



Examinations, Assessments, and Proctoring Procedure

Procedure Number: 208

Responsible Office: Academic Affairs

Forms: [NOL Proctor Request Form](#)

Effective Date: 8/23/24

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1. Purpose

Proctored exams and activities are one way NOVA verifies the identity of students completing assessments and ensures the integrity and authenticity of their work. This process reinforces academic honesty and is required for accreditation in specific disciplines. To comply with accreditation requirements and best practices in distance learning, all distance learning 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 or other authentic assessments.

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.

2. Definitions

Proctored Activity: An exam or other assessed activity such as group work or presentation, where the student's identity is authenticated and monitored to maintain academic integrity.

Authentic Assessment: An authentic assessment is a true test of knowledge and mastery of content. It requires students to demonstrate their understanding, using higher-order thinking and complex problem-solving skills. Examples include, but are not limited to, skill labs, experiments, presentations, role-plays, group projects, debates, and discussions.

3. Procedure

Proctoring

All NOVA courses, regardless of modality, should verify students' identity through proctored exams or activities, including, but not limited to, exams, presentations, internship hours, or laboratory work. Students enrolled in distance learning classes are encouraged to use NOVA's virtual proctoring services. If students do not wish to take exams through their course's virtual proctoring service may request a live proctor by consulting with their faculty member directly or completing and submitting NOL Proctor Request Form.

Final Exams

The Final Exam Schedule is published at the beginning of each semester. Examination periods are a maximum of 100 minutes of evaluation time. Faculty must adhere to and publish the final exam time aligned with the official schedule in the course schedule in their syllabi. Exceptions must be approved by the appropriate campus Provost or Dean designee.

Students with conflicts caused by the examination schedule should first confer with the instructors for resolution, and then appeal to the respective academic dean, if necessary.