



## Fall 2020 Proctoring Plan July 23, 2020

### Working Assumptions

The college has decided that exam proctoring will return for fall 2020 courses. There has been better communication of technology requirements to students. The college needs a clear and synchronized college-wide approach to proctoring. The return to proctoring has been consistently referenced by faculty and academic deans as necessary for remote instruction this fall. The recommended plans presume college testing centers are not open, and that no placement testing will be conducted. Due to the need for a quiet space and webcam to take an exam, students will need to provide their own laptop to take an exam on campus. Student owned computers can be connected to the college wifi network on campus or in the parking lot.

### Remote Proctoring Options

Remote Synchronous and Hybrid Courses	NOVA Online (NOL) Courses
<ol style="list-style-type: none"> <li>1. Live Zoom Session for Exams with Gallery View Settings (synchronous solution). Monitored by the individual faculty member. This is the preferred method.</li> <li>2. Respondus Lockdown Browser with or without Respondus Monitor. These cannot be used with live Zoom proctoring.</li> <li>3. Walk-in, on-demand testing will not be available.</li> <li>4. Sections that are being taught remotely and have no scheduled on-campus meetings will not require an entire class of students to come to campus for paper and pencil tests or tests on dedicated computers (e.g. Math labs).</li> <li>5. Testing Centers will not be open for on-campus testing.</li> </ol>	<ol style="list-style-type: none"> <li>1. Respondus Monitor and Respondus Lockdown Browser (asynchronous). Monitored by individual faculty member.</li> <li>2. Live Zoom Session in Gallery View (synchronous but assumes several sessions per course). Monitored by individual faculty member.</li> <li>3. Individual Proctor Arrangement (Exception-Based) requested through NOL Student Services.</li> <li>4. NOL may establish some additional Live Zoom proctoring options if needed.</li> <li>5. Staff will continue to look for alternative software options for verifying student identity and monitoring asynchronous tests, including use of Zoom breakout rooms or open Zoom rooms</li> <li>6. Walk-in, on-demand testing will not be available.</li> <li>7. Sections that are being taught remotely and have no scheduled on-campus meetings may not require an entire class of students to come to campus for paper and pencil tests or tests on dedicated computers.</li> </ol>

**Notes:**

Faculty should advise their students of proctoring plans and methods in their syllabi and draw students' attention to it on the first day of class, including how issues of privacy will be addressed.



Students may be asked to remove virtual backgrounds when taking a test.

Any exceptions require the signed approval of the campus Dean and Provost.

A combination of approaches might need to be used in individual courses to meet student accommodation/disability needs (e.g. Respondus Lockdown Browser and Monitor do not work with screen readers.)

### **Testing Considerations**

- All exams should be digital, primarily through CANVAS.
- Handwritten documents must be submitted digitally.
- Training and support will be needed for students and faculty to use specialized software needed for some exams or for using a phone/scanner to submit written work.
- Planning considerations assume students have necessary technology since courses require it.
- Expectation/requirement of faculty technical training to support the adopted proctoring plans will be necessary.
- Students in classes that meet on-campus, including as hybrids, would use some class-time for exams.

### **Additional Exam Security Recommendations and Alternate Assessment Recommendations**

- Consider using CANVAS Timed-Exam feature
- No multiple-choice exam without an extensive test bank with multiple forms of the test or with Dean's permission.
- Consideration of open-book tests.
- Consideration of alternative forms of assessment rather than just traditional tests.
- Courses should include multiple graded non-proctored assignments other than proctored tests.

## Proctoring Plan Options (Expanded Explanations)

### **Remote Synchronous and College-Designated Hybrid Course Options**

#### **Live Zoom Session with Gallery View (synchronous)**

- Prescribed exam time aligned to the course's synchronous schedule
- Faculty individually create a Zoom session specific to the exam administration
- Faculty control when the Zoom link is transmitted to students
- Student cameras would be activated and monitored by their professors during the exam
- Zoom Gallery View allows faculty to see all enrolled students' behaviors/movements
- Exams can be online-specific exams (built in Canvas)
- Focus of the exam proctoring is to watch for unusual student movements
- A best practice is to require students in the class to be on-camera periodically during the course so their identity is familiar to the instructor by the time exams are taken.
- Zoom recordings may be configured to capture gallery view, (requires configuring Zoom settings prior to the exam session).
- Personally identifiable information (like drivers licenses) should not be recorded.



### **Respondus Monitor and Respondus Lockdown Browser**

- Monitor records students taking their exams and creates individual video files for the faculty to see what the web camera depicted during the asynchronous exam administration
- Not all indicators reported in Respondus Monitor are indicators of student cheating. Faculty must be very sensitive in reviewing and interpreting the dashboard and video.
- Exams must be online-specific (built in Canvas) as that's how users access Monitor
- Faculty control when the exam begins and ends based on Canvas settings
- Faculty can review the Lockdown Browser Dashboard report to inspect suspicious activity.
- Faculty could give flexibility in the exam time for students to log-in with a web camera and take the exam, or could administer the exam during specified class time.
- Student cameras would be activated and can be checked by professors after the exam
- Focus of the exam security is to watch for unusual student movements (follow eyes) if there is reason to go back and view the exam administration dashboard
- A best practice is to require students in the class to be on-camera periodically during the course so their identity is familiar to the instructor by the time exams are taken.
- Respondus Lockdown Browser settings would need to be overridden for students with disability accommodations such as use of a screen reader to be fully functional

### **Make-up Exams or Special Exceptions**

- Instructors should handle make-up exams themselves using live Zoom proctoring, asynchronous proctoring (Respondus), an alternate exam, or alternate assessment where ever possible.
- Sections that are being taught remotely and have no scheduled on-campus meetings may not require an entire class of students to come to campus for paper and pencil tests or tests on dedicated computers (e.g. Math labs).
- NOVA Online Student Services would continue to process its own proctor exception requests

### **ID Verification**

- A best practice is to require students in the class to be on-camera periodically during the course so their identity is familiar to the instructor by the time exams are taken.
- NOL exams not given by the instructor must verify identity.
- Personally identifiable information (like drivers licenses) should not be recorded and would be verified prior to the exam.