Policy AC058: Proctoring for Distance Education Courses

Recommended for Approval by:

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Pennsylvania Western University

Approved by:

Dr. Dale-Elizabeth Pehrsson, President,
Pennsylvania Western University

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A. Intent

To define methods and support for faculty wishing to proctor assessments within courses delivered via distance education.

B. Definition(s)

Eligible Programs: Online programs whose accreditation or professional licensure requires use of an automated proctoring tool.

C. Policy

An automated online proctoring tool will be made available to Pennsylvania Western University faculty teaching in eligible programs. A list of currently eligible programs can be accessed via the my.PennWest portal, search keyword "Proctoring".

Any programs/courses utilizing proctored exams must clearly reference this requirement within the course syllabus/course materials, which should include all associated technical and equipment requirements. A list of current technical/equipment requirements can be accessed via the my.PennWest portal, search keyword "Proctoring".

A student in a course approved for automated online proctoring can only be exempt from using this tool through an approved accommodation developed through the Office for Students with Disabilities.

Faculty using the automated online proctoring tool must provide time and opportunities for students to test their equipment and become conversant with the service. This may be accomplished, for instance, by providing a 'non-graded' exhibition exam, prior to any graded assessments.

Faculty teaching distance education courses in non-eligible programs are encouraged to use other methods of authentic assessment or self-proctor their online exams using a videoconference/ meeting product such as Zoom. The Center for Faculty Excellence (CFE) may be contacted for guidance on best practices.

Exceptions can be made for non-eligible programs/courses to use the automated online proctoring tool with Dean recommendation and approval by the Office of the Provost.

D. Procedure(s)

1. The academic department chair may request consideration for the listing of their academic program as an eligible program if use of specialized proctoring software is required for accreditation or licensure purposes. Such requests must be made to their academic dean.

2. Individual faculty teaching in non-eligible programs may request access to the automated proctoring software through their academic dean.

3. Access to the automated proctoring software will be recommended by the academic dean, with final approval by the provost.

E. Related policies

Not Applicable.

F. Contact Information

For additional information, please contact the Office of the Dean for the relevant college.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.