

Subject: Proctored Testing

Board Policy Reference: None

Proctored Testing Policy –

Academic integrity is an essential moral code in higher education. Temple College respects and upholds the principles of academic integrity and will actively pursue methods to maintain high standards in face-to-face, web-enhanced, hybrid, and online courses.

To ensure academic integrity and compliance with The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) **principle 4.8**, Temple College encourages faculty to actively educate and inform students on the topic of academic integrity as part of the course orientation, course introduction, and/or first week course content.

Temple College also encourages faculty to implement and utilize tools, methods, and techniques to maintain academic integrity for students in face-to-face, web-enhanced, hybrid, and online courses.

Tools, methods, and techniques may include (but are not limited) to the following:

- The development of quizzes and exams with a focus on demonstration of critical-thinking/critical reflections skills and subject mastery (versus memorization of answers whenever reasonably possible or appropriate)
- The development of online quizzes and exams in which questions or sections are randomized by student and/or questions are randomly pulled from larger question banks
- Setting appropriate and reasonable time limits on quizzes or exams
- Assigning passwords to quizzes and exams within the learning management system (LMS)
- Using written assignments versus quizzes or exams in which assignments are submitted through a plagiarism detection service
- Using proctored testing technology solutions to prevent students from using instant messaging chat, screen captures, or accessing the Internet to search for answers
- Using the Temple College testing center in accordance with center policy
- Using proctoring software solutions adopted by Temple College

The use of proctored testing will be determined by the department or faculty. The department/faculty agree to assume responsibility and management of logistics required for proctored exams, which may include (1) coordinating and scheduling with the testing center or a proctored testing service provider, (2) communications to students, and (3) any other required oversight logistics.

In the event a student cannot use the testing centers provided by Temple College for any unforeseen circumstance, the department/faculty will determine how to accommodate the student on a case by case basis to identify a qualified resource,

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location, and solution for proctored testing. This is to be handled between the faculty member and student.

Temple College will offer a variety of proctored testing options, which may include a fee. Exams proctored at a Temple College testing center may only be administered during published testing center hours.

In the event the student cannot or does not wish to use the testing center, the student may be required to utilize a Temple College approved proctoring service.

If a faculty member requires a fee-based proctored exam for all learners in the class, the faculty member must communicate this requirement, technical requirements, and fees/fees policy statement to students prior to registration. This information must be included in the online course syllabus required by HB 2504 from the 81st Legislative session.

This information will also be communicated in course orientation or first-week communications to students (such as course syllabus and policies, content material, or news item). It is recommended that the use of software proctoring services be limited to online courses; however, it may be used as an option for face-to-face, web-enhanced or hybrid courses in the event that a student cannot reasonably access a Temple College testing center; this determination will be made by the faculty member.

In the interest of cost to students and demand on the testing center, departments and faculty agree to limit proctoring to major exams and special circumstances.