

## Suggestions for Instructors Concerning the Proctoring of Exams

The administration of tests and examinations in an IVN classroom tends to be different than in the traditional classroom. These guidelines are meant to provide direction for the instructor and the classroom technician/proctor during these sessions.

Instructors are responsible for providing guidelines with regard to academic integrity (i.e. cheating and plagiarism) at the beginning of each course. The instructor should be encouraged to address precautionary measures. Each university/college tends to have a policy with regard to academic integrity or scholastic honesty. The host site instructor may want to consult the host site university policy for direction with regard to this issue.

It is recommended that a statement regarding scholastic honesty and the submission of a student's own work be included in the course syllabi. Students should be informed that the policy of the host site institution be followed. Students are subjected to disciplinary action should cheating or plagiarism occur. Instructors have the rights to determine the penalty for academic conduct in the class. In situations where cheating has the potential to occur, precautionary measures can assist in creating an atmosphere supportive of academic integrity.

It is important to have someone designated to receive the tests/examinations prior to the session. The instructor will need to make the necessary arrangements at a minimum, one week prior to the test, with the Site Coordinators so that he/she can make the arrangements with the Classroom Technician/Proctor to distribute and proctor the tests/exams.

An instructor may consider using another member of their department for proctoring a test, using an online test or if the campus has one, a testing center.

## Helpful Proctoring Suggestions

Prior to the administration of the examination, forward complete directions to the Site Coordinator on how you would like the proctor or classroom technician to administer the test. Directions should include:

- Where do you want the student to put his/her name on the examination?
- How would you like the examination to be completed?
- Do you allow materials on the table in front of the student? OR do you want the tables cleared of all materials except for test/examination and appropriate tools required for completing the exam (example: calculator).
- Would you like all books/materials left in the back of the classroom or on the floor beside the student?
- Do you want the microphones left on?
- Do you want the classroom technician/proctor to periodically pan the classroom in a point-to-point class?
- Do you want the classroom technician to speak to you over the system periodically to bring the classroom into view in a multi-point class?
- Do you want to have the classroom taped during the test/exam? If so, you would need to make arrangements with the Site Coordinator prior to the session.
- How would you like the classroom technician/proctor to bring questionable behavior to your attention? (Example: Call the instructor on the phone; put a note on the student's exam).
- Determine if you would like the completed test/exam photocopied before they are returned to you for grading. Make sure you have prepared postage paid, self-addressed envelopes and that you have forwarded these to the Site Coordinator ahead of time.
- Determine how you want the photocopies of the exams disposed of once the assessments have been returned to the students at the receiving sites.

## **Issues Related to the Posting of Grades and Returning of Assessments with Regard to the Family Educational Rights and Privacy Act (FERPA)**

FERPA stands for the Family Educational Rights and Privacy Act (also known as the Buckley Amendment). Passed by Congress in 1974, FERPA is a Federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings.

The Act grants specific rights to the student:

- ✓ The right to inspect and review their education record.
- ✓ The right to seek amendment to those records and in certain cases appends a statement to the record.
- ✓ The right to limit disclosure of personally identifiable information contained in their record.
- ✓ The right to file a complaint with the U.S. Department of Education

In returning tests, assignments, etc. to students it is important to be aware of this law. Here are a few things to consider:

- When returning student assessments, it is best to do this in a concealed envelope, file folder, or hand it back to the student directly. This is if you return it to the other course sites. One faculty member has his/her department send the papers directly to the students at their mailing address.
- When forwarding assessments to students at the remote site(s), remember to place assessments in some type of concealed item as it is against the law to disclose any part of a student's record without the students consent in written form.
- When posting grades, it is also illegal to identify the student's name to a grade using his/her NAID number or his/her Social Security number as all of these items are protected under FERPA. Therefore, instructors need to have a system of separate numbers or other alternatives when posting grades.

For additional information on FERPA, contact your department.