

## **Proctoring Policy for Exams in Online Courses Effective, Fall 2011**

There is a growing consensus among students, faculty, and administration that UWF needs to enhance the academic integrity of online exams in online courses. Academic Affairs, Faculty Senate, and SGA have been exploring issues and alternative approaches to assuring the integrity of online exams. UWF interviewed vendors and reviewed policies and practices at other universities. At a past Dean's Council meeting, representatives from SGA, Faculty Senate, ATC, ITS and Academic Affairs agreed to develop and pilot a proctoring policy for exams in online courses in the fall 2010 semester prior to implementing a UWF-wide policy. The pilot continued in the spring 2011 semester with faculty from all three colleges participating in both pilots.

### **Policy for Proctoring Online Exams**

Faculty teaching online courses may use a variety of methods to assess student learning in online courses. These may include: written reports or papers, projects, take-home exams, open book exams, weekly quizzes, threaded online discussions, scheduled face-to-face exams, time restricted online exams and other assessment methods.

Faculty utilizing objective online exams which constitute a significant percentage of the course grade (major exams such as mid-term or final exams) are encouraged to arrange for online students to take such exams face-to-face in a UWF classroom at a time and place scheduled and proctored by the instructor or instructor's designee. Students who live within 50 miles of the UWF or EC campus are encouraged to take the exams face-to-face in the classroom as scheduled by the instructor. As an alternative to face-to-face exams, faculty may elect one or more other proctoring options.

#### **Proctoring Options:**

- a) The faculty member proctors his/her exam;
- b) The faculty member requires suitable proctoring for the exams in accordance with the UWF's exam proctoring protocol for online courses:  
[http://onlinecampus.uwf.edu/class/proc\\_exams.cfm](http://onlinecampus.uwf.edu/class/proc_exams.cfm);
- c) The faculty member requires students to take the exams online through eLearning, and proctored by ProctorU at designated dates and times specified by the instructor. Online exams taken via ProctorU require a computer with a webcam and microphone for visual and audio proctoring by a trained proctor and will involve a cost to the student of \$22.50 per online exam which must be paid online via credit/debit card at the time of the exam;
- d) The faculty member allows students to utilize the UWF Testing Center, subject to the following constraints:
  - i. Primarily: 8:00 a.m. – 5:00 p.m., M-F; options possible.
  - ii. \$20.00 regardless of time limit of exam.

The faculty member's exam proctoring policy, and projected additional student costs associated with the policy should be communicated to the student at the time of registration. In addition, the specific dates, times and process for taking the exams should be communicated to students via the course syllabi which should be made available to online students no later than the first day of classes.

Online exams proctored by ProctorU will be administered through eLearning with access restricted via an exam password code **given only to ProctorU**.

- Faculty must provide the following information to their designated “ProctorU Test Coordinator” as close to the beginning of the term as possible but no later than three (3) weeks prior to the scheduled date of the exams.
  - The course number(s).
  - The course title(s).
  - Instructor's name.
  - The name of the (each) exam.
  - The exam time limit.
  - Date/time exam opens.
  - Date/time exam closes.
  - The password for the exam.
    - The password is NOT given to students.
    - The password is ONLY entered in the form AND in the quiz in eLearning.
  - Special Instructions, i.e.:
    - Whether or not notes are allowed.
    - Whether or not the textbook allowed.
    - Etc.

*Recommended by the Faculty Senate Executive Committee, June 17, 2011.  
Approved by the Provost July 14, 2011*