

Title: Proctored Exams	Policy No. 3.19
Category: Academic Administrative Processes	Effective: Fall 2015

Policy Statement: Students enrolled in distance (online, hybrid, interactive video) or correspondence [self-paced online courses (SPOC)] education may be required to take a proctored exam. In addition, students enrolled in face-to-face courses may be required to take a proctored exam (e.g., a student who is unable to take a scheduled exam). Students must make arrangements to take their exam in a proctored setting according to the procedures outlined below.

Background: The Higher Education Opportunity Act of 2008 requires verification of students who participate in courses or programs provided through distance (online, hybrid, interactive video course) or correspondence [self-paced online course (SPOC)] education. This policy was created to accompany policy 3.18 Student Authentication.

Purpose: To provide standardized policies and procedures related to proctored exams.

Related Procedures:

Student Responsibilities

Utilizing UCO Testing Services

- Local UCO students who are requested to utilize the UCO Testing Services for a proctored examination should contact the office at (405) 974-2388 to schedule an appointment for the exam.
- The appointment must be scheduled at least 24 hours prior to the requested exam time and within the time frame as specified by the instructor.

Disability-related accommodations

Students with disabilities should contact [UCO's Office of Disability Support Services](#) for disability-related accommodations in the proctoring process.

Finding a qualified remote proctor

- Students enrolled in distance education courses or correspondence (SPOC) may be responsible for finding a qualified proctor to administer each exam.
- The proctor must be a teacher, professor, or administrator in a nearby secondary school, college, university, or testing center.
- Proctors cannot be family members, friends, or co-workers of students.
- For assistance finding a proctor, contact a guidance counselor, an academic advisor, or the dean of students or registrar's office at a nearby high school, college, or university.
- Students may also use a testing service, e.g. the Sylvan Learning Center or the Consortium of College Testing Centers, to proctor student exams. Testing services charge fees for their proctoring services. Any fees incurred are the student's responsibility.
- Students should confirm that their proctor has a business e-mail address, reliable access to the Internet, the ability to download and print PDFs, and access to a fax machine or

scanner (for returning completed exams). Exam materials will not be sent to proctors who do not have a business e-mail address.

Submitting the proctored exam form

- Find a qualified proctor (see above) and arrange the date, time, and location for the off-campus proctored exam.
- Complete and submit a proctored exam form to the course instructor for each exam (even if the same proctor is utilized) no later than one week before the exam date.
- Late submission of proctored exam form may result in forfeiture of the opportunity to take the exam. Students will then be subject to the instructor's make-up policies for exams.

Exam completion

- Students must complete exams within the specific period of time and no later than the exam date.
- Failure to follow the examination procedures by either the student or the proctor may result in forfeiture of the opportunity to take the exam. If this occurs, the student must contact the instructor for further instructions

Instructor Responsibilities

Proctored exam approval and procedures for utilizing UCO Testing Services

- Complete a UCO proctor exam form.
- Deliver the form and exam to Testing Services (paper copy, electronic copy, or instructions regarding how the student is to access the examination electronically, e.g. D2L or other learning management system).
- Inform the student via email the exam location and the time frame available to test.
- Instruct the student to contact Testing Services at (405) 974-2388 to schedule an appointment for the exam. The appointment must be scheduled at least 24 hours prior to the requested exam time.

Proctored exam approval and procedures for remote proctoring

- After a proctor is identified and approved, the instructor will send an email to the proctor that includes details about exam policies and procedures as well as the secure web address, fax number, and return email address.
- Exam materials will be made available to the proctor via a password-protected, secure website for a specific length of time.

Remote Proctor Responsibilities

- Exam materials will be made available to the proctor via a password-protected, secure website for a specific length of time. The proctor must download the exam materials within the specified timeframe and administer the exam to the student.
- The proctor must return all exam materials by fax or e-mail (scanned materials) immediately following completion of the exam.

- Once the instructor has confirmed by e-mail the receipt of the testing materials, the proctor shall destroy all paper copies of the testing materials.
- Failure to follow the examination procedures by either the student or the proctor may result in forfeiture of the opportunity to take the exam.

Implementation Date: Fall Semester 2015

Coordinating Offices: Testing Services and Office of Academic Affairs

Academic Affairs Point-of-Contact: Office of the Provost/Vice President for Academic Affairs

Policy approved by the Provost/Vice President for Academic Affairs on June 10, 2015