To: Distance Ed Planning Committee (DEPC)
From: Mark Renner, DEPC Co-Chair
Date: Dec. 9, 2014
RE: Agenda item 5.2: Proctoring – An example “end-to-end” proctoring process for electronically-delivered exams

What follows is a description of a proctoring process used for over 4 years for Geol-10-V, an online class that’s successfully deployed proctored exams to students who have taken proctored electronic exams as far away as The Philippines, Indonesia, and China. It is offered merely as an example.

The specifics of this example are taken directly from actual proctoring occurring this semester (in fact, students are taking the final exam in this proctored modality this very week).

Attribution: This process initially came from Prof. Bruce Wagner (Math); I’ve modified it substantially since then, with gratitude and acknowledgment to Prof. Wagner.

Summary of Steps Taken (details of each step to follow in a flow chart and Appendices 1-8)

1. The instructor’s “class orientation letter”, alluded to in the “comments” field of the course listing in WebAdvisor and located at http://www.redwoods.edu/departments/distance/Orientation/ClassOrientationLetters.htm, explicitly states:
   
   **Proctored Final Exam**: The Final Exam is proctored and must be taken on a day of your choosing during Finals Week at one of the CR campuses or by arrangement with the instructor.

   Thus, students can be informed of this requirement before they even register.

2. A document describing the proctoring process (see Appendix 1) is posted to the LMS when the course “shell” is opened for access by enrolled students. An announcement at that time asks students to read it. The Class Schedule (see Appendix 2) explicitly shows exams, and the fact that the final exam shall be proctored. Likewise, the Syllabus explicitly mentions the proctoring requirement (see Appendix 3).

3. On “Day One” of the course, a formal assignment requires students to read the proctoring document, the Schedule, and the Syllabus (again, see Appendices 1-3). Canvas is programmed at this point so that students cannot access subsequent modules until they’ve read these important documents. This gives the instructor reasonable certainty that students are well aware that there will be one required on-site* activity (the final exam) for this otherwise fully-online course. (* As the proctoring document shows, “on-site” can mean either at a CR testing center, or at a testing center / proctor they choose nearest where they live, which works well for out-of-area students.)

4. The proctoring document (Appendix 1) requires action from students who will not be coming to a CR testing center, and specifies a due date for actions to take. An announcement/reminder is published in Canvas prior to that due date to ensure that out-
of-area proctoring agreements are generated and testing appointments made.

5. As required by the proctoring document (Appendix 1), students who choose to go to a non-CR testing center out-of-area must email me details of their chosen proctor (see Appendix 4 as an example student email I’ve received)

6. Two documents are generated to instruct proctors how to administer the exam:
   a. A “group” document (Appendix 5) intended for CR testing centers; and
   b. A boilerplate “individual” template (Appendix 6) which will be used to generate a unique proctor instruction document for each out-of-area exam.

7. One to two weeks prior to the exam (final exam in this case), emails are sent to proctors:
   a. One email (Appendix 7) is sent to CR testing centers (Tina Vaughan in ASC in Eureka, Lynn Durkee in LRC in Del Norte, and to the KT manager) with “Group” instruction document;
   b. One email (Appendix 8) is sent to each student-identified proctoring center with respective individualized proctoring instruction document.

8. After receipt of reply from each out-of-area proctor, I send each student a final email confirming that they can proceed to their chosen testing center for the final exam, at the day/time they negotiated with that testing center.

9. At proctoring site, the “instructions for proctor” document (Appendices 5 & 6) requires that they:
   a. Verify student identification via picture ID; and
   b. Require student to read & sign the agreement (see last page of Appendices 5 & 6).

10. Final exam is administered electronically in Canvas. Exam is programmed so that student cannot access exam without an “access code” which is given to the proctor and NOT to student. Proctor is directed and required to type in the access code (per instructions; see Appendices 4 and 5). Then student can proceed with exam. Once done with exam, instructor can grade all students’ electronic exams in Canvas.

Final notes:

a) In any given semester in this course whose class cap is 40 I typically have 3-4 out-of-area students who go to a self-identified testing center. I’ve had as few as 0 and as many as 6. It has never been unmanageable in re: to my work load.

b) Work load: Going through all these proctoring steps adds approximately 2-4 hours of time to my work load each semester, now that the process is refined. (Developing the process itself took a lot of work and was improved iteratively for several years…)

   I am willing to share my original Word docs and this flowchart with anyone who is interested in adopting this process, thus reducing their work load to deploy this strategy.
# Flow Chart for Proctoring of Electronically-Delivered Exams

