

Spring 2020 Policy on Online Exam Proctoring for IUPUI, IUPUC and IU Fort Wayne

Moving to online assessment of student learning should involve making thoughtful decisions that take into account students' abilities to access course materials, their personal situations at this difficult time, and the flexibility that can be afforded to students to demonstrate their learning in various ways. Exams are an integral part of assessment in many disciplines. Transforming exams in the online context can leverage several assessment best practices in online teaching and learning that emphasize equity, transparency, and uphold academic integrity.

It is important to understand that, due to the extremely short timeline, the costs of proctoring, and the capacity of our online proctoring partner (Examity) due to government-mandated shutdowns of their proctoring centers, proctoring for newly transitioned online courses is a limited option. Live proctoring (where a proctor watches a test-taker in real time) is not a possibility for these courses.

For courses which were already scheduled as online prior to the COVID outbreak, the policies have not changed, though some functionality has been modified due to the closure of Examity's proctoring centers.

For courses which have been transitioned into an online format due to the COVID-19 outbreak, the following steps are required to obtain proctoring for a course:

1. In deciding on an examination method, ***instructors should review potential alternatives to online proctoring available*** in the "Handling Exams in Online Courses" resource on keepteaching.iu.edu, and may also wish to consult with instructional consultants in the Center for Teaching and Learning to assess alternate assessments of student learning (please call 317-274-1300 to schedule a consultation.)
2. ***Record and Review Proctoring is the only scalable online proctoring option currently available through Examity.*** Record and Review Proctoring records each test (after auto-authentication) from start to finish and is later viewed by a human, in its entirety, to ensure that no rules are violated.
3. ***Instructors should plan early.*** Setting up Record and Review for classes may take 2-3 weeks. Waiting until closer to final exams may make proctoring an impossibility due to lack of time to set up the course.
4. ***Academic schools are encouraged to identify in advance the types of courses that are candidates for the use of online proctoring.*** Consult with the Center for Teaching and Learning regarding criteria to consider in order to determine the appropriateness of proctoring and using alternate assessments for specific courses. Lists of eligible courses or course types can be provided to the Center for Teaching and Learning to forestall requests that are unlikely to be granted.
5. ***Record and Review proctoring will only be considered for final exams.***
6. Before considering online proctoring, instructors *must* (a) review potential alternatives to online proctoring available on keepteaching.iu.edu, and (b) consult with instructional consultants in the Center for Teaching and Learning at IUPUI to assess alternate assessments of student learning
7. If the faculty member believes remote proctoring is necessary, the faculty member must receive approval from their academic dean. This approval should be sent via email (thectl@iupui.edu) to the Center for Teaching and Learning at IUPUI so that the set-up process can be initiated

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8. The costs of remote proctoring will not be passed on to students for the duration of the IU response to the COVID-19 outbreak. Rather, ***the costs will be absorbed by the academic school offering the course.***