Policy and Procedures for Online Proctoring
Approved 7/11/2012
Revised and Renamed 12/4/2018; Further revisions: 10/15/2021; June 2022

SCOPE

The primary purpose of this document is to state the University adopted policies and procedures related to testing in an online learning environment and to acquaint USA faculty with their obligations and resources related to assessing student learning via examinations.

POLICY

Tests and examinations at the University can be accomplished through various means depending on the requirements of the instructor, the academic program, and the University.

Non-Proctored Testing

Not all assessments of student work require proctors. For example, some instructors employ graded alternative assessment approaches, such as projects or journals. Likewise, take-home exams, low- stakes quizzes, or term papers are usually accomplished without proctoring.

Non-proctored tests or examinations are administered without a proctor and allow for students to take exams at a location of their convenience and within a time frame specified by the instructor. Take-home exams are included in this category. Non-proctored examinations are permitted at the discretion of the instructor. The time frame of the non-proctored exam will be provided in class materials.

Students must adhere to Student Academic Conduct Policy (located in the Additional Academic Course Policies and Support Services provided in every Canvas site and posted on the Academic Affairs website) as well as the procedures and time frame indicated by instructors in written course materials.

Proctored Testing

Proctored tests or examinations are managed by a person or service that administers and monitors assessments other than the instructor. A proctor or proctoring service has the responsibility of verifying the identity of the test taker, ensuring appropriate test conditions are met, and monitoring the actual tests or exams.

On-Campus Proctored Testing

Generally, instructors administer and monitor tests and examinations in their courses. At the University of South Alabama, instructors are usually responsible for administering and supervising on-campus tests and examinations in their courses. In some situations, instructors may allow a qualified person to proctor their examinations on-campus. Instructors must adhere to their College/School policy (if available) regarding the use of on-campus proctors.

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Costs and Notifications

Students must be notified at the time of registration or enrollment (e.g. in course description on PAWS course registration system) of any projected costs associated with verification of student identity (e.g., costs associated with off-campus or online proctoring) and proctoring. In addition, these costs must be approved by the Dean's appointed college-level administrator.

Methods of University-Approved Off-Campus or Online Proctoring

In instances where supervised on-campus tests and examinations are not practical or possible, the University of South Alabama offers online proctoring to guarantee high levels of academic integrity for online exams. University-approved options for proctoring an examination off campus include:

1. **Off-Campus Proctor.** Using an off-campus proctor officially verified and approved by the academic unit or the respective Dean's office. In some cases, instructors require or allow students to take an off-campus exam. In such cases, faculty and students must follow USA's procedures for scheduling off-campus exams.

2. Online Proctoring.

   a. **External online proctoring Center services.** The ILC's proctoring coordinator connects faculty with approved external Internet-based proctoring services that to schedule, setup and proctor an online test from any Internet-enabled location. Online proctoring allows exam takers (students) to complete their assessment from any Internet-enabled location at home or office while still ensuring the integrity of the exam.
   b. **Other online proctoring systems approved by the Dean's appointed college-level administrator.** These systems may include hardware or software requirements that enhance identity verification or test security.
   c. Depending on the needs of the academic program, a variety of options are available for external online proctoring services. A list of current proctoring services and resources hosted by the university can be found on the Innovation in Learning Center's proctoring web page.

Students With Special Needs

In accordance with the Americans with Disabilities Act, students with bona fide documented disabilities will be afforded reasonable accommodation. The Center for Educational Accessibility and Disability Resources (CEADR) will certify a disability and advise faculty members of reasonable accommodations. Students with a specific disability that requires accommodation during testing (e.g., additional time) should notify the instructor and provide certification from the Office of Student Disability Services. If accommodations are necessary during proctored testing, it is the instructor's responsibility to make sure that accommodations are provided.