<table>
<thead>
<tr>
<th>Step</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class orientation letter</strong></td>
<td>• Include explicit remarks about required proctoring</td>
</tr>
<tr>
<td><strong>Proctoring Document, Syllabus, and Schedule</strong></td>
<td>• Deliver class orientation letter to DE Faculty Coordinator who will post to web site</td>
</tr>
<tr>
<td><strong>Get student info re: their proctoring site</strong></td>
<td>• Write document describing how proctoring works in your class</td>
</tr>
<tr>
<td><strong>Proctoring Document, Syllabus, and Schedule</strong></td>
<td>• Include descriptions about proctoring in Syllabus</td>
</tr>
<tr>
<td><strong>Proctoring Document, Syllabus, and Schedule</strong></td>
<td>• Include in Class Schedule the day(s) when proctored exam(s) will occur</td>
</tr>
<tr>
<td><strong>Proctoring Document, Syllabus, and Schedule</strong></td>
<td>• Post documents in LMS prior to Day One</td>
</tr>
<tr>
<td><strong>Proctoring Document, Syllabus, and Schedule</strong></td>
<td>• Require that students read these documents (possibly prohibit further action in LMS until they've read docs)</td>
</tr>
<tr>
<td><strong>Email proctoring requests</strong></td>
<td>• Proctoring document requires out-of-area students to identify proposed proctoring sites</td>
</tr>
<tr>
<td><strong>Email proctoring requests</strong></td>
<td>• Remind students in advance of proctored exam to send you this information</td>
</tr>
<tr>
<td><strong>Email proctoring requests</strong></td>
<td>• Receive emails from out-of-area students re: their identified proctoring site</td>
</tr>
<tr>
<td><strong>Generate, then email, the proctoring request form to CR testing centers</strong></td>
<td>• Generate, then email, the proctoring request form to CR testing centers</td>
</tr>
<tr>
<td><strong>Generate, then email, the proctoring request form to proctoring sites for out-of-area students, using info from students</strong></td>
<td>• Generate, then email, the proctoring request form to proctoring sites for out-of-area students, using info from students</td>
</tr>
<tr>
<td><strong>Receive confirmation from out-of-area proctors</strong></td>
<td>• Out-of-area proctors are to email instructor to confirm receipt of instructions;</td>
</tr>
<tr>
<td><strong>Receive confirmation from out-of-area proctors</strong></td>
<td>• Once instructor receives confirmation, email student to verify that the proctoring arrangement is concluded, and that they shall go there for exam</td>
</tr>
<tr>
<td><strong>Administer an &quot;access code&quot;-protected exam</strong></td>
<td>• In LMS (e.g. Canvas) set an &quot;access code&quot; on exam, which proctor will input</td>
</tr>
<tr>
<td><strong>Administer an &quot;access code&quot;-protected exam</strong></td>
<td>• With these proctoring arrangements in place, exam proceeds securely</td>
</tr>
</tbody>
</table>

Appendices to follow
Appendix 1: Proctoring Document

Appendix 2: Class Schedule (containing date(s) of proctored exam(s))

Appendix 3: Syllabus (containing explicit information about proctoring requirement)

Appendix 4: Example student email I’ve received (redacted for privacy)

Appendix 5: A “group” proctoring request document sent to CR testing sites

Appendix 6: A boilerplate “individual” proctoring request template

Appendix 7: Email that is sent to CR testing centers (with attached appendix 5)

Appendix 8: Email that is sent to each student-identified proctoring center (with attached appendix 6)
The Final Exam is to be taken in a proctored environment (NOT at home) as follows:

- You must take the final exam at a CR testing center (see A. below) OR if that is logistically impossible, from a proctor you’ve personally retained (see B. below);
- You must take the final exam on one of the days specified for that exam [Dec. 8-12] and at times provided by the testing center you’ll use (or, if applicable, at a time you’ve schedule with your personal proctor);
- **While you are taking the exam (please read this carefully):**
  - You may not use any printed matter (e.g., books, notes/notebook, etc.).
  - You may not use any electronic device (e.g. any type of computer [laptop, tablet, etc.], data storage / memory card, calculator, phone, etc.) other than the computer provided by your proctor;
  - On the proctor’s or testing center’s computer used for the exam:
    - You may only open the one web browser window showing the exam in Canvas™;
    - You may not use Canvas™ during an exam to access lecture documents, old quizzes, etc.; and
    - You may not use the computer during an exam to search the web in any way or to access any other program, web site, or electronic document during testing.
  - Any variance from these requirements shall be considered a violation of the Student Code of Conduct, will be enforced vigorously, shall result in a grade of F in the course, and may have other negative consequences (www.redwoods.edu/District/Board/New/Chapter5/AP%205500%20Code%20final%202012.pdf).

**There are two ways to obtain proctoring for the exam:**

A. Take the exam at an established College of the Redwoods testing center (there is no cost to you for this service) – Study section A below to learn about the locations at which you can take the exam.

— OR —

B. If you cannot take the exam at one of the CR testing centers, then you will need to arrange for your own exam proctoring. Fees (if any) charged by your proctor are your own responsibility; CR will not reimburse you for such fees. Please turn to page 2 to learn how to obtain personal proctoring.

