

Proctoring

Proctoring is a process in which an impartial individual monitors or supervises students while they are completing an assessment/exam. Some online courses (generally where Challenge Exams are involved) require proctored online exams or assessments in order to maintain the integrity of the assessment process. In online courses, proctoring is accomplished through the use of a third-party online proctoring service. During a proctored exam, students are visually monitored online by a proctor for behaviors which are inconsistent with guidelines set forth by the instructor. Students must have access to a computer with a webcam, speakers and microphone, and they must show photo identification to the proctor. Students schedule proctored exams in advance. There is no fee for students. Students are notified of proctored exams in their syllabus to allow time to schedule the exam and plan for the use of appropriate hardware. Students taking a proctored exam are provided a disclosure entitled "Criteria for Proctored Exams" prior to taking the exam which explains the proctored exam requirements.