Online Proctoring Software and Services

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     2360
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Policy Manager
     [Provost; Faculty Senate](#)

Temporary/Emergency Policy

Note: This policy was adopted on November 30, 2022 under the temporary / emergency policymaking provisions of the University's [Policy on Policies](#). It will revert on March 30, 2023.

Information about this policy change, and any proposals for further policymaking, can be accessed at the University Policy website. Students and employees may submit comments on those proposals through the Proposed Policy Change Comment Form, which is accessible through the site.

2360.1 Policy Statement

It is the policy of Wright State University that faculty have discretion to use secure online proctoring software and services (e.g. Repondus Lockdown Browser) for monitoring student assessments, subject to the provisions of this Policy.

This policy does not apply to use of videoconferencing software during lectures and group activities.

2360.2 Approved Software

Proctoring software must be approved by CaTS before use, and configured according to CaTS instructions (if any). Proctoring software must be acquired through official University channels.

2360.3 Requirements for Use

Proctoring software may only be used if the following conditions are satisfied:

A. The course syllabus states that proctoring software will be used, which software is to be used, and what particular types of proctoring techniques (e.g. screen/webcam monitoring, room scans) may be used. This information must be in the course syllabus before the beginning of the first day of class.

B. Faculty must make an optional in-person assessment (the "optional assessment") available to any student who wishes to opt-out of a software-proctored assessment.
C. The optional assessment must be comparable to the software-proctored assessment; it may not be substantially longer or more difficult, though it need not be identical. The optional assessment may consist of a software-proctored assessment that is administered in a University computer lab (so that the student does not have to take the assessment at home or on a personally-owned computer), or a paper-and-pencil assessment. If the faculty member does not want to use a software-proctored assessment that is administered in a University computer lab or a paper-and-pencil assessment, other types of optional assessments are in the faculty member's discretion, only with the approval of their Chair. A student who has opted-out of a software-proctored assessment, and who cannot come to campus for an optional assessment on the scheduled date/time due to circumstances not within their immediate control—e.g. illness, work schedules, transportation difficulties, family care needs—are entitled to complete the optional assessment on a different date/time reasonably acceptable to the student and the faculty member.
D. Students under the age of eighteen will not be monitored/recorded without the consent of their parent or guardian. Parental consent forms are available from the Office of General Counsel. Faculty will schedule minor students for optional assessments automatically if no parental consent form has been received.
E. Proctoring software will not permit students to monitor one another during assessments, particularly during "room scans."
F. Faculty will promptly discard recordings of student assessments once they are no longer required for legitimate purposes related to scoring of the assessment and/or academic integrity. Failure to promptly discard recordings may result in disciplinary action.

For Fall Semester, 2022 only: Faculty may use proctoring software even if the information in Section A (above) was not published in the syllabus on or before the first day of class if (a.) the syllabus is revised to include that information, and the faculty member informs the students of the update, and (b.) that information is published to the class with sufficient time for a student to request an optional assessment.

2360.4 Academic Integrity Standards

Online proctoring software may help identity possible academic integrity violations. However, the mere fact that behavior was flagged by proctoring software as "suspicious" does not conclusively establish that an academic integrity violation occurred. Faculty must comply with University Policy No. 3710 regarding academic integrity violations.

Students may not opt-in and opt-out of online proctored assessments for the purpose of securing an improper advantage. Faculty who suspect students are abusing the opt-out will consult with their Chair regarding next steps.

2360.5 Consent

A student who does not opt-out of a software-proctored assessment will be deemed to have consented to it.

Consent may be withdrawn at any time. However, a student who fails to opt-out of a software-proctored assessment at least twenty-four hours in advance must (unless waived by the faculty member) either (a.) participate in the scheduled assessment using software-proctoring, or (b.) accept a "zero," "incomplete," or similar grade on the assessment.

In courses where unannounced assessments (e.g. "pop quizzes") will be used, and assessed using proctoring software, students should notify their faculty member on the first day of class if they wish to opt-out. Faculty will not conduct software-proctored unannounced assessments on the first day of class.

Sample Syllabus Statement Regarding Online Proctoring Software

Note: The following is provided as a reference only, and need not be incorporated verbatim into syllabi.

Assignments and tests in this course may be proctored electronically using "Proctorio." Proctorio gives you flexibility to complete assignments and tests in the comfort of your home, and at a time that is convenient for you. To protect against academic integrity violations, the service monitors, and in some cases records or analyzes, activity on your computer screen, your internet activity, and webcam/microphone. Monitoring is only active during an assessment.

If you are not comfortable with the use of Proctorio in your home (or other private spaces), or installing Proctorio on your personal computer, you should plan to complete software-proctored assignments and tests on a University-owned computer in a University computer lab. Optional pen-and-paper assessments may be available to students who opt-out of software proctoring. It is the student's responsibility to notify me in writing at least twenty-four hours before a scheduled event if they wish to opt-out. Students who do not opt-out in a timely manner may choose to complete the software-proctored assessment, or accept an incomplete/zero for the assessment. [Unannounced quizzes are used in this course, and may be software-proctored. I encourage you to notify me today if you wish to opt-out.]

Minors may not complete software-proctored assessments without parental consent. If you are a minor, notify me immediately so that I can provide a parental consent form, and schedule you for an optional assessment until it is signed and returned.

Consult University Policy No. 2360 for complete details about the University's use of software proctoring. Questions or concerns about software proctoring should be brought to my attention ASAP.

To complete a software-proctored assignment or exam, you must have a reasonably modern computer with a functioning webcam, microphone, and internet access. If you do not have

suitable technology, you should arrange to complete the assessment in a University computer lab. You must have installed Google Chrome, Microsoft Edge, and/or Mozilla Firefox (other browsers have not been checked for compatibility and may be used at your own risk). You must download and install the Proctorio software from [link]. Students are encouraged to do this well in advance of an assessment, and to complete a "practice test" to check for any issues. Technical glitches do not excuse a missed/late assignment or test.

Suggestions for Software-Proctored Assessments

- *Before logging-on for any software-proctored assessment, remember that you are about to be monitored/recorded:*
    - *Ensure that you are wearing appropriate clothing. Sunglasses are not appropriate.*
    - *Put away any personal items (e.g. medications and medical records, financial records, personal correspondence, and any personal property of a private/embarrassing/inappropriate/non-public nature) that you would not wish others to see.*
    - *The proctor may require you to perform a "room scan" by panning your webcam slowly around your assessment space. The proctor will not ask you to open drawers, containers, or other rooms. Do not put any containers in your immediate workspace (e.g. within your reach during the assessment).*
    - *Select a space where you can complete the assessment without interruption. Students who share living space with others should post a note so that roommates/housemates know that a recording is in progress.*
- *Have ID on-hand. You may be asked to show either your Driver's License / State ID, Passport, or Wright-1 Card, and hold it next to your face in front of your webcam.*
- *Proctorio will report any unusual or suspicious activity to the instructor, and the report may or may not include video/audio footage. Suspected academic integrity violations will be reported in accordance with University policy.*