

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.