Will the Course Evaluation Subcommittee approve online testing for distance learning courses?

Online testing that consists of methodologies that require frequent student participation, communication, and input, as well as gradual portfolio of graded assignments throughout the course, will be approved. This type of assessment requires critical thinking activities as well as application and transfer of learning (e.g. as in open-book type of test in face-to-face class).

The Course Evaluation subcommittee does not generally approve online assessment that consists of form-based tests (e.g. multiple-choice) or skill based tests because present technology does not ensure a comparable level of scrutiny and security to on-campus classes.

Alternate methods of assessment, comparable to those used in on-campus classes may be proposed and will be considered by the subcommittee.

Notice:
- Online tests, either timed or not, that could be easily and quickly done by an expert in the subject matter and tests that could be checked using scantron-like methods will be the type of tests that would require campus meetings or a proctor. See section 15e for more information about proctored exams.
- Online tests that, in order to be done successfully, require frequent student input, communication with the instructor, as well as time and effort throughout the course (e.g. a project or a portfolio of documents) are more likely to be approved.

What are proctored exams and how are they conducted?

A proctored exam is a supervised exam managed by an individual who is not the instructor of record. The use of a proctor for examinations is acceptable when due diligence is observed.

A designated individual, as the "proctor", is someone in an official position that is approved by the instructor of record (a school principal or administrator, counselor, certified librarian, military educator, test administrator at a testing office of a community college or university, minister of an established church or synagogue).

A proctoring facility will be of an institutional nature (library, school, military installation, college, accredited facility).
The instructor, student, and the proctor, all have responsibilities throughout this procedure and are as follows:

**Instructor's responsibilities in a proctored exam:**
- The instructor of record will provide and sign off on a standard written contract that stipulates to the evaluation procedures, validates the process, and notes the proctor's agreement to protect the integrity of the test.
- The instructor of record must verify the proctor's identity, or require additional proof of eligibility, if necessary.
- The instructor of record will provide the test to the proctor in a secured way, such as sending the exam by mail / email to an institution.

**Student's responsibilities in a proctored exam:**
- The student must make acceptable proctoring arrangements prior to any scheduled evaluation. That includes finding a proctor that would be approved by the instructor and ensuring the proctoring facility is available on the day that a test is scheduled.
- Proctors usually will supervise exams without charge. However, any charge will be the responsibility of the student.
- The student will sign off on the proctor form confirming that s/he kept the integrity of exam throughout the proctoring process.

**What are the proctor's responsibilities in a proctored exam?**
- The proctor must use an institutional address (street or email) and conduct all communications with the instructor of record via that route.
- The proctor must sign the exam contract with every exam. The proctor must provide the signed form and the exam by a due date determined by the instructor.
- Further specifics as to this procedure can be obtained from the Distance Learning program (de@lbcc.edu).