

What is online proctoring?

Exam proctoring for online courses at Victor Valley College include the following:

1. Physical attendance on the VVC campus for a monitored exam, observed by instructor of record or authorized proctor.
2. Remote learners arranging an exam to be observed by an instructor-approved proctor.
3. Online proctoring software in accordance with instructor of record's policy on coursework.

Background:

VVC online course instructors may require students to complete specific class requirements in person rather than online.

An instructor may require that local students come to campus; remote learners (or students who cannot legitimately come to campus) may be required to arrange for an appropriate individual to observe their completion of the coursework at an approved time and location.

Students out of the college district (or unable to come to campus), enrolled in a course that requires in-person completion of course requirements, are responsible for arranging for proctoring of class work consistent with instructor guidelines, including the time, place, proctor, and other conditions for completion of the designated class requirement. Students are also responsible for any costs incurred in procuring a proctor.

This option for in-person completion of exams or other coursework, or the use of online proctoring software, is up to the discretion of the individual instructor of record for any online course.

Class sections in which proctoring is required must be identified as such in the published class schedule and WebAdvisor listing. Complete information regarding all proctoring requirements must be made available to registered students prior to the beginning of a class.

All policies for proctoring, in whatever medium, must comply with DSPS guidelines.

AS APPROVED September 6, 2012
Senate Distance Education Committee – Spring 2012
Online Proctoring Policy

PROCTOR POLICY

Approved proctors for **remote learners** MUST be:

- School or Public Librarians
- Teachers/Professors
- Educational Administrators (principal/superintendent)
- Local College Testing Center Staff
- Adult Learning Center Staff
- Guidance Counselors
- Commanding Officers
- Military Education Officers or Embassy Education Officers
- Human Resource Staff
- Others (must be pre-approved by the instructor in advance)

Test Proctors may NOT be:

- Students
- Friends
- Relatives
- Spouses
- Direct Supervisors
- Employees
- Colleagues at Same Level
- Athletic Coaches

WHAT DOES A PROCTOR DO?

Proctors are approved individuals who agree to supervise examinations for Victor Valley College students. They have a responsibility to ensure that off-campus testing is conducted in accordance with instructions provided by the instructor of record for a VVC class. Proctors must provide evidence of their qualifications for proctoring exams as well as communicate with the instructor of record, receive and return exam materials or access information, provide and equip a testing space, and observe the completion of the exam.

Students are responsible for recruiting an appropriate individual and securing his or her agreement to serve as a proctor. Students then submit the potential proctor's name, position, and contact information to the VVC instructor of record. The instructor will then contact the proctor and request verification of his or her qualifications and agreement to enforce the specific requirements for the exam to be proctored.

The instructor will provide the proctor complete information regarding testing conditions and timing, exam delivery, administration, and return. See attached 'Exam Proctor Form'. The instructor is responsible for ensuring that the proctor receives the exam or exam access information in advance of the identifying testing date or time, and the proctor is responsible for returning the exam and/or providing written verification of compliance with the testing requirements and conditions specified by the instructor. Communication and exchange of materials between the proctor and instructor may be electronic, via postal delivery, or both. All legal requirements for DSPS will be followed. Exam(s) sent by mail must be received by instructor within five working days of assignment completion with a return receipt attached.

POLICIES AND PROCEDURES FOR PROCTORS

1. Exams must be administered at the proctor's place of employment or an instructor-approved location.
2. Proctors must **verify the identity of the student with a photo ID** and **read all of the exam instructions** to the student before the student begins the exam.
3. **The proctor must continually observe the student while the student is taking the exam.** If the student is uncomfortable with the proctoring situation (e.g. the setting is one-on-one with the proctor), a parent, friend, or chaperone may be present, along with the proctor, **so long as the student does not interact with that person** during the exam. Interacting with any person during an exam other than the proctor is considered cheating and is grounds for receiving a failing grade on the exam.
4. The **exam must not be available or accessible to the student** until the he or she is ready to take it, and the exam should **never be in the student's possession** except when he or she is taking it.
5. Students **may not have access to books, notes, reference aids, websites, computers, phones, or communication devices** of any kind unless specified in the exam instructions in the proctor letter. **Students may not take notes** on the exam or have any part of it to study after taking it. **Neither the student nor the proctor may duplicate the exam** in any way.
6. The proctor must return any student scratch paper and writing produced during the exam, the printed exam (if used), and the completed verification form to the instructor in accordance with the proctoring instructions
7. **If the student is suspected of cheating**, the instructor must be notified as soon as possible.

Proctored Testing Verification Form

Proctor Verification:

- I have verified the student's identity with a photo ID.
- I observed the student for the entire duration of the exam, and I can attest that no one interacted with the student for the duration of the exam by any means (verbal, nonverbal, electronic).
- The student had no access to unauthorized communication devices, books, or notes during the exam.
- Students are authorized to use the following during this exam:

Name (printed): _____

Signature: _____

Student Verification:

- I verify that I had no help with the attached exam and the work was solely my own.

Name (printed): _____

Signature: _____

Instructions for Return of Exam and Exam Materials:

1. Electronic: exam may be sent to instructor via FAX or e-mail attachment (if applicable).
2. Regular mail: exam may be sent to instructor via USPS or equivalent with return receipt. Exam must be received by instructor within five working days of exam completion.