University of Baltimore Policy VII-5.11 Online Proctoring

Reviewed by CELTT, OTS, Deans, individual senates, DAS
Approved by the Faculty Senate November 4, 2020
Approved by the Provost and President November 4, 2020

Effective Date: upon approval; some provisions may be effective for spring 2021

Rationale: The University of Baltimore supports measures to enhance academic integrity. These measures can be pedagogical, technological, or judicial in nature. As more educational tools and academic programming move to online environments, proctoring tools for that environment have been developed. This policy provides broad guidelines for the use of such tools.

1. **School/College Policies:** Individual schools/colleges (Law, CAS, CPA, MSB or any analogous units that may be formed) may adopt additional policies that are narrower than this UB policy.

2. **Privacy:** The University will ensure the provider of any approved online proctoring tool meets technical and operational requirements to protect student privacy. Faculty are bound by existing regulations and UB policy to protect student privacy.

3. **Notifications:** Consistent with federal regulations, if a course will use an online proctoring tool, students must be notified by the time of course registration about the technology requirements necessary to use the proctoring tool, plus any associated fees. Technology requirements may include such things as a webcam, with any specifications if there are any needed. This notification to students should at least take the form of a schedule note.

   a. Any proctoring fees to be charged to students have to be approved in the same manner as course fees.
   b. If there is a compelling reason that the technology requirements notification cannot take place at registration, and a faculty member is nonetheless approved to use the proctoring tool for a course, then the University will provide the students in the class with the necessary technology when it is needed. Students cannot be required to pay a fee for proctoring if there has not been appropriate advance notification. The approval to use an online proctoring tool in such circumstances would include at least the consent of a dean, OTS, and CELTT.
   c. Faculty who use online proctoring tools will notify students at the start of the course that online proctoring will be used in the course.

4. **UB Approved Products:** Faculty are limited to online proctoring tools approved for University use. Any other tools will not be supported by the Office of Technology Services (OTS) or other University offices.
   a. As of Fall 2020, the University has approved RPNow for online proctoring. Additional tools may be approved.
   b. Online proctoring tools must be approved by, at a minimum, OTS and the provost. Additional reviews for input must take place through Disability and Access Services, Records, and the Center for Excellence in Learning, Teaching, and Technology (CELTT). Faculty input is to be sought. The procurement process of Administration and Finance is likely to be required. Depending on the proctoring tool's technology, cost, and scope of use, the review or approval of other units or committees may also be required.

c. Certain textbooks or educational products include proctoring tools in their cost or as an optional add-on. If a faculty member wishes to adopt such a tool, prior to the time of student notification, the faculty member must allow time for and secure the approval of the Dean, OTS, and the provost to use this proctoring tool. If the product is to be incorporated into Sakai or any other learning management system adopted by the University, the approval of the Center for Excellence in Learning, Teaching, and Technology is also required. Additional approvals may be needed. Appropriate timely notification of fees is still required if not included in the textbook cost, which also has to be available for student review at the time of registration.

5. **Uniform use of the proctoring tool:** If used in a course section, the online proctoring tool will be used by all students in the course section.
    a. Students with documented disabilities recognized by the Disability and Access Services will work with that office and the faculty to create a testing scenario.

6. **Student practice with the tool:** For pedagogical and technological reasons, faculty will offer a practice test or low-stakes exercise early in a term prior to using the tool for any assessment in that term that counts as more than 10 percent of a student's course grade.

7. **Allowed resources during testing:** Each use of the online proctoring tool requires an explicit statement to students of allowed resources for the testing environment and an explicit statement of allowed time. The faculty member determines which resources students may use during the test and how long the test will be. Such directions may or may not allow for mid-test break time and any restrictions that may apply should a break be allowed.

8. **Academic integrity enforcement procedures:** Video or other information from the online proctoring tool can be used by the faculty member to investigate the possibility of an academic integrity violation and such material may be used as evidence in academic integrity proceedings.