



## **Student Verification Statement**

**12/8/14**

Federal law requires that universities verify the identity of students when course materials and/or course assessment activities are conducted either partially or entirely online. A student's MUOnline login and password are intended to provide the student with secure access to course materials and are also intended to help the university meet this federal mandate.

Some Marshall University faculty may also require the use of a proctor for exams in distance-delivered (Internet) courses and this requirement provides a second level of student identity verification. An instructor who uses web conferencing technology may require students to use a webcam during exams and check in using Blackboard Collaborate Virtual Classroom as another means of student identity verification. An instructor may also choose to use an online proctoring solution as a means of both student identity verification and as ensuring academic integrity.

These methods are at the discretion of the individual faculty member of record; however, MUOnline strongly urges all online faculty to use one or more methods of student identification. The most common method is requiring a proctor or online proctoring solution for major exams or assessments.

### **Proctoring:**

- Students who are taking online courses who need exam proctors must make arrangements with an individual who meets the criteria of the proctoring policy prior to taking an online assessment that requires a proctor.
- University faculty and staff will carefully evaluate the proposed proctor's credentials, to ensure that there are no conflicts of interest in the selection of a particular proctor. He or she will communicate with the proctor prior to an assessment to provide passwords if they choose to enable this feature in MUOnline.
- Students should bring appropriate identification (one photo ID card, at a minimum) with them to a proctored exam, so that the proctor can verify the student's identity prior to the exam.
- At the conclusion of a proctored online assignment or assessment, the proctor forms must be faxed, emailed, mailed, or sent electronically via PDF to the faculty member of record.



## **Acceptable Proctors**

A general Examination Proctor Agreement Application is required prior to the exam date. A student's family member cannot serve as a proctor. Acceptable proctors may include but are not limited to:

- A full-time member of the teaching faculty or an educational administrator at the host institution;
- A high school superintendent, supervising principal, principal, or unit administrator in a K-12 school environment;
- A member of the teaching faculty or an educational administrator of any regionally accredited institution of higher education near the students' residence;
- A school, public, or academic librarian;
- Personnel of the Armed Forces, any commissioned officer of higher rank;
- An instructor or trainer of a third-party or credit-free course in an industrial setting;
- An employee's immediate supervisor, foreman, manager, or company educational manager;
- For a supervised high school student enrolled in a dual-credit or Online College Course in the High Schools, any member of the K-12 administration or faculty are permissible; or
- An individual who can verify that s/he does not have a conflict of interest or personal relationship with the student in question.

Students are required to secure a proctor in a timely fashion as per the instructor's directives within his/her syllabus. Instructors must approve a proctor prior to the examination date and provide clear directions to the proctor regarding the exam environment.



MUOnLINE

### Proctor Responsibilities

The examination proctor must follow strict guidelines associated with an examination that are provided by the instructor directly or within the MUOnLine assessment tool. Any acts of academic dishonesty will be reported to the appropriate university official as stated in the Marshall University Student Code of Conduct.

A copy of this form must be sent back to the instructor of record upon completion of the scheduled assessment. Proctors should attempt to provide proof of the information stated below by checking and signing all that apply:

- I have stored the examination where it is inaccessible by other students and/or I have provided the passcode as per the instructor's directions upon start of the examination.
- I have verified the student's identification prior to the examination.
- No copies of the examination were made during my tenure as a proctor.
- Unless specified by the instructor, the student did not access notes, books, or other materials to complete the examination.
- I have given the student no more than the allotted time to complete the examination if not automatically set by the MUOnLine assessment tool.
- I have documented any altercations or irregularities and will submit them to the instructor.
- Upon close of the examination, I can verify that instructor guidelines have been met (i.e. Submit final answers and exit MUOnLine upon completion of the exam).

***Upon signing, I (please print your name) \_\_\_\_\_, verify to the best of my ability that these conditions have been met and no irregularities have taken place that violate the instructor's assessment directions or challenge the MU Student Code of Conduct.***

***Signature: \_\_\_\_\_ Date: \_\_\_\_\_***

Please fax, email, PDF, or mail to the instructor of record upon completion of the scheduled assessment. Marshall University officials have the right to contact a designated proctor to establish credentials and may at any time request additional verification or mandate an alternate proctor. The proctor services may be terminated at any time by any or all three active parties (student, proctor, MU) with written notice to all parties involved.



MUOnLINE

## Proctor Application and Agreement - To be sent to the Online Instructor of Record

**Instructor Name:**

**Instructor Email:**

Thank you for agreeing to proctor an assessment or examination for an online student at Marshall University. By providing the information required on this form, you are explicitly implying that all information is true and accurate to the best of your knowledge. If you meet or exceed the qualifications stated and agree to the terms of the proctor, please complete and submit this form. If you have any questions regarding your responsibilities, please contact the instructor listed above or MUOnLine Program Manager, Crystal Stewart, 304-696-2970 or [stewar14@marshall.edu](mailto:stewar14@marshall.edu).

### Proctor Information

Proctor Name:

Date of Application:

Institution and/or Affiliation:

Position/Title:

Business Address:

City, State, Zip Code:

Proctor Email:

Proctor Phone Number(s) – Business:

Home/Mobile:

**Proctor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

### Instructor Information

MU Course Number/Name:

Exam Date:

Assessment Instructions:

---

### **Student Information**

Student Name:

MUID:

Student Address:

City, State, Zip Code:

Student Email:

Student Phone Number(s) – Home:

Mobile:

*Upon receipt of this form, the instructor of record will approve or deny the application. The instructor reserves the right to reject a proposed proctor; should this occur the student must seek a new proctor prior to the examination date. Marshall University officials have the right to contact a designated proctor to establish credentials and may at any time request additional verification or mandate an alternate proctor. The proctor services may be terminated at any time by any or all three active parties (student, proctor, MU) with written notice to all parties involved.*