________ Blazer ID: _________________

**The test password is optional. If a password is required to access the exam, this Proctoring Form must be sent directly to the proctor.
Part 2: Proctor Verification

Identity verified by:
- Photo identification
- Personal recognition by proctor
- Other verification method: ___________________________________________

I watched the student login to Canvas.
- yes
- no

I observed the student throughout the entire testing process.
- yes
- no

<table>
<thead>
<tr>
<th>Proctor’s name and title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional email address:</td>
<td></td>
</tr>
<tr>
<td>Phone number (including area code):</td>
<td></td>
</tr>
</tbody>
</table>

Preferred method of contact:
- Email
- Phone

Date test was given: ____________________________
Time testing began: ____________________________
Time testing ended: ____________________________

Location where test was given (Test may not be taken at the student’s home.):
____________________________________________________________________

Please specify any anomalies (including technical problems) that occurred during testing:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

By signing/typing my name in the space below, I verify that I have supervised the administration of this exam and that the above named student has completed this examination following all regulations as outlined in the testing information section above.

Signature: ____________________________ Date: ____________________________