University of Rhode Island Exam Proctoring Policy for Online Courses

Online courses can and should use a wide variety of assessment methods, which should be designed to promote academic integrity. In some disciplines proctored exams provide a useful tool for assessment of student learning in online courses. When designing an online course, faculty should carefully balance the potential difficulties and costs for students who are unable to come to campus at a specific time for testing (i.e. working adults, students who live out of state, etc.) against the advantages that a proctored exam may offer.

Faculty must provide clear guidance to students if they require a proctored exam. The faculty member must state in their syllabus the beginning of the semester, if a proctored exam is required for the course. They must note that the exam will be offered during one of the common exam times. They must alert students as soon as possible:

- The date, time, and place that the exam will be offered at the Kingston and/or Providence campuses.
- The scheduled window period in which the exam is to be completed by those students who cannot come to campus and should include a link to the URI resources concerning proctored exams.

Scheduling Proctored Exams for Online Classes:

- Proctored final exams for online classes must be scheduled according to the appropriate policies of the campus where the course is offered (Kingston or Providence).
- As soon as the exam is scheduled, faculty should make students aware of the time and date, and place
- It is the instructor’s responsibility to ensure proper proctoring of the on campus exam.

Acceptable Exam Proctors outside of URI

Students who cannot come to campus are responsible for making alternative arrangements for taking an exam by locating an acceptable proctor and location. Proctors may not be friends or family members. Acceptable proctors include:

- Dean, academic department head, or official testing administrator of an accredited college or university
- Head librarian at a public library or a librarian with faculty status at an academic library
- Personnel at an exam testing center (such as ETS)
- Commanding officer at a military learning center

Organizations that proctor have their own policies and exam takers need to be aware of these policies before taking the exam. If there is a cost associated with an external proctored site, it is the responsibility of the student to pay that cost.

Approving a Proctor

After making arrangements with a proctor, the student must submit a Proctored Exam Request Form to the course instructor three weeks prior to the exam date.
Instructors should approve the arranged location and proctor, and confirm the student’s contact with the proctor via email, telephone, or mail. An instructor has the right not to approve a proctoring site, but must give the student notice and a clear explanation so that the student has the time and information to locate another proctor.

**Instructor Responsibilities for Exam**

Once an exam site is approved, the instructor should prepare the exam materials and send them to the proctor. Instructors should include all materials needed to complete the exam including:

For Paper Exams:
- Exam materials
- Answer sheet/booklet

For Computer-Based Exams:
- Web URL, login and password
- Any additional exam materials

In addition to exam materials, the instructor should include:
- 3 copies of the Proctored Exam Instructions to be signed by proctor & student so each participating party has a copy
- Pre-paid, pre-addressed envelope for returning the exam, if it is not online, & signed instructions

The instructor should inform all students prior to the exam day about allowed materials and exam duration.

**Rescheduling or Cancelling Exam**

Instructor rescheduling/cancelation policies for exams should be determined prior to the semester and included in the syllabus. If an exam needs to be rescheduled the instructor, student and proctor should be notified, and resolved according to instructor’s policy.