

# Pasco-Hernando State College

## Online Course Proctoring Guidelines

### **Statement of Use for Students/Virtual Proctoring Statement:**

#### **Online Courses Requiring On Campus Proctoring**

Students must take their proctored exam(s) at their scheduled time and campus as indicated on the syllabus. Any student who requires a make-up proctored exam due to extenuating circumstances, must use the College's official online proctoring service (\$15 cost per exam to the student). Any student with extenuating circumstances must contact their instructor, in writing, explaining their situation and supplying any needed documentation, no later than 2-3 days (unless directed differently by your instructor) before the scheduled exam. It is the instructor's right to deny a student the use of online proctoring.

#### **Online Courses Requiring Virtual Proctoring**

Students must take their midterm and/or final exam using the College's official online proctoring service (\$15 cost per exam to the student).

#### **Out of District Students**

Students outside of the PHSC area must use the College's official online proctoring service (\$15 cost per exam to the student) before the designated due date.

Please review our virtual proctoring statement on the PHSC website for more information: [insert link here]

#### **Online Proctoring Requirements**

Students opting to use the online proctoring service must supply the following items:

- Government issued photo ID (military ID and credit cards are not allowed)
- Payment with a personal credit card
- All required hardware and software
  - Reliable computer running Windows 7 (or higher) or Mac OS X 10 (or higher)
    - Special Note: The proctoring service is **not** compatible with any mobile device (i.e., iPad, iPhone, Chromebook, Samsung Galaxy, etc.).
  - Camera, microphone, and speakers (can be purchased at College Store)
  - Sufficient Internet connection and compatible browser
- Mirror to show testing environment
- Secure testing environment (private room without other people and no posted exam materials)

## Guides and Walkthroughs

Students have access to these additional support documents:

- Review the [RPNOW Exam Taker Quick Guide](#) (support information, video walkthroughs, and more are provided).
- Click here to review the [RPNOW system requirements](#).

**Accommodations Statement:** Any student whose disability falls within the American Disabilities Act (ADA) and requires accommodations should contact the [Office of Disability Services](#). Requests for accommodations should be submitted to the instructor within the first two weeks of the course. Once the accommodation letter is received, the instructor will notify the online proctoring service of all accommodations. There will be no additional charge for accommodations beyond the \$15 per exam for use of the service.

## Statement in Course Schedule

This course includes a midterm and/or a final that requires proctoring, either on campus or through our virtual proctoring service (specific technology and additional \$15 fee per exam required). Instructions for the proctored exam(s) will be available in the syllabus during the first week of class.

## Statement in Syllabus

### Online Courses Requiring On Campus Proctoring

All students must take their proctored exam(s) at their scheduled time and campus as indicated on the syllabus. Any student who requires a make-up proctored exam due to extenuating circumstances, must use the College's official online proctoring service (\$15 cost per exam to the student). Any student with extenuating circumstances must contact their instructor, in writing, explaining their situation and supplying any needed documentation, no later than 2-3 days (unless directed differently by your instructor) before the scheduled exam. It is the instructor's right to deny a student the use of online proctoring.

Please review our virtual proctoring statement on the PHSC website for more information: [insert link here]

Students outside of the PHSC area must use the College's official online proctoring service (\$15 cost per exam to the student) before the designated due date.

### Online Courses Requiring Virtual Proctoring

Students must take their midterm and/or final exam using the College's official online proctoring service (\$15 cost per exam to the student).

Please review our virtual proctoring statement on the PHSC website for more information: [insert link here]

Students outside of the PHSC area must use the College's official online proctoring service (\$15 cost per exam to the student) before the designated due date.

## **Statement of Use for Faculty**

### **Online Courses Requiring On Campus Proctoring**

Faculty teaching online courses can schedule on campus proctored exam(s) by contacting their Department or Faculty Support on each campus to reserve a computer lab. Faculty are responsible for proctoring and scheduling these on campus exams. Any student who is unable to go to campus, must use the College's official online proctoring service (\$15 cost per exam to the student).

The paid online proctoring service is only to be used for required midterm and/or final exams each term. Faculty can also utilize the free practice exam feature available in the online proctoring service for additional course exams. However, these exams will be recorded but will not be proctored by the online proctoring service. Faculty will have the ability to view the video recording of the exam.

### **Online Courses Requiring Virtual Proctoring**

Faculty teaching online courses can schedule virtual proctored exam(s) by using the College's official online proctoring service (\$15 cost per exam to the student).

The paid online proctoring service is only to be used for required midterm and/or final exams each term. Faculty can also utilize the free practice exam feature available in the online proctoring service for additional course exams. However, these exams will be recorded but will not be proctored by the online proctoring service. Faculty will have the ability to view the video recording of the exam.

### **Guides and Walkthroughs**

Faculty have access to these additional support documents:

- Exam Policy Template - Basic rules the reviewers use during exam.
- Email for Faculty - A suggested email template to send to faculty explaining the online proctoring system and their next steps.
- Faculty Guide - A how-to guide for instructors that explains the online proctoring exam registration and eReport processes.