

PROCTORED EXAM POLICY FOR ONLINE COURSES

Effective Summer 2012

FIU continues to increase its online program offerings and enrollments by recruiting Florida residents, non-Florida residents, and international students. Given this growth, it is important for faculty to design their courses to accommodate these students regardless of their place of residence. One of the most important considerations in designing an online course is the practice of administering proctored exams. The university policy for the administering of proctored exams for online courses is given below:

1. The following disclaimer will be added in PantherSoft to all FIU Online courses:

This online course may require up to two proctored exams. For more information regarding proctored exams, please visit: <http://online.fiu.edu/currentstudents/exams>.

2. Professors teaching online courses may require no more than 2 proctored exams per course, per term, regardless of the duration of the exam. Students enrolled in any online course that requires proctored exams are responsible for the fees associated with these exams. The Academic Unit *may* also elect to pay for some or all proctored exam instances required in an online course, relieving the student of some or all financial responsibility associated with proctored exam fees. **Note:** Proctored exam services include any exam that is proctored virtually or at a testing center. ProctorU remains FIU Online's preferred virtual proctoring service.

3. It is the professor's responsibility to clearly state in the course syllabus whether or not proctored exams will be required. The dates and times, during which those exams will be given, as well as their location, must be provided.

4. Students are responsible for determining whether or not their online course requires a proctored exam(s). Upon gaining access to the course students should consult the syllabus in order to make such a determination.

5. Regardless of their place of residence, students cannot be required to take a proctored exam on-campus. Students who choose not to come to campus to take the on-campus proctored exam(s) must notify the professor before the final add/drop date of their intention to take the exam at an approved proctoring center or with an approved virtual proctoring center such as ProctorU (<http://www.proctoru.com/>)

INSTRUCTIONS FOR CONDUCTING PROCTORED EXAMS

If you wish to have a proctored exam, please note the following:

- It is the professor's responsibility to clearly state in the course syllabus whether or not proctored exams will be required. The dates and times, during which those exams will be given, as well as their location, must be provided. In order to give students ample time to drop the course without financial liability, ensure that this information is available upon the first day of the semester.

- When submitting syllabi to Instructional Designers, be sure to include proctored exam(s) information (date, time, and location). This has to be completed by the syllabus deadline provided to you by your Instructional Designer.
- Room arrangements for on-campus proctored exams will be accommodated by the Office of Academic Space Management. FIU's Office of Academic Space Management must assign a specific date for online courses to conduct final exams (please refer to the FIU Calendar <http://calendar.fiu.edu/events/index/calendar:academic/>) so that students may drop classes with conflicting exam schedules and/or drop classes that require proctored exams without financial liability. Prior to the beginning of the semester, the instructor, working with FIU Online and FIU's Office of Academic Space Management, must determine the date and time of any other proctored exam and confirm with the Office of Academic Space Management room availability. The date, time and location of any such proctored exam must be stated in the course syllabus. The Office of Academic Space Management cannot guarantee a computer lab, nor do MMC computer labs offer large seating availability.
- You will be responsible for conducting and administering proctored exams on the chosen FIU campus. If you cannot administer your exam, you must make the necessary arrangements with your department to find a suitable proctor.
- Students should be notified in the syllabus that they are responsible for scheduling a proctored exam if they are unable to attend an on-campus proctored exam. Students must arrange an alternative through one of the following options:
 - Instruct students to locate a proctoring center. Proctoring centers can be located through the **National College Testing Association** site: <http://www.ncta-testing.org/cctc/find.php>. Refer students to the “**Proctoring Center Agreement Form**”. *This option may be associated with additional fees paid to the proctoring center.*
 - Instruct students to locate a virtual proctoring service such as ProctorU (<http://www.proctoru.com/>). Refer students to the “Proctoring Center Agreement Form”.
- Students must select a proctoring center or virtual proctoring service no later than two weeks prior to the date of any scheduled proctored exam. Students must notify the instructor of their choice and provide the necessary contact information. It is the instructor's responsibility to submit the exam(s) to the proctoring center in accordance with their guidelines. For exams proctored via ProctorU, FIU Online will provide support for submitting exam details to ProctorU. Instructions to the proctoring center should include the following:
 - The course number (this should be listed as it is in the university catalog or on a transcript, i.e. MAN 4720)
 - The course title
 - Professor's name
 - Name of exam (midterm or final)
 - Time limit (how long the student has to complete the exam)
 - Specific date and time (date and time you want the proctoring center/proctor to administer the exam)
 - Special instructions (specify to the proctoring center/proctor what items are allowed/prohibited, i.e. open book/open notes, calculators, formula sheet, etc.)