



Examinations, Assessments, and Proctoring

Policy Number: 208

Categorized: Academic

Procedure: 208P

Responsible Office: Academic Affairs

Effective Date: 8/23/24

Date Last Reviewed: 8/23/24

1. Scope

This policy applies to all Northern Virginia Community College students, faculty, staff, and college contractors.

2. Policy Statement

Northern Virginia Community College (NOVA) is part of the Virginia Community College System (VCCS) and is governed on most matters of policy by the VCCS Board of Trustees and the Virginia State Council on Higher Education (SCHEV). NOVA is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Where a VCCS policy exists, Northern Virginia Community College follows this policy in its operations along with SCHEV and SACSCOC requirements. Policy 5.6.1 – Examinations and Policy and 5.3.0.2 - Course Credits were adopted by the VCCS Board of Trustees and are included in the [VCCS Policy Manual](#).

Students are expected to take tests or complete other assessments at regularly scheduled times. In addition, every student is required to take a final examination, receive an appropriate evaluation instrument, or continue receiving instruction during the scheduled final examination period. Any deviation from the final examination schedule must be approved by the campus provost. Students have the right to review their final exam or other final assessment for one semester after the end of the term in which the final exam was taken. Graded work not returned to students must be retained for one year.

To comply with accreditation requirements and best practices in distance learning, all NOVA Online (NOL) courses must verify the identity of the student earning the grade in the online course. Courses must be structured such that a student cannot pass the course without passing the proctored exams/activities. Faculty cannot require distance learning students to come to campus for in-person proctored activities unless such a requirement is explicitly stated in the official course notes in the Course Schedule and approved in advance by the CAO.

If you have questions about this policy and/or its application at Northern Virginia Community College, please contact the Responsible Office identified above.

3. Authority



[Policy 5.6.1 Examinations](#)

[Policy 5.3.0.2 Course Credits](#)

[Library of Virginia, Records Retention and Disposition Schedule \(GS-111\): College and University](#)

[SACSCOC Distance Education and Correspondence Courses](#)