Online Examination Policy (effective January 13th, 2020)

Online examinations allow students the flexibility to sit the examination in an environment of their choice. To ensure the integrity of the examination and that no student may have an unfair advantage over other students, the online examinations are monitored by Proctorio. Each student must undergo an initial identification check and subsequently conduct an initial environmental scan as well as scan intermittently during the examination. Live, third party proctors will monitor video feeds from student computers and prompt students to complete appropriate environmental scans. The number of scans is dictated by a random process, but can be increased if students are detected as not adhering to examination instructions. **It is each student's responsibility to follow this policy, as well as additional examination instructions from the course director and maintain an appropriate examination environment. Failure to do so may result in an examination grade penalty (up to and including a grade of zero), the requirement to take exam in a specific environment, and/or a referral to the Student Ethics and Conduct Committee.** For further information on best practices for taking an online examination, please refer to the online examination tip sheet.

An appropriate examination environment includes:
- An external "gooseneck" camera (one has been provided by the school) must be used for all exams
- A workspace that is a hard surface, free of any clutter, reference materials, and other electronic devices (including cell phones, tablets, smart watches, monitors, keyboards, gaming consoles, etc.) during the examination*. e.g., a bed is not an appropriate examination environment
    *Media devices are not allowed while the student has access to his/her examination. The only exception to the previous statement is that students are expected to access a phone or email to contact an instructional designer if they encounter technical issues during the examination and are unable to resolve the issue with Proctorio's technical support agents
- A well-lit environment in which the student's full face, including eyes, are in view of the webcam at all times (avoid backlight from a window or light source located directly opposite the placement of the camera)
- If calculator use is permitted by the course director for the examination, students may only use the imbedded Proctorio calculator. External calculators are not permitted.
- Unless stated otherwise by the course director, one blank sheet of 8.5 by 11" paper that has both sides visible and presented to the camera during room scans. The scratch paper may be used for notes, calculations, etc. Scratch paper must be properly destroyed (tearing the scratch paper in small 1" pieces) in front of the webcam after examination
- Headsets, earbuds, earphones are not present
- No other background computer programs are running
- The environment is free of any other individuals

Appropriately taking an examination includes:

Initial identification check
Students must present either their university issued badge or a state identification card during the ID verification process

Exam window
Students must start their exam within 30 minutes of the start of the exam window.

Initial environmental scan
Before gaining access to examination questions, all students are expected to conduct an appropriate environmental scan (by scanning the area around her/his computer to verify that it is free of materials or people that may provide an unfair advantage to the student). Students must understand the initial environmental scan must include all of the following:
- the desk/work-space
- a complete view of the computer including USB ports and power cord connections
- a 360-degree view of the complete room

- **slow, deliberate, and sytematic** scans to allow proctors a clear view of the entire exam environment

The live, third-party proctors will evaluate all environmental scans as they occur during each examination. Students who do not adequately complete an environmental scan may be prompted by a live proctor to repeat their scans until the entire environment is viewed, e.g., re-scan work-space or floor. In addition, the live, third-party proctors may ask students to alter their environment until it is deemed suitable for the examination, e.g., remove other electronic devices, extraneous papers, books, etc. A student may be prohibited from proceeding into the examination until the live proctor is satisfied that the environment is free of inappropriate materials.

Maintaining a secure examination environment
During the examination, students are required to maintain a secure examination environment by conducting the following actions:
- Keeping full face, hands, workspace including desk, keyboard, monitor, and scratch paper, in full view of the webcam
- Not leaving the examination environment, unless a 3 minute bathroom break is permitted by the course director. In this circumstance, the examination must be left open and running and any scratch paper must be left at the computer
- Otherwise remaining in the originally scanned examination environment for the entirety of the examination
- Using the Proctorio Shield for any technological problems encountered and contacting the instructional designers immediately if problems cannot be resolved within 10 minutes of contacting Proctorio
  - Students who wait to contact the instructional designer after finishing the exam or after the exam window is closed may not have access to any retroactive assistance (e.g. a student will not be permitted to retake the examination or be given additional time).

Not maintaining a secure examination environment or moving from one area to another during an examination may trigger the software to notify the live, third-party proctors and this may result in the requirement for increased environmental scans. If a student moves from one area to another area during the examination or something occurs that may be construed as examination misbehavior, it is in the student's best interest to perform a scan to document the secure environment, even if the student is not prompted to do so by the live proctor. Environmental scans are designed to not only ensure the integrity of the examination, but also to protect students from being falsely accused of inappropriate examination behavior. Repeating scans will expend time designated for the examination, thus reducing the amount of time to complete the examination.

Online Examination Committee Review:
Following the conclusion of an examination, Proctorio reviews each student's performance for any abnormal behavior and submits a report to the School's Online Examination Committee (OEC). Prior to the OEC review, the TA's view exams to identify areas of concern. The OEC then reviews student examination behavior for adherence to this policy and the Student Ethics and Conduct Code. While the OEC serves as a source of some consistency among student cases, each situation is understood to have unique circumstances and will be addressed on a case-by-case basis. The OEC takes the following action steps as needed:

No concerns
No further action is taken

Student intervention is required
Students may receive an email or a request to meet with the OEC to discuss their behavior and clarify policy and future expectations. In either circumstance, an email summary of behaviors that must be corrected during future examinations will be sent to the student.

Student penalty is required
- Recommend an examination grade of zero to the course director. Subsequently, the course director will review the report provided by Proctorio and the video recording, with a member of the OEC. Upon completion of this review, the course director will take final action, which may include a point penalty on

the examination, up to and including a grade of zero.   The course director will notify the student of any final actions taken.
- Require student takes future exams in a designated setting (this may include requiring the student to take the exam on campus)

Student referral to the Student Ethics and Conduct Committee
Students who are suspected of having violated the Student Ethics and Conduct code will be referred to the Student Ethics and Conduct Committee (SECC). The OEC will submit an incident report and all case information to the SECC.

Record Keeping
The OEC will maintain records of student names, behaviors noted, committee and course director findings and communications with parties involved.

Student Appeals
Appeals of OEC and course director decisions will follow current Student Advancement & Appeals and Student Ethics & Conduct policies. Students wishing to appeal a final course grade impacted by a penalty for examination misbehavior should contact the Office of Student Services to understand their options.