DSCC Academic Proctoring Policy

I.   Purpose

The purpose of this policy is to provide procedures for faculty and students utilizing academic proctoring services at DSCC.

II.   Scope

This policy applies to all faculty, staff and students.

III.   Policy

Academic proctoring is a service designed to support faculty teaching online, hybrid and Zoom courses. The testing center provides scheduling options for students to complete proctored exams as an aid to prevent academic dishonesty. In accordance with DSCC Policy 03:04:07:00, faculty members are responsible for assessing student learning. As such, any faculty member teaching a course section with a conventional instructional method should administer at least the first attempt for each exam during their scheduled class period. In the event that extenuating circumstances, course and/or assessment structure or approved testing accommodations prevent a student from participating in this initial offering, students may schedule an appointment with the testing center for their exam.

Faculty Responsibilities:
- Setup and schedule the exam with visible start dates in the learning management system
- Assign any necessary passwords to restrict access to the assessment outside of the scheduled proctored testing session
- Provide students with specific instructions related to the scheduling of proctored testing appointments. Proctored testing appointments should be scheduled online through the link provided on the DSCC website.
- Provide the following information, via email, to the Distance Education testing center a minimum of 3 business days before the start date of the exam:
    - Course name, course number and section code for which students will be scheduling proctored testing appointments (e.g. ENGL 1010 OL English Composition I)
    - Any allowed materials students should access during their testing session (e.g. notes, reference guides, formula sheets, calculators, etc.). All students be offered scratch paper and pencils unless otherwise stated by the instructor.
    - Specific navigation instructions for exams housed in 3rd party platforms
    - Passwords to access the exam. All passwords are entered by the proctor and are not released to students unless otherwise stated by the instructor.
    - Information related to specific ADA accommodations approved by the Disability Services coordinator.
    - Emergency contact information for the instructor should issues arise during the testing session

Student Responsibilities:

- Schedule a proctored testing appointment online via the DSCC website a minimum of 24 hours in advance. All testing sessions are scheduled in two-hour increments. Students are responsible for scheduling consecutive sessions if necessary to accommodate the allowed time for the exam. Testing sessions should be scheduled a minimum of 24 hours in advance.
- Arrive at the appropriate testing location at least 10 minutes prior to the start of their scheduled exam session. Students are encouraged to arrive early to accommodate the check-in process without compromising a portion of their scheduled testing session. It is to the student's benefit to arrive on time in order to receive the maximum time allotted for their exam. If the student arrives after the scheduled start time for their exam, any missed time could be forfeited, depending on availability in the testing center.
- Provide at least one form of valid photo identification.
- Bring any course specific materials required for the testing session. Students are required to provide course specific materials allowed for the testing session (e.g. reference guides, notes pages, etc).
- Adhere to all posted testing center expectations and procedures.

A $20 sitting fee will be assessed for any exam being proctored for a non-TBR institution or College-Level Examination Program (CLEP).

IV. Compliance

All faculty, staff, and students must comply with this policy. A faculty member's failure to comply with the 3 business days requirement for testing specifications could result in a student's testing session being cancelled due to insufficient information.

V. Definitions

N/A

VI. Revision History

Policy written May 2014. Policy approved by Administrative Council on 07/22/2014. Updated December 2015 and approved by Administrative Council on 1/29/2016. Updated September 2016 and approved by Administrative Council on 9/28/2016. Updated March 2022 and approved by Administrative Council on 4/28/2022. Updated April 2023 and approved by Administrative Council on 4/27/2023. Updated March 2024 and approved by Administrative Council on 3/21/2024.