Section:	II.3.68
Title:	Online Proctoring of Exams
Effective Date:	August 19, 2020
Approved By:	Provost
Responsible Unit:	Academic Affairs (academic@tcnj.edu; (609) 771-3080)
Related Documents:	• Final Exams/Evaluations/Reading Days policy • Academic Integrity policy • Absence and Attendance policy • Class Recording policy • Syllabus policy
History:	
Version	Date	Notes
1.0	August 19, 2020	New Policy; Initial Release

I. INTRODUCTION

In August 2020, President Foster announced the movement of all Fall 2020 courses to online delivery mode. During the 2020 fall semester, low and high stakes assessments will be administered remotely. This policy applies to all TCNJ undergraduate and graduate courses.

II. DEFINITIONS

Canvas: TCNJ's course management system, Canvas, is designed to facilitate communication between professors and students in an online environment.

LockDown Browser: a browser that works within Canvas to control the testing environment by disabling certain functions and preventing access to other applications on the device.

III. POLICY

1.   Wherever possible, instructors should revise course assessments to de-emphasize the need for high-stakes, closed-book exams. In accordance with the college's Final Evaluation policy, final projects or papers are acceptable alternatives to final exams.

2. An instructor who deems additional monitoring to be necessary may utilize the LockDown Browser.

3. An instructor who deems an audiovisual monitoring element to be necessary (e.g., if live proctoring is required for accreditation), may require that students turn on cameras and microphones in a Zoom or Google Meet or other video conferencing tool approved by TCNJ Information Technology (inclusive of Zoom and Google Meet, "Conferencing Tool") while they are taking the assessment. The Conferencing Tool and Lockdown Browser can be used independently or in partnership with each other. If an instructor deems this type of monitoring necessary, they should **not** ask students to scan their environments with their camera.

4. Where an instructor plans to use either video monitoring or LockDown Browser, procedures must be communicated to the student clearly in the syllabus at the start of the semester, as well as by listing the necessary tools (i.e., camera, microphone) as required course material alongside any required reading or similar materials. (See sample syllabi language.) Instructors must provide information about instructor and student expectations when monitoring is employed, including but not limited to, examples of prohibited behavior during an online assessment, and reference to TCNJ's Academic Integrity Policy.

5. Only a course instructor, designated departmental representative, or representatives from the Accessibility Resource Center ("ARC") may serve as proctors.

6. Instructors may not record video/audio of their live exams.

7. Instructors who deem it necessary to use LockDown Browser, a Conferencing Tool and/or other video monitoring feature should notify their department chair at the start of the semester so a running list of courses using online monitoring can be maintained and easily referenced**.**

8. For programs or courses that require a more rigorous monitoring system beyond those provided by Zoom or Google Meets video monitoring and/or LockDown Browser, such as for accreditation or certifications, the program coordinator or instructor, as appropriate, shall contact their Dean and work with the Council of Deans, as well as Information Technology, to formulate a plan to meet the specialized needs, subject to final approval of the plan by the Provost.

9. For those courses that have monitoring resources provided through the corresponding course textbook ("Textbook Resources") at no additional cost to the student, instructors may seek approval of their Dean to use those Textbook Resources. The Dean, in consultation with the Council of Deans, and, as necessary with the Office of General Counsel may determine that using Textbook Resources is appropriate,

provided that they are at no additional cost to the student, and that they align with this policy by allowing video monitoring only by proctors authorized under this policy. Instructors should have no expectation for support from TCNJ IT for Textbook Resources.

10.   Importantly, and as is the case in all assessments, instructors and designated proctors are responsible for making sure that students receive any and all ARC approved accommodations (please see Implementing an Accessible Fall Flex Course for an overview of additional support ARC is providing to instructors). If the remote learning environment brings any ambiguity to how certain accommodations might apply, instructors should work with the student and/or ARC to ensure that the appropriate accommodations are implemented.

11.   Instructors should be prepared to consider alternate requested testing accommodations that may not be explicitly covered by more general ARC approved accommodations. In some such cases, instructors may provide an alternate assessment time for the student with proctoring options approved by ARC.

12.   Students should be informed, in the syllabus and at the onset of the class, if they may be required to use video monitoring and/or Lockdown Browser for exams. Students may request technical support (including loaner hardware) or work with the instructor early on to navigate their concerns. Students who need additional equipment for a course with online proctoring should contact the Dean of Students office regarding their technology needs. To request online proctoring accommodations, students should contact ARC. Students who have complaints or concerns about technical support should contact the Dean of Students office, and those who have complaints or concerns about online proctoring accommodations should contact ARC.