Ivy Tech Community College of Indiana

**POLICY TITLE**
Assessment of Students at a Distance

**POLICY NUMBER**
4.7 (formerly APPM 5.1 & 5.2)

**PRIMARY RESPONSIBILITY**
Academic Affairs

**CREATION / REVISION / EFFECTIVE DATES**
Created May 2001/Revised June 2012/Effective June 2012

**PURPOSE**
This document outlines special considerations which must be made when assessing students at a distance.

**ORGANIZATIONAL SCOPE OR AUDIENCE**
Faculty and staff involved in the design and delivery of distance education courses. Specific attention should be paid by staff of regional testing centers.

**DEFINITIONS**
*Course Outline of Record*: The standard used for consistency in course syllabi, in accreditation standards and as the basis for transfer articulation agreements.

*Home campus*: The campus of record for a student’s transcripts, financial aid, and other support functions.

*Originating campus*: The campus(es) from which students take distance courses.

**POLICY**
Courses at a distance should utilize a variety of assessment techniques to determine a student’s mastery of course learning objectives per the Course Outline of Record. Due to the nature of distance education courses, special consideration may need to be made for the delivery of exams at a distance – normally through a proctor.

Each campus will provide proctoring for all distance education students.

Online courses are limited to no more than two proctored exams for program level courses and no more than four proctored exams for academic skills advancement courses. Faculty members
who are utilizing proctored exams will submit proctor information on the College’s currently approved proctoring form in a timely manner well in advance of the scheduled testing dates.

PROCEDURE
Proctoring Requirements for Students
The student is responsible for arranging for the services of the qualified proctor provided by the campus, and the student must provide that information to the faculty teaching the course. The originating site is responsible for communication with the proctor at the testing site. Each campus should post information about its proctoring procedures, facilities, hours, appointments, etc. on the Ivy Tech Online web site and in the facility. Regional testing center publications (print and electronic) will also contain information on available equipment and software.

Proctoring requirements must be clearly stated and provided to both the students and to all interested parties. Proctoring requirements should be clearly stated to students in the appropriate area or areas of the Course Syllabus. Proctoring requirements should be clearly stated to proctoring sites via College’s currently approved Proctoring Form.

It is the faculty member’s responsibility to communicate the software and special tools required by the assessment to the students via the Course Syllabus as well as to the proctoring site via the Proctoring Form. If the proctoring center at the home region does not own and cannot provide the software or special tools required by the assessment, the student is responsible for locating a proctoring center with the required software/tools.

Ivy Tech Internal Proctor Site Requirements
Each region is required to comply with the following operational considerations for proctoring:

a. Proctor information is to be transferred between personnel from the originating and the receive site. Proctoring information, including completed exams is not to be carried by students.
b. Students must present proctors with a photo ID.
c. Confidentiality of student information must be maintained.
d. Proctors will not grade exams or be responsible to distribute homework or handouts not directly related to the exam.
e. Tests should be accompanied by the statewide proctoring form; however, students should not be penalized when the proper form is not used.
f. Sufficient time must be allowed to send, administer, and return exams. The receive site must receive the exam 7 days prior to the student deadline for test completion. Exams must be returned to the originating site within 48 hours of completion.
g. The originating site must inform the receive site of special student accommodations. Accommodations communicated via the College’s approved Disability Support Services procedure may not be altered in any way by the instructor or student.
h. The proctor will provide details on the proctoring form if cheating is suspected. Proctors should have conversation with the student about suspected cheating and will inform students that suspected cheating will be reported to the instructor; e.g., a proctor may take materials that are not allowed to be used during testing. However, proctors are not to prohibit the student from taking the exam.
i. If an Ivy Tech campus, the home site will pay return postage. If the student’s home site is another learning center (i.e., not an Ivy Tech campus), the originating site must provide pre-stamped return envelopes.

j. All proctored, completed tests must be copied and archived at the proctoring site prior to mailing or faxing the completed test. Any archived copies should be shredded no sooner than 30 days after the end of the semester.

k. Each Ivy Tech testing site is responsible for developing a list of qualified proctors. For proctoring that occurs at another learning center or site, qualified proctors must be approved by the course instructor.

Utilization of ProctorU for External Proctoring

Ivy Tech has contracted with a third party proctoring provider, ProctorU, to provide proctoring services to students at a distance via online technologies. ProctorU is considered a pre-approved proctor for students and a faculty member must allow the student to utilize ProctorU for online exams if the student wishes.

All fees for the use of ProctorU are the responsibility of the student.

REFERENCES
Distance Education Proctoring Form

RESOURCE PERSONS
Associate Vice President, Academic Online Programs; Director of Workforce Certification for Corporate College and Assistant Vice President, Academic Policy and Assessment