

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE

OPERATING POLICY

Effective Date	Subject	Number	Page
August 22, 2014	PROCTORING OF ONLINE/WEB COURSES	C-OP-9-14	1 of 2
Supersedes/Supplements:			
Reference:	Distance Delivery of Instruction		

POLICY STATEMENT

In order to ensure quality and academic integrity in online educational settings, all students in an online/web course must complete at least one graded activity under the supervision of a proctor that will verify the student's identity and compliance with any restrictions on the activity. This supervision may occur in a face-to-face setting or via an approved electronic distance proctoring solution. The academic department will monitor online classes to ensure compliance with this policy.

PROCEDURES

- Instructions for proctor selection and approval will be made available within the learning management system (LMS). Students should check their syllabus to ensure compliance with the guidelines.
- Proctors must be approved by the instructor prior to testing.
- Proctors will preserve the security of any evaluation materials by not divulging these to anyone other than the student to be evaluated.
- Students may choose to use an approved electronic distance proctoring solution. If so, they will need to check within their course for instructions.
- Any costs associated with proctoring are the responsibility of the students.

DEFINITIONS

Face-to-Face Proctoring Solution - an evaluated educational activity conducted in the physical presence of the proctor.

Electronic Distance Proctoring Solution - a third-party solution in which proctoring is conducted by a person or service physically separated from the student.

Proctor - a person who monitors students during an evaluated educational activity.

Distance Education - courses in which students work outside the traditional classroom with little or no face-to-face contact with instructors and in which instruction is delivered through the use of a variety of technologies (e.g. the internet and conferencing technologies).

Online Course - a course in which 100% of the course activities are conducted asynchronously online with no requirement for the student to travel to a particular location or to conduct a course activity at a predefined time as long as course deadlines are met. This is the same as a web course.

LMS - the online Learning Management System adopted by the institution in which all online or blended courses are housed and operated.

Web Course - a course in which 100% of the course activities are conducted asynchronously online with no requirement for the student to travel to a particular location or to conduct a course activity at a predefined time as long as course deadlines are met. This is the same as an online course.

Approved by: Cabinet **Date:** 8/22/2014