

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:

- Configure exams in the learning management system with start dates and passwords
- Provide clear proctoring scheduling instructions to students
- At least three business days before the start of the exam, provide the testing center with:
 - Course name, number and section code
 - Allowed materials (scratch paper and pencils will be provided unless specified otherwise by instructor)
 - Navigation instructions for any 3rd party platforms
 - Exam passwords
 - ADA accommodations approve by Disability Services (if applicable)
 - Emergency contact information
 - Proctoring location recommendation (if needed)

Student Responsibilities:

- Schedule appointments at least 24 hours advance.
 - Students should schedule consecutive two-hour sessions as needed to accommodate exam time.
- Arrive at least 10 minutes prior to appointment time with valid photo identification.
 - If students arrive after the scheduled start time for their exam any missed time could be forfeited.
- Bring all required course materials (e.g., reference guides, formula sheets, notes, etc.)
- Pay any associated sitting fees for exam administration
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- Follow Testing Center rules and procedures.

Students enrolled in distance courses (either asynchronous online or via distance communication tools such as Zoom or Microsoft Teams whereby the distance course

section has no on-campus or center meeting location requirement) may be encouraged by the faculty of record to complete proctored exams in-person at a DSCC location. The College recognizes that extenuating circumstances may prevent students from traveling to a physical DSCC location for proctored testing sessions.

Students unable to test on at a DSCC location due to extenuating circumstances must:

- Notify their instructor in advance as outlined in their course syllabus and/or course materials
- Provide explanation or documentation of the extenuating circumstance
- Work with their instructor to arrange an approved alternative proctoring method

Extenuating circumstances include, but are not limited to:

- Geographic distance from a DSCC location that creates undue hardship
- Medical condition or other circumstance that limits travel
- Work schedule conflicts that cannot be reasonably accommodated
- Military deployment or service obligations
- Family emergencies or caregiving responsibilities
- Other documented hardships as determined by the instructor

Approved alternatives may include virtual proctoring services, approved testing centers near the student's location, or other arrangements that maintain academic integrity as determined by the instructor or academic dean.

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. Reviewed and approved by Administrative Council on 3/27/2025. Updated November 2025 and approved by Administrative Council on 11/20/2025.