---

A. **Taking the exam at an established College of the Redwoods testing center:**

- You must bring a picture ID with you when taking the exam
- You must finish your exam by/before the end of a time block (shown below)
- **Time blocks and contact persons shown below can change without notice; check with the testing center a few days before each scheduled exam to verify their open days/times.**

1) CR’s main campus south of Eureka:
   - Academic Support Center (ASC) in the library (LRC). (http://www.redwoods.edu/eureka/asc/)
   - You do not need to make an appointment in advance.
   - Testing hours: M-Th 8:00am-7:00pm; F 8:00am-4:00pm

2) **Klamath-Trinity Instructional Site at Hoopa:** computer lab.
   - You DO need to make an appointment in advance. Please contact Mr. Eli Pratt (elisha-pratt@redwoods.edu) to make an appointment (530-625-4413 ext. 25)
   - Testing hours: **Morning:** M-F 8:00am-12:30pm, **Afternoons:** Tu&Th 1:30-3:45pm, F 1:30-4:00pm
*You DO need to make an appointment in advance.* Please contact Prof. Mark Renner to make an appointment: mark-renner@redwoods.edu
*Testing hours: TBD*

4) Del Norte Education Center at Crescent City: Academic Support Center.
*You DO need to make an appointment in advance.* Please contact Ms. Lynn Durkee (lynn-durkee@redwoods.edu) to make an appointment (707-465-2330).
*Testing hours: M-Th 8:30am-8:00pm, and F 8:30am-5:00pm*

If none of the options above will work for you, then you must retain your own exam proctor; see below.

**B. How to Arrange For Your Own Exam Proctoring**

If you are unable to go physically to any of CR’s testing centers (above), then you will have to personally obtain proctoring services from an official whose current occupation is in one of the categories listed below. Those typically approved as proctors include:

- Professional employees of accredited colleges or universities (e.g., managers of college testing services or continuing education offices, registrars, deans, professors, counselors, advisors, etc.);
- Professionals working for public or private libraries;
- Elementary or secondary school superintendents, principals, teachers, or guidance counselors;
- Commissioned officers of the military;
- Clergy;
- Other professionals if approved in writing (email preferred) by Prof. Renner.

Please note the following:

- **No relative, significant other, or immediate work supervisor may proctor an examination.**
- The exam is delivered in Canvas™ via the Web. Thus, you will need to use a computer at your proctor’s place of business and under your proctor’s supervision, with a web browser connected to the internet preferably via high-speed broadband. The browser should be a fairly recent version.
- **You may not use your own computer or a computer in your own home for this proctored exam.**
- Fees, if any, charged by your proctor are your own responsibility; CR will not reimburse you for such fees.

Once you’ve identified a person who agrees to be your proctor, **you must email Prof. Renner (mark-renner@redwoods.edu) NO LATER THAN MONDAY, DEC. 1**, providing the following:

- Your name (as it appears in WebAdvisor), address, phone number, and email address
- Proctor’s name, job title, employer, phone number, physical address, and work email address (NOT a private email address such as a Gmail or Hotmail account)

**You must email this info to Prof. Renner BY NO LATER THAN DEC. 1. You may forfeit your chance to take the final exam if you do not do so.**

Prof. Renner will then send an email to you confirming receipt of the proctor information; he will also send detailed proctoring instructions to your proctor via email.

Once your proctor receives those instructions from Prof. Renner, you will then be allowed to take the exam at the day/time agreed upon between you and your proctor and as per the Schedule showing which days the exam will be available for testing.
### Schedule – GEOL-10-F2014 – version 2: September 1, 2014 – subject to revision throughout the semester

