

## Online Course Proctoring Policy

Ensuring academic honesty in an online environment is vital to the integrity of our online classes and programs at Northwestern Oklahoma State University. Beginning in the fall semester of 2013, faculty members teaching online courses will be required to implement the following policy:

At least one exam that constitutes a significant percentage of the course grade (a major exam such as a mid-term or final) in every online class offered by Northwestern must be proctored (the instructor may choose to require that more than one exam be proctored). **This policy does NOT require, nor may an instructor require, that students come to a campus.** Proctoring must be done using the following approved methods:

- The faculty member should always present the students with the option of using Remote Proctor Now (an online test proctoring service) as an alternative to coming to campus. (there is a \$15 fee per exam) The student is responsible for the fee.
- The faculty member may choose to proctor his/her own exam.
- The faculty member may coordinate with the ITV office to set aside a block or blocks of time during which students may schedule to have their exam proctored at the Alva, Enid, or Woodward campus. This must be done following the [ITV Test Proctoring Schedule](#) and in accordance with the [ITV Test Proctoring Guidelines](#). It is the student's responsibility to schedule a time to take the test within the window arranged by the faculty member. This proctoring service is free of charge.
- The faculty member may allow students to take the exam at the University Center in Ponca City. It should be noted that the University Center will charge the student a \$25 fee per exam unless the student is enrolled in at least one course through the University Center. If a fee is charged, the student is responsible for the fee.
- The faculty member may allow students to have the test proctored at a university or community college testing center. The student is responsible for the fee.
- The faculty member may allow the student to have the test proctored at a commercial testing center. (i.e. Pearson VUE) The student is responsible for the fee.
- The faculty member may allow military students to have a commissioned officer whose rank is higher than their own proctor their exam. Military students may also have their exam proctored at a Military Education Center. If a fee is charged, the student is responsible for the fee.

In all cases, a photo ID will be required for verification of identity.

All costs associated with proctoring, including Remote Proctor Now (\$15 per test), are the responsibility of the student. Northwestern students who choose to come to a Northwestern campus will not be charged a fee.

Please make sure your syllabus clearly states the requirement outlined in this policy. The test or tests which must be done on campus or through Remote Proctor Now should be identified, along with the fees involved with proctoring. **This policy does NOT require, nor may an instructor require, that students to come to a campus. It should be an option together with Remote Proctor Now.** In this regard, the student has the option of paying the \$15 fee or coming to campus where there will be no charge.