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Proctoring Services - Menu of Options

Proctoring Services are available to faculty who have need of a proctor for administering exams. This proctoring would fall into one of the following categories of service:

1. In Room Proctoring - A proctor is hired to be physically present while a class is taking an exam. This service will be offered and administered by the Testing Center.
2. Reviewing a Recording of a Student's Attempt - In this model, a student creates a recording of their exam attempt. The instructor can then review the recordings.
3. Campus Online Proctoring - The instructor uses an online meeting room to proctor student exams.
4. Total Online Proctoring - An entire class is proctored online using a paid online service

In Room Proctoring - Offered by the Testing Center

This consists of someone who has been hired specifically to administer the test. The S&T Testing Center will be responsible for the administration of a proctored exam if a department decides not to use a GTA. This will include training of proctors. EdTech may help to find contract individuals to be proctors. All procedures of the Testing Center will be followed.

Options:
1. Department identifies a GTA to act as proctor.
2. Contract facilitator is hired to proctor.
3. Testing Center Staff is used as proctor.

Cost:
- $35/person used/hour
- 4 hours for the actual test
- 8 hours for preparing tests for the exam and scanning tests to return to the instructor

Important to Note:
- Department is responsible for scheduling the room or space needed for the exam.
- The instructor, or their designee, should be available by phone during the test to answer any content or test procedure questions.

Testing Center Procedures:
1. Students must present a photo ID and sign in on a roster prior to the exam starting
2. Students will not be allowed to access unauthorized materials (no watches, smart phones, laptops, food/drink, books, notes) unless the professor has provided a list of authorized materials

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3. Would like to have a copy of the exam to print the day of the exam which includes any additional materials the professor provides (formula sheets)
4. If students are allowed to have their own formula sheets/crib sheets, would these need to be turned in with the test?
5. How will the exam be returned to the course professor? Delivered to Carol Lay the next day, scanned and emailed to the course professor (if this option could it wait until the next day or would it have to be that night)?
6. Late arrivals – coming in at least 15 minutes late – would you prefer the Testing Center staff member to turn the student away or let the student take the exam, but with time subtracted?
7. How should academic integrity issues (cheating, sudden illness) be treated? Cheating – stop the test and refer the student to the course professor – or use this option as a last resort – move the student to another location? Sudden illness collect materials and have the student talk with the course professor?

Reviewing a Recording of a Student's Attempt

In this model, the student is responsible for creating a recording of the test-taking activity. The student is responsible having a video recording device (smart device, webcam, etc.) and then setting it up in such a way so that the camera can record the entire test. The camera should be able to see the student's paper test, if available, and definitely should be able to record the student's computer screen(s) to ensure that the student stays within the parameters of the test, according to the directions provided by the instructor.

The recording is then uploaded where it is reviewed by the instructor to check for any potential testing problems (i.e. cheating).

Campus Online Proctoring

The instructor will have students join an online meeting where they will proctor the exam. Students will be asked to have a video recording device (smart device, webcam, etc.) and a way to ensure the camera can record the entire test.

Online Proctoring

S&T will utilize an online proctoring company that provides services for internet-based testing. Proctors will use webcams and screen-sharing technology to ensure a secure testing environment and preserve the academic integrity of each exam. Services will be offered 24/7 for

ease of scheduling. Auditing of proctored exams will be provided. Instructors will have a dashboard to get a report on how each student did during the proctored exam.

On Campus Courses - Departments will be responsible for deciding who pays for the online proctored exam. This could be the department or individual students.

Distance Courses - Cost of proctored exams will be deducted from revenues shared back for the courses that have used the services.