Class Work Begins on Saturday, August 23, 2014

<table>
<thead>
<tr>
<th>Week</th>
<th>Text Readings</th>
<th>Descriptions/Notes</th>
</tr>
</thead>
</table>
| **Required Text Book:** Living with Earth: An Introduction to Environmental Geology (Hudson), ISBN-13: 978-0-131-42447-0  
**Lecture documents:** Lectures shown below are distributed as PDF documents in the Canvas™ learning management system (LMS)  
**Regarding textbook reading assignments below:** Carefully study the document named “GEOL-10-V5911-Lec00.Foreword-to-Lecture-Content” for guidance on how best to read and study the assigned textbook chapters. |
| 1: Aug. 23-24 | PDFs in Canvas | Introductory comments/instructions, syllabus, schedule (this document), foreword to lecture content, intro to the Canvas™ LMS, and proctoring information |
| Aug. 25-31 | Ch. 1 | Lect. 1: Living With Earth – Humans, Geology, and the Environment (Ch.1) |
| 2: Sep. 1-7 | Part of Ch. 2 and Ch. 4 | **Sep. 1:** Labor Day (no classes; CR campuses are closed; no assignments due in Canvas)  
**Assignment of Research Report Project: Part 1**  
Lect. 2: Earth Systems – Geosphere (part of Ch.2), and Geosphere Materials (Ch.4)  
**Sep. 5@5pm:** Last day to drop class w/o “W” on transcript (will receive tuition refund)  
**Sep. 7:** Last day to drop class (in WebAdvisor) w/o “W” on transcript (no tuition refund)  
**Research Report Part 1 due by/before 11:55pm on Tuesday, Sep. 9**  
**Assignment of Research Report Project: Part 2**  
Lect. 3: Dynamic Geosphere and Plate Tectonics (Ch.3)  
**Sep. 10:** Students not regularly attending/participating will be dropped |
| 3: Sep. 8-14 | Ch. 3 | **Research Report Part 1 due by/before 11:55pm on Tuesday, Sep. 9**  
**Assignment of Research Report Project: Part 2**  
Lect. 4: Earthquakes (Ch.5)  
**Sep. 19:** Last day to file a “Pass/Not Pass” option if so desired  
**Research Report Part 2 due by/before 11:55pm on Sunday, Sep. 21**  
**Assignment of Research Report Project: Part 3**  
Lect. 5: Volcanoes (Ch.6) |
| 4: Sep. 15-21 | Ch. 5 | Lect. 4: Earthquakes (Ch.5)  
**Sep. 19:** Last day to file a “Pass/Not Pass” option if so desired  
**Research Report Part 2 due by/before 11:55pm on Sunday, Sep. 21** |
| 5: Sep. 22-28 | Ch. 6 | **Assignment of Research Report Project: Part 3**  
Lect. 5: Volcanoes (Ch.6) |
| 6: Sep. 29-Oct. 5 | Review previous text readings | Exam review; **Exam One in Canvas™ Fri.-Sun. Oct. 3-5; this is NOT proctored** |
| 7: Oct. 6-12 | Part of Ch. 7 and part of Ch. 9 | Lect. 6: Flooding geohazards in riverine (Ch.7) and coastal (Ch.9) environments  
**Research Report Part 3 due by/before 11:55pm on Sunday, Oct. 12** |
| 8: Oct. 13-19 | Part of Ch. 11 and part of Ch. 8 | **Assignment of Research Report Project: Part 4**  
Lect. 7: Geomorphology of soil (Ch.11) and land surfaces (Ch.8) |
| 9: Oct. 20-26 | Ch. 10 | Lect. 8: Water Resources (Ch.10) |
| 10: Oct. 27-Nov. 2 | Ch. 12 | Lect. 9: Mineral Resources (Ch.12)  
**Oct. 31:** last day you can withdraw; last day instructor can drop you |
| 11: Nov. 3-9 | Ch. 13 | Lect. 10: Energy Resources (Ch.13)  
**Research Report Part 4 due by/before 11:55pm on Sunday, Nov. 9** |
| 12: Nov. 10-16 | Review previous text readings | **Nov. 10:** Veterans’ Day (no classes, CR campuses are closed)  
**Assignment of Research Report Project: Part 5**  
Exam review; **Exam Two in Canvas™ Fri.-Sun. Nov. 14-16; this is NOT proctored** |
| 13: Nov. 17-23 | Ch. 14 | Lect. 11: Climate Change (Ch.14) |
| 14: Nov. 24-30 | Ch. 15 | Lect. 12: Managing Environmental Impact (Ch.15)  
**Nov. 27-29:** Thanksgiving (no classes; CR campuses are closed) |
| 15: Dec. 1-7 | Review previous text readings | Concluding work and last Discussion forum; review/prep for final exam  
**Research Report Part 5 (final version) due by/before 11:55pm on Sunday, Dec. 7** |
| 16: Dec. 8-12 | **FINAL EXAM** | **FINALS WEEK: Dec. 8-12**  
**Available Mon.-Fri. (Dec. 8-12) PROCTORED; TAKEN ON-SITE IN PROCTORING LOCATIONS**  
**Dec. 12:** NO WORK OF ANY KIND ACCEPTED AFTER THIS DAY (NO EXCEPTIONS) |
Syllabus for Environmental Geology, section GEOL-10-V5911

<table>
<thead>
<tr>
<th>Semester &amp; Year:</th>
<th>Fall 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course ID and Section Number:</strong></td>
<td>GEOL-10-V5911-Renner</td>
</tr>
<tr>
<td><strong>Number of Credits/Units:</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Day/Time:</strong></td>
<td>Online: Accessible 24/7 during semester at <a href="https://redwoods.instructure.com/login">https://redwoods.instructure.com/login</a></td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Instructor's Name:</strong></td>
<td>J. Mark Renner, Professor of Geology</td>
</tr>
<tr>
<td><strong>Contact Information:</strong></td>
<td>Office location: Eureka LRC 110C; Office hours: by appointment; Phone: (707) 476-4225; Email: <a href="mailto:mark-renner@redwoods.edu">mark-renner@redwoods.edu</a></td>
</tr>
</tbody>
</table>

**Course Description** (catalog description as described in course outline):

An introductory study of how earth materials and processes impact human activities and how human activities influence the geological environment. Students will investigate geologic hazards, including landsliding, earthquakes, and volcanic activity, and make decisions concerning mitigating action. Students will also learn about water, mineral, and energy resources and consider issues of sustainability.

**Student Learning Outcomes** (as described in course outline):

- Describe how the scientific method is used to understand natural phenomena.
- Assess the geologic principles, consequences, and corrective/adaptive options related to specific earth hazards, such as earthquakes, floods, and landslides.
- Describe the origin of geologic resources (such as groundwater, fossil fuels, and minerals) and the consequences of resource management choices.

**Special accommodations:**

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. **Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made.** No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS.

**Academic Misconduct:**

Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive a failing grade in the course.

The student code of conduct is available on the College of the Redwoods website: [www.redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf](http://www.redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf)

College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.
Syllabus for GEOL 10 (Online): Environmental Geology — Fall 2014
as of August 20, 2014. Syllabus subject to change; students will receive updates if/when necessary.

Instructor Contact Information and Availability
Name: Professor J. M. Renner (please call me either Prof. Renner, or Mark)
Phone: (707) 476-4225
E-mail: mark-renner@redwoods.edu
Office: Eureka campus, LRC rm. 110C; Office hours: by appointment
Availability: I strive to reply to emails (or to posts to the “Questions for the Instructor” Discussion in Canvas) within 48 hours (or less). I visit the class in Canvas at least once every 48 hrs. M.-Th. & once every 72 hrs. Fri.-Sun. Should a situation arise (e.g. illness, etc.) when I cannot visit the website or reply to email within that time frame, I will notify the class in an announcement, then will announce when I’ve returned.

