

**PROCTORED ACTIVITIES**

**Policy Number:** 207

**Categorized:** [Academic](#)

**Responsible Office:** Chief Academic Officer

**Subject:** Requirement for verifying student identity

**Related Policies:**

**Procedures:** 207P

**Additional Information:**

**Effective Date:**

**Last Reviewed Date:** 07/01/2021

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**1. Scope**

This policy applies to all credit courses, including online courses.

**2. Policy**

All courses are required to have at least one proctored activity in order to maintain the integrity of the course. The faculty member, in coordination with the academic dean, may determine the appropriate proctored activity.

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.

**3. Definitions**

Proctored activity: an exam or other assessed activity such as group work or presentation, where the student's work is monitored and assessed.

**4. Procedures**

See 207P.

**5. Authority**