**DESCRIPTION**

Proctoring is supervising an exam or test. In distance learning courses, students travel to a local institution to have a third party supervise their exam.

Depending on the student, there are three options:

**Option 1- Instructor Proctored Exam (Commuter/Local Students):**
- A testing date, time, and location will be set by the course instructor.

**Option 2- Local Proctoring Service (Commuter/Local Students):**
- If a student is unable to attend an instructor proctored exam, there is a local option for proctoring. For those students located near KSU, the test may be proctored at either campus’s Testing Center. Students should contact the Testing Center at 470-578-4800 (Kennesaw) or 678.915.3982 (Marietta) or email the Testing Center at kstesting@kennesaw.edu for more information. Students will need to make an appointment with a proctor at the either Testing Center.

**Option 3- Proctoring Service (Out of Area or International Students):**
- In the event that a student cannot travel to an on-campus site or the Testing Center, the student is responsible for arranging for a proctor prior to the onset of the activity.
- If a fee is required, it will be the responsibility of the student to assume the cost.

**WHY**

The benefit of a proctored exam is that it prevents the unethical sharing of test information with other students and searching online or offline materials during the test. The downside is that students must take the exam at a designated time and location.

**BEST PRACTICES TO CONSIDER**

Students should be given information at the beginning of the semester about their responsibilities regarding proctored exams or tests.

**Acceptable proctors include, but are not limited to:**
- College or university personnel: administrators, faculty members, counselors, librarian or any official testing center employee if a testing center is available.
- Public or private school personnel: superintendent, principal, guidance counselor, librarian or teacher.
- Organization or institution education personnel (e.g., training coordinator, human resources personnel).
- Minister or member of the clergy.
- US Embassy officials.
Faculty must provide the Testing Proctor with:

- Information stating how, and the circumstances under which the assessment is to take place (open book, closed book, use of calculator or notes, etc).
- Additional material needed such as paper tests or D2L test passwords if applicable.

Student’s responsibilities:

- Allowing at least 2 weeks for processing the request for a proctored exam.
- Traveling to the proctoring site with a valid ID (Student ID Card or Photo ID Card).
- Providing their instructor’s name, the course name, and the assessment name.

More Information

*Assessment Design and Cheating Risk in Online Instruction*

- This research used data from two distance learning economic courses, one with proctored exams, the other with unproctored exams to investigate the relationship between proctoring and cheating. Findings suggested cheating likely occurred in the unproctored exam.
- URL: http://www.westga.edu/~distance/ojdlvfall133/harmon_lambrinoshuffolino133.html

*Thwarting online exam cheating without proctor supervision*

- Proctoring is not the only way to thwart cheating and since students bear the expense acquiring a proctor and travelling to the proctoring location it is a good idea to implement alternatives when possible. This report suggests methods of reducing cheating without requiring proctored exams.
- URL: http://www.aabri.com/manuscripts/11775.pdf

*Online Exams and Cheating: An Empirical Analysis of Business Students’ Views*

- This research investigated what business students think about cheating and tried to get an estimate of roughly how much cheating takes place in distance learning classes compared to face to face courses. The majority of participants in the study agreed that it is easier to cheat in online classes. A few suggestions to limit cheating are offered.
- URL: http://www.thejeo.com/Archives/Volume6Number1/Kingetalpaper.pdf

*Behind the WebCam’s Watchful Eye, Online Proctoring Takes Hold*

- This article discusses remote proctoring via webcam. It touches on the experiences of proctors, the strengths and weaknesses of the method in reducing cheating, and on the ethical questions of “invasiveness” of using web cams and other proctoring techniques.

*Online Proctoring*

- This site uses visual examples of proctoring online, how it is used, and why it is important.
- URL: http://www.straighterline.com/how-it-works/online-proctoring
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