Online Access to this Course
Access this class by logging onto “Canvas” (https://redwoods.instructure.com/login) and then selecting “GEOL-10-V5911-2014F Environmental Geology” A reliable, high-speed broadband connection and reasonably current computer are STRONGLY RECOMMENDED.

Course Description
This three-unit course is an introductory study of how earth materials and processes impact human activities and how human activities influence the geological environment. In this course you will investigate geologic hazards including landslides, earthquakes and volcanic activity, and make decisions concerning mitigating action. You will also learn about water, mineral and energy resources and consider issues of sustainability. Finally, you will study critically important current topics such as climate change.

Course Learning Outcomes
- Describe how the scientific method is used to understand natural phenomena.
- Assess the geologic principles, consequences, and corrective/adaptive options related to specific earth hazards, such as earthquakes, floods, and landslides.
- Describe the origin of geologic resources (such as groundwater, fossil fuels, and minerals) and the consequences of resource management choices.

Course Concepts
- Scientific method
- Geologic time
- Plate tectonic theory
- Exponential Population Growth
- Risk assessment of geologic hazards
- Consequences of resource management and depletion
- Rational scientific conclusion
- Role of science in society

Course Issues
- The role of geologic time in issues of geologic hazards and resource availability
- Difference between renewable and nonrenewable resources (on a human time scale)
- The nature of scientific uncertainty and the misuse of uncertainty as a means to discount meaningful scientific conclusions

Course Themes
- Analytical investigation
- Impact of human population
- Importance of sustainability of resources and the environment
- Role and responsibility of humans in the geologic environment

Prerequisites: None

Recommended Preparation: Have completed ENGL 150; ready to take (or concurrently taking) ENGL 1A

Expectations on Students, and General Information

Class activities are entirely online (https://redwoods.instructure.com/login). Please be aware of the following:

- **Email**: Because email communication is crucial for online classes, **it is critically important that you check your @MyCR.redwoods.edu email account regularly (do so 3+ times a week)**. To find out more about your CR email account, see www.redwoods.edu/departments/distance/tutorials/#googleapps.

- **Read all announcements & regularly review the schedule**. Announcements will be posted in Canvas regularly (and every Monday morning); they will also be emailed to your CR email account (see above).

- **Attendance**: For this online class, “attendance” is defined as **ACTIVE, REGULAR, ENGAGED PARTICIPATION IN CLASS ACTIVITIES/ASSIGNMENTS** (not merely the act of logging on). You are not asked to be online at specified hours. **However**, weekly class activities and assignments require regular participation and have specific deadlines. **To ensure that you succeed, plan to log on and participate regularly and frequently, preferably 4 (or more) times throughout each week**. **NOTE: I urge you to log in (at a time of your choice)** every Monday to read the weekly Announcement and Lesson plan!

- **Instructor-Initiated Drops**: The instructor may drop you if any of the following should occur:
  - **During Week Three**: You will be dropped from the class if you exhibit poor or irregular attendance (see definition above) in the first two weeks of class. To avoid this, participate actively & regularly!
  - **After Week Three and until Oct. 31**, your instructor has the right to drop you (in which case you will receive a “W” on your transcript and may face financial aid issues) if any one of these apply:
    1. **If you fail to participate in two (2) or more required Discussions** *
    2. **If you fail to submit/participate in – or are chronically late in submitting/participating in – significant portions of the class assignments/activities** *
       * If you are in jeopardy of being dropped for either of these two reasons, your instructor will contact you **via your CR email address** prior to dropping you. If you intend to submit an appeal to the instructor to keep you in class and not drop you, you must reply to his “drop notice” email within 72 hours.
  - **Oct. 31 is the last day you can withdraw from this class, or your instructor can drop you (see above)**. After that day, you will receive a letter grade for the course at the end of the semester (even if you’ve stopped participating in and/or attending class) based upon whatever points/scores you’ve accumulated during the semester; see “Grading” section below.

- **Rigor**: This is a degree-requirement, transfer-level course. It is comparable in rigor to similar courses taught at any UC or CSU institution. It’s imperative that you keep up as the material will build upon itself. You will most likely succeed at this class if you work consistently and diligently, participate actively, and submit all work; otherwise, a low or failing grade can be a likely outcome.

- **How To Succeed**: In online classes it is easy to become irregular about participating and thus to fall behind. Statistics show higher failure rates in online classes, due largely to the difficulty of self-motivating for regular participation. **It may take MORE effort to stay on schedule in an online class than in a traditional “face-to-face” campus-based class**. Schedule and set aside time to do classwork regularly.

- **Academic Misconduct**: Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. **Students caught plagiarizing or cheating on exams, or reusing** (whether in part or in whole) **previously-submitted works** (reports, assignments, etc.) (unless approved in writing by Prof. Renner in advance), **or plagiarizing from published works** (web articles or content, books, etc.), **will receive a failing grade in the course as well as other possible consequences per the Code of Conduct** (available on the College of the Redwoods website at www.redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf).
• Be sure to consider potential technological and logistical problems when planning your work. Especially for time-sensitive work (such as quizzes, exams, or report submissions), be prepared for contingencies (such as what to do if your computer fails or if the Internet goes down unexpectedly). These are your responsibilities and are typically NOT valid excuses for late or missed work.

