

# The University Senate of Michigan Technological University

## Proposal 18-17

(Amended 3-15-17) (Amended 3-16-17)

(Voting Units: Full Senate)

### “Online Course Examination Policies & Procedures”

To maintain the academic integrity of its online courses, Michigan Technological University requires that students in online courses follow these guidelines for examinations\*.

- 1) Students that reside within a 30-mile radius of Michigan Tech must complete examinations on campus at the Michigan Tech Testing Center (MTTC), with the instructor, or with a designated proctor (as defined below).
- 2) Students outside of the 30-mile radius **are responsible for finding a proctor** ~~may designate an alternate exam location with a proctor~~ (as defined below) **when taking exams at alternate location.**
- 3) Students that cannot meet these requirements or who have special needs should contact the instructor as soon as possible to request alternate arrangements, which can reasonably be expected to maintain academic integrity at a level consistent with those examples above.

\*An “examination” is defined as a set of questions or exercises students are asked to complete individually in a limited amount of time (usually less than 3 hours) with limited access to outside resources, which constitutes more than 15% of an overall course grade.

Students violating this policy are guilty of academic misconduct, and subject to disciplinary actions as defined by Michigan Tech Senate Policy 109.1. Proctors who violate examination rules or the [academic integrity policy](#) of Michigan Tech will be reported to their employers.

#### Proctor Guidelines

A proctor is a person that administers examinations to students within the parameters established by the course instructor. Final proctor approval rests with the instructor. Michigan Technological University instructors reserve the right to deny or terminate a proctor at any time, for any reason.

Michigan Tech requires that proctors ~~constantly~~ **regularly** monitor students during examinations, either in person or by video **and**/audio. Proctors must be sufficiently proficient in English to fully understand and implement examination instructions.

Approved proctors are, in order of preference:

- A Michigan Tech faculty member, graduate student, or ~~professional~~ **academic** staff member.
- A staff member, administrator or educator at a designated testing center\*\* affiliated with another university, a military education center, or operating independently.
- A person from the students' ~~business organization~~ **place of employment** may proctor, with instructor approval, provided there is not a direct reporting relationship.
- A public librarian or a public library testing center staff member.

If none of the above is available, an online proctoring service can be arranged through MTTC for an additional charge. An educator, counselor, librarian or administrator in another collegiate or high school educational system or other individual may also be designated with instructor approval. A proctor CANNOT be a relative, close personal friend, ~~business partner~~, student, spouse or significant other or anyone else who might appear to have a conflict of interest.

Michigan Tech students can take course exams with Michigan Tech faculty or through the MTTC free of charge. All other proctoring fees are the sole responsibility of the student.

Students are responsible for ~~communication of all needed~~ **providing all required** proctor contact information indicated on the [proctor form](#). An alternative method of providing equivalent information may be specified by an instructor.

To allow adequate time for needed proctor-instructor communication, students should provide this contact information to the instructor at least 5 business days before an exam occurs. Instructors should confirm its acceptability to students as soon as possible after receiving it. Emergencies due to proctor or student unavailability (proctor illness, family death, power outages, etc.) which require changes in proctoring arrangements within this 5-day window should be communicated to the instructor as early as possible. Changes will be allowed at the instructor's discretion. The instructor may require formal documentation or proctor confirmation of the emergency.

\*\*A designated testing center is defined as an organization or unit within an organization that routinely provides classroom, accommodated, or sponsored examinations. This organization should meet typical testing standards such as providing lockers for disallowed materials, using security cameras, and verifying student identity. A list of such testing centers associated with the National Collegiate Testing Association (NCTA) can be found at <http://www.ncta-testing.org/cctc/find.php>.