



Policy AA2.04: Proctored Examinations

Oversight	Information
Policy Type	Academics
Policy Owners	Chief Academic Officer
Initial Policy Approval Date	December 15, 2009
Current Revision Approval Date	September 29, 2020
Procedure Effective Date	September 29, 2020

Policy

Exams at American Sentinel University are designed specifically for the distance education setting. Some exams must be proctored (taken in the presence of another person who verifies the student's identity).

Proctored exams must be completed during the week assigned. Examination requirements are located in the course syllabus and on the course homepage. Adherence to the individual examination expectations is required.

Proctored exam links are located within the course and use an online proctoring service that allows students to take exams from any location, including their home. The automated service is available 24/7 and does not require outside scheduling.

Requirements include:

- High-speed internet
- Webcam (internal or external)
- Windows or Mac Operating System
- Up-to-date Chrome or Firefox browser and proctoring service extension
- Government issued photo ID

Guidelines

- Not Applicable

Procedure

Students will create a ProctorU account within Moodle at the beginning of their course. An extension will be installed on Google Chrome or Firefox allowing students to enable the online proctor when they begin a course. At the beginning of the exam students will click on the Proctor U extension to test their webcam before starting. The exam will then proceed forward, and professors will receive a notification of any red flags when the exam is over.



Related Documents/References

- Student Handbook
- Academic Catalog

Definitions

- None

Revision History

- February 3, 2016 – Cleaned up language in policy.
- May 7, 2020: Updated policy format for accessibility guidelines - AHB
- September 2020: Updated policy for new ProctorU – removed verbiage on graded final exam policy, process of proctor approval, librarians, testing centers, and proctor requirements - KW