• Exams will occur three times during the course: two “midterms” and a comprehensive exam at the end of the course. See schedule for actual dates. The exams will be timed.

You will be required to take the closed note/closed book final exam at a proctored location (such as at a CR campus); see the Schedule. Proctoring information is provided in a separate document.

• Late or Missed Assignments or Exams: If a documentable situation (e.g. jury duty, serious illness or injury, emergency, etc.) arises that prevents you from submitting assigned major class work * (e.g. reports) or exams on time, then contact me before (if possible) or as soon as possible after missing the work. If I agree to accept the late work (or to provide a make-up exam), then we will negotiate a timeframe within which the work must be submitted or exam taken. (* Quizzes & Discussions postings are exempt; they cannot be made up.)

• DSPS accommodations: If you’re a DSPS client and are granted special accommodation, provide a copy of your accommodation sheet to Prof. Renner at the beginning of the semester; accommodations cannot be provided until you do so. (You may authorize your DSPS case manager to do this for you.)

• Online etiquette: Please treat your communications (especially posts to Discussions) the same as if speaking in public — be courteous, constructive and accepting of diversity. I expressly prohibit online aggression, harassment, bullying, etc., and treat such as violations of the Student Code of Conduct.

Grading

Points are earned for completed tasks. Late work, if accepted, may be penalized. The table below shows how points can be earned. There is NO “EXTRA CREDIT” in this course; here is how you earn points in the course:

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>PERCENT</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Midterm” Exams</td>
<td>30% (2 at 15% ea.)</td>
<td>Taken in Canvas; timed; may be taken at home (not proctored) (see Class Schedule; read class announcements when exams approach).</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
<td>Taken in Canvas; timed; comprehensive (covers entire course); will be proctored; cannot be taken at home. A separate document explains exam proctoring.</td>
</tr>
<tr>
<td>Quizzes</td>
<td>5%</td>
<td>Short (~ 15-20-minute) online quizzes (NOT proctored) at end of most weeks; typically available during a specified Friday-Sunday timeframe.</td>
</tr>
<tr>
<td>Discussions forums</td>
<td>20%</td>
<td>Points awarded for active, thoughtful, thorough participation in class Discussions. A separate document describes the Discussions forums.</td>
</tr>
<tr>
<td>Research Report Project</td>
<td>30%: Research report and related assignments</td>
<td>Rubrics, details and instructions distributed when each element of the report project is assigned.</td>
</tr>
</tbody>
</table>

At the end of the semester, a letter grade will be assigned (but you may, if you wish, file to take this as a “Pass/Not Pass” class). The instructor may, at his option, uniformly “curve” the cumulative raw class scores upward (but never downward) to derive cumulative final percentage scores. Letter grades are assigned from the cumulative final percentage scores as follows: A = 93% or above; A− = 90-92.9%; B+ = 86-89.9%; B = 83-85.9%; B− = 80-82.9%; C+ = 76-79.9%; C = 70.0-75.9%; D = 60-69.9%; F < 60%. If you’ve filed to take this as a pass/not pass class, then you’ll receive a “pass” if your grade would have been C or higher; “not pass” if D or lower.
Class Schedule

This is provided in a separate “Schedule” document posted in Canvas

Important Dates This Semester

The Class Schedule (posted in Canvas and updated as needed) is a very important document which you should review regularly. In that Schedule are a few important enrollment-related milestones, repeated below for your convenience:

Aug. 23: Semester begins  Note: You are required to log in on this day!!
Aug. 29: Last day to add classes (using “permission to add” process)
Sep. 1: Labor Day (no classes; CR campuses are closed; no assignments due in Canvas)
Sep. 5: Last day to drop a class without a “W” on your transcript (will receive a tuition refund)
Sep. 7: Last day to drop a class without a “W” on your transcript (no tuition refund)
Sep. 8: “Census Date” – On this day, instructors drop students who are not participating regularly
Sep. 19: Last day to file a “Pass/Not Pass” option
Oct. 30: Last day to petition to graduate or apply for certificates at end of semester
Oct. 31: Last day student can withdraw (will receive a “W” on your transcript)
Oct. 31: Last day instructor can drop student (will receive a “W” on your transcript)
Nov. 10: Veterans’ Day (no classes, CR campuses are closed)
Nov. 27-29: Thanksgiving (no classes; CR campuses are closed)
Dec. 8-12: Final exams week
Dec. 12: For this GEOL-10 class: No work will be accepted after this day
Dec. 12: Semester ends
Jan. 5: Grades will be available in WebAdvisor by no later than this day
Dear Professor Renner,

here is all my proctoring info for my final exam. Thanks! Have a good weekend.

