Considerations for Using Online Proctoring Service

Overview:

Online proctoring of exams via Proctorio is available on a limited basis. The University has purchased a limited number of proctoring sessions to be apportioned among the colleges. College deans will determine priorities for the use of Proctorio in their college.

Rules for Utilization of Proctorio

1. Faculty must notify students of Proctorio use, both in syllabi and for each utilization of the service. Proctorio is not to be a "gotcha" tool, but an encouragement to good behaviors. Below see approved language for the notice to students.

    a. Syllabi: "This course employs Proctorio, a proctoring service to ensure exam security. Proctorio relies upon an algorithm to flag suspicious behavior. Your instructor can review recorded testing sessions to determine if cheating has taken place. An exam should be a measure of a student's learning. Academic dishonesty diminishes a student's learning, and also devalues the learning of other students. It is unacceptable in an academic community."

    i. Syllabus update may come after the start of class.
    ii. An email announcement with this language should supplement this change, as well as a verbal notice if the course is meeting in person.

    b. Exam Notice: "Both University policy and the Student Handbook forbid academic dishonesty. This examination will be monitored using Proctorio. An algorithm flags suspicious behavior. Your instructor can review a recording of this testing session if the algorithm observes excessive suspicious behaviors. You must acknowledge this message before proceeding past this screen."

2. Proctorio is an automated system that flags based on algorithms. Only instructors of record should review the reports and recorded sessions to make the final determination as to what is truly unacceptable behavior.

    a. Student workers or GAs who are not instructors of record **shall not review** the reports or recorded sessions to make determination of unacceptable behavior.

    b. Computer algorithms, while sophisticated, do not replace human discernment. Proctorio-based accusations of academic dishonesty that do not cite specifics from review of recorded sessions will not be sustained if appealed.

3. Faculty must be approved to use Proctorio by their dean, and must take training to use Proctorio. Notification of approval will come from the appropriate dean's office early in the term. Training will be available through the Office of Academic Technology. Training teaches faculty how to set behaviors for the system to flag. It also offer guidance on setting appropriate thresholds for faculty intervention, i.e. how many flags justify reviewing recordings to make a determination of academic dishonesty. Proctorio will not be activated for a course shell until the instructor has received training.

4. Use Proctorio strategically on major exams, communicating this requirement well in advance of the test.