

PROCTORING EXAMS IN AN ONLINE COURSE

A. MCKINZIE SUTTER, DISTANCE EDUCATION SPECIALIST

AN ONLINE APPROACH TO PROCTORING

In many traditional face-to-face courses, a common testing setup is to have the students take an exam proctored by an instructor or teaching assistant in a lecture hall. This format helps instructors ensure all students follow the exam guidelines.

For fully online courses, instructors can accomplish this same task through a combination of proctoring options available at the University of Nebraska–Lincoln. The proctoring options are of two basic varieties – an IP address restricted exam (to be used in UNL testing centers) and password-protected exams (for students testing off-campus).



DIGITAL LEARNING CENTER

WHAT IT IS

The **Digital Learning Center (DLC)** is the University of Nebraska–Lincoln’s testing center located within Love Library on City Campus. The testing center is a secured computer room where a University employee checks students into and out of the testing center. The students are only permitted to enter into the exam with the materials you allow. For added security, the computers contain software that enables the University employee to monitor and restrict computer use during the exam to prevent students from using additional computer applications or websites. This type of exam requires an IP address restriction on the exam.

HOW IT WORKS

1. The primary instructor for the course places a request in the **DLC online registration form** for their class exams to be proctored. The instructor fills out information about the course, the exam title, where to find the exam in the Canvas course, what materials are allowed in the exam, the length of time for the exam, and the dates when students may take the exam.
 - Instructors should **complete this early** since dates during the semester can sometimes fill up to capacity and this option will no longer be available. Completing this task a few weeks before the start of the term should be sufficient.
2. The DLC **approves** the exam request.
3. Two weeks before the exam, **students are invited to sign up** for a specific testing time within the window of dates specified for the exam. This email invitation comes directly from the DLC system.
4. The primary instructor sets up two copies of the exam in Canvas — one copy will be DLC access enabled and the second copy of the exam will be password protected for students who need off-campus access. DLC access can be enabled via IP-address. In Canvas, navigate to the “Filter the IP Addresses” section under “Quiz Restrictions” for the exam and search for “UNL testing centers”. The IP addresses for all UNL testing centers will automatically be populated and the exam can then only be accessed while inside the DLC. The non-DLC exam (“off-campus”) will need to have password protection with no IP Address restriction. Options for completing exams off-campus will be discussed in the next three sections of this guide.



5. **Students take the exam** at the individual times they requested through the DLC sign-up. To take the exam at the DLC, students must have an **Ncard**.
6. Once the student is done with the test, the student will check out of the testing center, which involves handing over any scratch paper, notes, or supplemental information that could contain information about the exam.

ONLINE PROCTOR AGREEMENT

WHAT IT IS

The online proctor agreement is one way to administer an exam to students who are unable to complete the exam on-campus. The proctor agreement webpage is where potential proctors submit their information to be approved for proctoring. UNL staff members verify the proctors’ current position and eligibility to proctor exams after the proctor submits their information to the portal. This proctor agreement form requires the proctor to work in an education field and to have no known relationship to the student that could influence the proctor’s adherence to the proctoring instructions. The protection for this exam is password-based.

HOW IT WORKS

1. Notify students that they must locate their own proctor for the exams. Provide them with any other available proctoring options (for instance, testing at the DLC) if they will need to complete the exam off-campus.
 - Notify students of this proctoring requirement early on so they have time to find a proctor that meets the University’s requirements.

2. Instruct the students to have their proctor fill out the [online Proctor Agreement form](#) on UNL's online teaching webpage.
3. The staff who work for the online teaching department will verify the eligibility of the proctors who filled out the proctor agreement. If a proctor is not suitable, the online teaching department works directly with the student to identify an acceptable proctor.
4. Modify the exam settings so the exam is only available using a password. Create a password for the exam that is easy to spell, but difficult to guess as a student.
5. Email the staff member who operates the online teaching system with the exam information. The staff member will send exam information to the proctors identified through the online proctor agreement form.

INSTRUCTOR-VERIFIED PROCTORS

WHAT IT IS

The premise of this option is the same as the online proctor agreement option, but students will submit their proctor information directly to the instructor through Canvas or email. This option can provide instructors with more flexibility in the rules for who can serve as proctors than the online proctor agreement form. The flexibility is solely determined by the instructor, who verifies the proctor information independently. Instructors who use this method have recommended that a proctor be a professional contact to the student such as a supervisor/employer, former teacher, Extension Educator or local librarian. The protection for this exam is password-based.

HOW IT WORKS

See the instructions for the online proctor agreement, but replace step 2 with requesting that students submit the information either to an instructor-created Canvas assignment that houses proctor information or directly

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to the instructor's email. In step 3 and 5, the instructor will complete all the work.

OPTIONS OUTSIDE THE UNIVERSITY

Occasionally, instructors may encounter situations where a student cannot locate a suitable proctor. In these situations, a potential solution is to use a paid-for proctoring service, such as [ProctorU](#). The student is responsible for paying the proctoring service fee and for downloading the software for the proctoring service to their computer. Students will need reliable Internet access, a quiet space to take their exam, a working webcam, and a working microphone. The instructor is responsible for setting up a password-protected exam and completing the exam form in the ProctorU system. The form in the ProctorU system enables students to sign up for the exam and provides the ProctorU employees with the information needed to proctor the exam, including the password and materials allowed during the exam. At the end of the exam, the paid proctor service will report any suspicious activities seen or heard during the exam to the instructor.

Many teachers in the department have implemented these various methods for administering exams in online courses. Visit with teaching colleagues [McKinzie Sutter](#) or [Leah Sandall](#) for more information about the benefits and challenges of each method.