Proctor's Info

Community College of Denver December 9, 2014 10:00 a.m.
Angelica Mardones (distance testing specialist)
(303) 352-3087
Angelica.Mardones@ccd.edu

Auraria Campus
Confluence, 216
800 Curtis St.
Denver, CO 80204
Instructor: Mark Renner  mark-renner@redwoods.edu  (707) 476-4225

Course & Test Title: GEOL-10-V, Exam # 3 (Final)

Request Date: Tue., Dec. 2, 2014

Test to be administered in this timeframe: Mon.-Fri., Dec. 8-12; time TBA by proctor/proctoring site

Delivery Venue: To be delivered electronically to student via proctor’s (not student’s) web-connected computer (details below).  NOTE: I strongly recommend that you use the latest/current version of either Firefox or Internet Explorer for this exam.

Time to Allow: 120 minutes (standard) or 180 minutes (DSPS)  Test timing will automatically be applied by the “Canvas” Learning Management System (LMS) (details below).

Instructions to Proctor

1. If you have questions or experience problems during the exam, please call me (phone numbers below).

2. Verify, with picture ID, that the person requesting testing is a student on the roster on page 2.

3. Hand student a printed copy of the student test instructions (last page of this document); require them to read & sign it.  Do NOT proceed until student has read and signed the instructions.

4. Seat the student at a web-connected computer, and ask student to log into “Canvas” as they normally do (https://redwoods.instructure.com). Again, please use Firefox or IE for the exam.

5. Once student is logged into Canvas and accessing the GEOL-10 course therein, ask student to go into the ‘Quizzes’ area of Canvas and click on the link for ‘Exam_3’.  (Exception: If student is “DSPS” approved (see roster on p. 2), the link the student should click on is ‘Exam_3-DGPS’)

   The exam itself is password-protected, so student cannot proceed further until… (next step)

6. The proctor must then enter the test’s access code (this is different than the student’s username or password) to allow student access to the exam.  Do NOT provide the student (nor allow the student to see) the access code.

   For this exam, the test’s access code is  [put access code here]  (this is case-sensitive)

7. Please occasionally check on the student to ensure their compliance with the student instructions (last page of this document).  Report any suspicious activity to me, in writing, to the email address below.

8. The student will finalize & submit the exam when done; or, if they run out of time, the LMS will automatically submit and terminate their exam.  No further proctor action is required.

Thank you!! 😊

Mark Renner
mark-renner@redwoods.edu
(707) 476-4225 (office)
(707) [cell number] (cell; use if I’m unavailable in office.  Cell phone # is private; do not give it to student)
# Roster of Students Allowed to Take Exam

**Students who are allowed access to standard form of the exam**
(‘Exam_3’) (120 minutes):

NOTE: This timing will AUTOMATICALLY be applied by Canvas; proctor does NOT have to worry about “shutting students off” at end of exam, since Canvas will automatically do this

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Students who are allowed access to alternate form of the exam**
(‘Exam_3-DSPS’) (180 minutes):

NOTE: This timing will AUTOMATICALLY be applied by Canvas; proctor does NOT have to worry about “shutting students off” at end of exam, since Canvas will automatically do this

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To proctor:
Please print this page FOR EACH PROCTORED STUDENT and require student to read it and sign it. Once student has read it, agreed to it and signed it, you may proceed to administer the exam.

Thank you.

____________________________________________________________________________________

Instructions to Student – Exam for GEOL-10-Online

Foreword: While virtually all students are extremely conscientious, honest, and exhibit academic integrity, I have unfortunately found it necessary (due to a few past documented cases of cheating on exams) to implement these strict requirements. I regret that these steps have become necessary as a result, and appreciate your understanding. These steps protect all honest students from the harm done by the (very occasional) student who is not so honest… Thank you in advance. Prof. Mark Renner

While you are taking the exam:

• You may not use any printed or hand-written material (e.g., books, notes/notebook, etc.).
• You may not use any electronic device (e.g., any type of computer [laptop, tablet, etc.], data storage / memory card, calculator, phone, etc.) other than the computer provided by your proctor;
• On the proctor’s or testing center’s computer used for the exam:
  ▪ You may only have one open web browser tab/window showing the exam;
  ▪ You may only use Canvas to take the exam (i.e., you may not use Canvas to access lecture documents, old quizzes, discussion forums, lecture videos, etc.); and
  ▪ You may not use the computer during an exam to search the web in any way or to access any other program, web site, or electronic document during testing.

Any variance from these requirements shall be considered an academic violation of the Student Code of Conduct, will be enforced vigorously, shall result in a grade of F in the course, and may have other negative consequences (www.redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf).

The proctor is an agent of the instructor, authorized to observe you during testing just as the instructor would. The proctor is required to report any suspicious activity to the instructor.

By proceeding to take the exam, you agree to and are bound by the instructions and requirements above.

________________________________   ___________________________________
Printed Student name                      Student Signature
College of the Redwoods
Request for Proctoring of Exam for Geol-10V-F14

<table>
<thead>
<tr>
<th>Instructor: Mark Renner <a href="mailto:mark-renner@redwoods.edu">mark-renner@redwoods.edu</a> (707) 476-4225</th>
<th>Student: Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course &amp; Test Title: GEOL-10-V, Exam # 3 (Final)</td>
<td>Request Date: Tue., Dec. 2, 2014</td>
</tr>
<tr>
<td>Test to be administered in this timeframe: Mon.-Fri., Dec. 8-12; time TBA by proctor/proctoring site</td>
<td></td>
</tr>
<tr>
<td>Delivery Venue: To be delivered electronically to student via proctor’s (not student’s) web-connected computer (details below). NOTE: I strongly recommend that you use the latest/current version of either Firefox or Internet Explorer for this exam.</td>
<td></td>
</tr>
<tr>
<td>Time to Allow: 120 minutes Test timing will automatically be applied by the “Canvas” Learning Management System (LMS) (details below).</td>
<td></td>
</tr>
</tbody>
</table>

