To: Academic Senate of the College of the Redwoods
From: Mark Renner and Mark Winter, Co-Chairs: Distance Ed Planning Committee
Date: Feb. 10, 2015
RE: Online Exam Proctoring Process and Forms/Documents

AP 4105, “Distance Education” (www.redwoods.edu/District/Board/New/Chapter4/documents/AP4105.pdf), passed in 2014 through College Council and approved by the Board of Trustees, includes this language on pp. 1-2 regarding proctoring of online examinations:

**Online Course Proctoring**

Instructors of online classes are encouraged to have important exams proctored. For enrolled students, proctoring is available at any College location. Students distant from a College location may use a proctor not affiliated with the College who meets any of the following criteria: librarian, testing coordinator, administrator, or teacher at an elementary or secondary school, community college, or university. In addition, military chaplains, testing administrators, education services officers, or prison officials are acceptable. These or other alternatives must be approved by the instructor and supervising administrator. It is the student’s responsibility to make arrangements with the proctor using the College “Student/Proctor Agreement Form” and to pay all costs for proctoring.

The Distance Education Planning Committee (DEPC), recognizing the need to generate a formal process for online course proctoring as specified in AP 4105, began working last fall on a systematic process for proctoring. Our work was informed by current processes within the ASC, by Tina Vaughan’s experience with other external proctoring processes, and by extant processes used by various faculty in the District.

With the assistance of Tina Vaughan, the DEPC has generated a process and forms to be used in that process (attachments). The process and forms can accommodate proctoring delivered at CR locations as well as proctoring delivered at remote non-CR sites for students distant from a CR location.

It is the goal of the DE staff (primarily Mark Winter) to incorporate this process and the respective forms into an “Online Faculty Handbook” which is to be produced later this semester. The outcome shall be an “end-to-end” proctoring process, with standardized forms, available to interested faculty wishing to have their online exams proctored.

*The benefits:*

- a) A standardized process → greater efficiency for the ASC and less confusion for students;
- b) Much less difficulty/learning curve for faculty wishing to deploy proctoring in their courses.

We present to the Senate these documents and look forward to your discussion and questions about the process.

Thank you.

Mark Renner and Mark Winter, on behalf of the DEPC