



## OHSU POLICY MANUAL

**Policy Number:** 02-70-050

**Policy Title:** EXAM PROCTORING

**Effective Date:** September 8, 2017

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### 1. Policy Statement

The purpose of this policy is to ensure that academic integrity in the completion of exams is maintained through the use of proctoring. Exams that require proctoring include but are not limited to written and multiple choice exams, skills tests and/or oral exams. This policy does not apply to non-proctored assessments. The program director shall approve the choice of proctor in advance of the exam.

### 2. Definitions

- A. **Proctored Exam.** An exam that is overseen by an impartial individual (called a proctor) who monitors or supervises a student while they are taking an exam. The proctor ensures the security and integrity of the exam process.
- B. **Proctor.** An individual charged with monitoring the examination of a student and possesses no conflict of interest in upholding OHSU's Code of Conduct.
- C. **Non-Proctored Assessments.** Not all assessments of student work require proctors. Graded assignments, take home exams, open book exams, or term papers may be completed by students without a proctor.

### 3. Responsibilities

The Office for Student Access (OSA) determines and facilitates the implementation of reasonable accommodations to address documented disabilities; this may include academic adjustments, auxiliary aids and/or program modifications. It is the responsibility of the academic program at the request of the student to ensure that approved accommodations are provided for exams.

### 4. Procedures

The Office of the Provost and the Teaching and Learning Center will establish procedures pursuant to this policy.

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**Implementation Date:** May 1, 2013

**Revision History:** October 28, 2014; September 8 2017

**Related Policies and Procedures:** [OHSU Code of Conduct; Equal Access for Students with Disabilities; Policy 02-20-050, Verification of Student Identity](#)

**Responsible Office:** Director, Teaching and Learning Center, 503-494-7074

**Supersedes:** CAP Policy 0-02-0513

**Key Words:** Online examinations, proctoring, TLC