

## Policy Title: **Online Exam Proctoring**

Policy Number: 0-02-0513

Applies to: Students taking OHSU online exams

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### **1.0 POLICY STATEMENT**

The purpose of this policy is to ensure that academic integrity in the completion of examinations administered online is maintained through the use of a proctored exam.

Online exams that require proctoring include multiple choice and short answer mid-term exams, final exams, and other exams that account for greater than 10 percent of a final course grade. Open book exams are included in this policy unless student collaboration is allowed during the examination period.

An OHSU student taking an online exam has three choices for completing proctored exams:

1. *Virtual proctoring: Use Proctor U™ online*
2. *Face-to-face Proctoring: Select an approved proctor who is present in the room while a student sits for an exam*
3. *Other service: Select another approved proctoring service*

The director, or designee, of the OHSU Teaching and Learning Center (TLC) should approve the student's choice of proctor in advance of the exam.

### **2.0 DEFINITIONS**

For the purposes of this policy these terms are defined as follows:

- 2.1** A *proctored exam* is one that is overseen by an impartial individual (called a *proctor*) who monitors or supervises a student while he or she is taking an exam. The proctor ensures the security and integrity of the exam process.
- 2.2** An *acceptable proctor* is someone with no conflict of interest in upholding OHSU's Code of Conduct. Relatives, friends, spouses, neighbors, and co-workers are not acceptable proctors. A proctor candidate holds a bachelor's degree or higher and may be from one of the following categories: educational administrator or librarian at a high school, community college, or regional university; librarian at a public library; an officer of higher rank than the student, if in the military; ProctorU™, or other private testing center.

### **3.0 RESPONSIBILITIES**

- 3.1** The OHSU TLC will establish and maintain the mechanism for vetting and approving proctors.
- 3.2** The student has the responsibility to: (i) secure the approval of the OHSU Teaching and Learning Center for the appropriate proctoring option; (ii) locate a proctor or testing center and set up an appointment for the course exam(s), according to published dates; (iii) arrange for fee payment for the proctoring services, if any; (iv) notify the TLC if the student's approved proctor is unable to proctor an exam and requests someone to substitute for them; and (vi) adhere to the OHSU Code of Conduct.
- 3.3** The faculty of record/course director has the responsibility to: (i) notify the Director of the TLC when an exam meets the criteria warranting proctoring; (ii) include instructions

regarding proctor selection in the course syllabus; and (iii) account for all students' proctor selection prior to the exam

**3.4** The proctor, once approved, has the responsibility to: (i) uphold OHSU's standards for academic honesty; (ii) administer the examination(s) as per the instructions provided by the faculty of record/course director; (iii) monitor the student during the examination, (iv) maintain the security of any proctor codes, and (v) return the completed exam to the instructor.

#### **4.0 PROCEDURES**

**4.1** The OHSU TLC may develop more specific guidelines and timelines regarding proctor selection and exams and assessments that require proctoring.

#### **5.0 RELATED POLICIES**

[OHSU Code of Conduct](#)

#### **6.0 KEY SEARCH WORDS**

Online examinations, proctoring, TLC
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#### **7.0 REVISION HISTORY**

05/01/2013	1.0	New Policy Statement
10/28/2014	2.0	Policy Revised

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**Responsible Officer:** Director, Teaching and Learning Center

**Policy Contact:** Teaching and Learning Center, 503-494-7074

**Supersedes:** N/A