

Online Proctoring

Syllabus language regarding the use of Online Proctoring (V5 May 2018)

Online Exam Proctoring Language

This course will make use of an online proctoring tool that requires you take one or more exams on a Windows or Mac computer equipped with a functional webcam, microphone and high-speed Internet connection. You will be required to display a photo ID to the camera to validate your identity before the exam begins. The Radford University RU Express photo id is the preferred form of identification. Any government-issued photo ID can be used as an alternate, but the Radford University RU Express card is recommended. The remainder of the exam session will be recorded and may be reviewed by a proctor and the instructor.

You are required to be in a private setting for your exam. The system will be recording video and audio of you and your surroundings throughout the exam. Prior to taking an exam, you should inform roommates, family members, potential visitors, etc., that the exam session and the surroundings will be recorded. You should ask others to leave the room while you are taking the exam. Any violations of the Standards of Student Conduct observed during the exam session and the course as a whole will be reported to the Student Standards and Conduct Office.

As part of the university agreement, the vendor has been authorized as an agent of Radford University to access education records protected under the U.S. Family Education Rights and Privacy Act (FERPA) 34 CFR 99. During the examination, you and your actions will be recorded via webcam. Video recordings will be stored on the vendors' systems, with access restricted to authorized personnel only. A review of such recordings will only be permitted for authorized vendor personnel and any party authorized by the University, including the Student Standards and Conduct Office.

Support

There are no fees associated with using Respondus Monitor to take an online exam. Students will be required to install the free Respondus Lockdown Browser application and are encouraged to test their equipment (a functional webcam, microphone and high-speed Internet connection) well in advance of any online quiz/exam to ensure their system is functioning appropriately. Please contact the Radford University Technology Assistance Center at 540-831-7500 or www.radford.edu/itonestop to help resolve any problems.