Instructions to Proctor

1. If you have questions or experience problems during the exam, please call me (phone numbers below).
2. Verify, with picture ID, that the person requesting testing is the student named above.
3. Hand student a printed copy of the student test instructions (last page of this document); require them to read & sign it. Do NOT proceed until student has read and signed the instructions.
4. Seat the student at a web-connected computer, and ask student to log into “Canvas” as they normally do (https://redwoods.instructure.com). Again, please use Firefox or IE for the exam.
5. Once student is logged into Canvas and accessing the GEOL-10 course therein, ask student to go into the ‘Quizzes’ area of Canvas and click on the link for ‘Exam_3’. The exam itself is password-protected, so student cannot proceed further until… (next step)
6. The proctor must then enter the test’s access code (this is different than the student’s username or password) to allow student access to the exam. Do NOT provide the student (nor allow the student to see) the access code.
   For this exam, the test’s access code is [put access code here] (this is case-sensitive)
7. Please occasionally check on the student to ensure their compliance with the student instructions (last page of this document). Report any suspicious activity to me, in writing, to the email address below.
8. The student will finalize & submit the exam when done; or, if they run out of time, the LMS will automatically submit and terminate their exam. No further proctor action is required.

Thank you!! 😊
Mark Renner
mark-renner@redwoods.edu
(707) 476-4225 (office)
(707) [cell; use if I’m unavailable in office. Cell phone # is private; do not give it to student]
To proctor:
Please print this page and require student to read it and sign it.
Once student has read it, agreed to it and signed it, you may proceed to administer the exam.

Thank you.

---

Instructions to Student – Exam for GEOL-10-Online

Foreword: While virtually all students are extremely conscientious, honest, and exhibit academic integrity, I have unfortunately found it necessary (due to a few past documented cases of cheating on exams) to implement these strict requirements. I regret that these steps have become necessary as a result, and appreciate your understanding. These steps protect all honest students from the harm done by the (very occasional) student who is not so honest… Thank you in advance. Prof. Mark Renner

While you are taking the exam:

- You may not use any printed or hand-written material (e.g., books, notes/notebook, etc.).
- You may not use any electronic device (e.g. any type of computer [laptop, tablet, etc.], data storage / memory card, calculator, phone, etc.) other than the computer provided by your proctor;
- On the proctor’s or testing center’s computer used for the exam:
  - You may only have one open web browser tab/window showing the exam;
  - You may only use Canvas to take the exam (i.e., you may not use Canvas to access lecture documents, old quizzes, discussion forums, lecture videos, etc.); and
  - You may not use the computer during an exam to search the web in any way or to access any other program, web site, or electronic document during testing.

Any variance from these requirements shall be considered an academic violation of the Student Code of Conduct, will be enforced vigorously, shall result in a grade of F in the course, and may have other negative consequences (www.redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf).

The proctor is an agent of the instructor, authorized to observe you during testing just as the instructor would. The proctor is required to report any suspicious activity to the instructor.

By proceeding to take the exam, you agree to and are bound by the instructions and requirements above.

________________________________   ___________________________________
Printed Student name                     Student Signature
Hi everyone,

Please find attached my formal request (and instructions) for proctoring services for GEOL-10’s final exam to be available to students during finals week (Dec. 8-12). You may be familiar with this document & procedure but I’ve modified it slightly; specifically, I now want each/every student to SIGN the 3rd page (instructions and their agreement to the Student Code of Conduct), so you’ll have to print out sufficient numbers of page 3 for all of the students. Please hang onto the signed agreements, then some time after finals week please mail them to me by campus mail bag.

My students are aware of the requirements (including the requirement to obtain appointments for testing centers/sites where appointments are required by you) and of the days/times when you are available to proctor their exam.

In advance, thank you for distributing this document to all staff who do proctoring at your location. Please let me know if you have any questions or concerns. Thank you! I am very grateful for this service you perform.

P.S. for Jolene and Melissa: Elisha Pratt has done these for me in the past, but I’ve misplaced his email address. Please forward to him, if appropriate. Thanks.

Mark

==========================================
J. Mark Renner
Director, Distance Education; and
Professor, Earth and Information Sciences
College of the Redwoods, LRC Room 110C
7351 Tompkins Hill Rd
Eureka, CA 95501
(707) 476-4225
mark-renner@redwoods.edu
Attn.: 

Dear: 

A student of mine in GEOL-10 (an online class) has asked me to provide you with information necessary to allow this student to take an exam at your site. The student’s contact information is: 

The attached PDF document provides you the information you'll need to administer the exam to this student. Please reply and confirm that you have received these instructions, and do please let me know if you have any questions or concerns.

Thank you very much!

Mark

J. Mark Renner
Director, Distance Education; and
Professor, Earth and Information Sciences
College of the Redwoods, LRC Room 110C
7351 Tompkins Hill Rd
Eureka, CA 95501
(707) 476-4225
mark-renner@redwoods.edu