This committee of faculty and staff have spent the last year exploring proctoring ideas and are planning to move forward with the following proctoring policies.

**Proctoring Policy**

In order to protect the integrity of electronic learning courses at Northwestern State University, electronic learning courses should require a number of proctored assignments comparable to the number proctored in a face-to-face course. The minimum recommendation is at least 2 proctored assignments for courses relying on graded evaluations of students. Northwestern State University will continue to use a plagiarism detection service for writing based assignments. When writing is a significant part of the grade, alternate assignments and synchronous online meetings should be used in order for faculty to know that the students are doing their own work.

**Approved Proctors**

- An instructor-approved proctor from any Northwestern State University location, Marksville, Ft. Polk, Alexandria, Natchitoches, Barksdale, Shreveport Nursing Campus or military entity
- An official testing/educational center from any accredited college, university or military entity
- University designated online proctoring service
- High school students who are taking dual enrollment courses should be allowed to use their school’s approved proctor, i.e. Guidance Counselor, Principal, Assistant Principal or designated teacher

**Departmental Responsibilities**

- Each department, with the input of faculty, will develop a standard proctoring procedure using the minimum requirements listed above for the department.
- Each department will ensure that students are informed of the department’s proctoring procedure at the beginning of the semester & associated costs of not using on campus proctoring.
- Each department should consider using university campuses as a first option for all students since it is most cost efficient choice available.
- The Testing Center is available for students to use only if a faculty member is not physically located on the Natchitoches Campus; otherwise, faculty are expected to proctor their own exams. Faculty can request, from the Director of Testing, to reserve the Testing Center to proctor their own exams.

**Student Responsibilities**

- Students will be required to make the necessary arrangements for their proctored assignment and provide the necessary information to the instructor.
- Students will be responsible for payment of any fees associated with using a proctor not on Northwestern State University campuses (i.e. University designated online proctoring service or another testing center).
- Students will be responsible for making sure that any required equipment, on their personal computers/devices, for proctoring services is obtained.