Western Dakota Technical College Policy Number: 3110

TEST PROCTORING

I.   **Purpose**

The purpose of the policy is to ensure academic integrity and to maintain fairness in the evaluation of student learning at Western Dakota Technical College (WDTC) while adhering to NC-SARA and HLC online learning requirements.

II.   **General Statement of Policy**

WDTC recognizes the importance of proctoring as a means of verifying student identity and ensuring that academic work is done independently and under appropriate conditions. In verifying the identity of students who participate in class or coursework, the institution may make use of one or more proctoring methods, at the option of the institution. Options include, but are not limited to, the following: secure login and passcode, proctored examinations by a third party following their proctoring protocols, or proctored examinations by a third party using WDTC's proctoring protocols.

WDTC has established the following proctoring policy to guide students when faculty require proctored exams by a third party using WDTC protocols:

A. Proctoring Requirement

For courses that require proctored exams by a third party using WDTC protocols, students are required to take the exam under the supervision of an approved proctor. The proctor must be approved by the instructor and meet the criteria specified in the proctoring guidelines.

B. Proctoring Guidelines

1. Proctors must be impartial and independent of examinees, for example not relatives or friends of the student.
2. Proctors must have a professional or academic affiliation, such as a librarian, testing center supervisor, or faculty member.
3. Proctors must have a secure and quiet location for the student to take the exam.
4. Proctors must verify the student's identity by checking a valid photo ID and comparing it to the student's face. Valid photo ID may include, but not limited to, high school ID, college ID or state issued driver's license/ID.
5. Proctors must monitor the entire exam period and ensure that students do not use any unauthorized materials or devices during the exam.
6. Proctors must follow any additional guidelines or instructions provided by the instructor.

C. Instructor Responsibilities

1. The instructor will communicate the following information to the students at the beginning of the course in the Instructor Syllabus:

   a. The date(s) and time(s) of the exam or assessment.
   b. The duration of the exam(s) or assessment(s).
   c. The materials allowed during the exam or assessment.
   d. The prohibited materials during the exam or assessment.
   e. The procedures for submitting the exam or assessment.

2. The instructor will complete proctor training before requiring the use of proctoring services for their students. Training may include review of proctoring policy and procedures, training on online proctoring services integrated in MyWDT or any other approved third-party proctoring services.

D. Student Responsibilities

1. The student should arrive at the testing location at least 15 minutes before scheduled testing. This will help ensure that the testing process goes smoothly, and that the student has enough time to complete the test.
2. The student is to make sure they have all the materials that are required for the test, such as pencils, erasers, calculators, or any other items that may be specified by the proctor or the instructor.
3. The student is to listen carefully to the proctor's instructions and follow them closely. This will help ensure that the student understands what is expected of them during the test and that they can complete it successfully.
4. During the test, the student should be quiet and respectful of other students who are also taking the test. Avoid talking or making any noise that could be distracting to others.
5. It is important that the student does not cheat during the test. This includes not talking to other students, not using any unauthorized materials, and not accessing the internet or any other sources of information that are not allowed.
6. If the student has any concerns or questions during the test, raise them with the proctor immediately. This will help ensure that any issues can be addressed promptly, and that the student can focus on completing the test to the best of their ability.

E. Exam Format

1. Exams may be administered in-person or remotely, depending on the course and instructor's preference.
2. In-person exams will be scheduled at a time and location specified by the course instructor.

3. Remote exams may be administered using a proctoring software or video conferencing platform that meets WDTC's security and privacy requirements.

F. Proctor Approval Process

1. Students are responsible for finding and securing an approved proctor.
2. Instructors must provide students with a sample list of the types of people who could be eligible to proctor and the proctoring guidelines at the beginning of the course.
3. Students must submit their proctor's information and contact details to the course instructor for approval at least two weeks before the exam date.
4. The course instructor will review the proctor's information and approve or deny the request. The timeline for the approval process will be in accordance with the instructor's Communication Policy stated in the Instructor Syllabus.
5. If a proctor is not approved by the instructor, the student must find another proctor who meets the criteria specified in the proctoring guidelines.
6. If a student cannot find an approved proctor, they must contact the course instructor to discuss alternative arrangements.

G. Proctoring Fees

1. Students will not pay any fees for proctoring services offered through WDTC. This includes on-campus, in-person proctoring and online proctoring.
2. WDTC does not reimburse students for proctoring fees from organizations outside of those offered at WDTC.

H. Proctoring Integrity

1. WDTC will ensure the integrity of the proctoring process by:

   a. Verifying the identity of the student.
   b. Monitoring the exam or assessment environment.
   c. Recording the exam or assessment for online proctoring sessions.
   d. Investigating any suspected violations of the proctoring policy.

I. Violations

1. Any violation of the proctoring policy will be considered a violation of WDTC's Academic Integrity Policy.
2. Violations may result in disciplinary action as outlined in the Instructor Syllabus, or the filing of a Student Code of Conduct.

J. Accommodations

1. Students that require accommodation during proctored exams should contact WDTC's Compliance Officer to request accommodation.
2. Accommodations will be provided in accordance with WDTC's policies and procedures and are never retroactive.

K. Student Privacy

1. Video and audio capabilities are required for online proctoring use.
2. Instructors or proctoring services may require the student to video scan his/her environment prior to beginning the exam.
3. All recorded proctoring sessions are only visible to the course instructor and the proctoring service for review.

   a. WDTC currently integrates Proctor Free in MyWDT for online proctoring. Refer to [ProctorFree Privacy Policy](https://www.proctorfree.com/privacy-policy) (https://www.proctorfree.com/privacy-policy) for additional information.

This proctoring policy applies to all students taking courses at WDTC that require proctored exams. It is the responsibility of each student to read and understand this policy. Students who have questions or concerns about the proctoring policy should contact their instructor.

III.   **Definitions** - None

IV.   **Reporting Procedures** - None

V.   **Dissemination of Policy and Training**

A. This policy shall appear on the WDTC website on the policy page.

Legal References: None

Board Approved 7/28/2023