

Athens Technical College Proctor Policy and Procedure for Distance Education Courses

Federal guidelines include expectations that colleges offering distance education courses verify that individuals who enroll in these courses are, in fact, the ones who are actually participating in and receiving college credit for these courses. Athens Technical College uses a two-tiered approach to verifying the identity of students completing distance education courses.

Students enrolled in distance education courses with online course delivery of 50% or more access the course materials via the learning management system using the unique user name issued to the student at the time of admission and a secure password. Students are prompted to change their passwords every 42 days. Students are discouraged from sharing their login credentials with others.

To further verify student identity and ensure academic integrity, Athens Technical College requires at least one **proctored** activity in each distance education course. A proctored activity is a required learning event such as an exam, test, or presentation for which students must appear in person, verify their identity, and complete the activity under the supervision of a proctor. Instructors can require proctored events be completed in-person or virtually through the learning management system. Students must verify identity with a valid state issued identification or ATC student ID. The grade for the proctored event must be included in the student's final average; it cannot be dropped by the instructor.

Students enrolled in distance education classes must meet the following requirements:

- Reliable internet access
- Access to a web camera
- Access to ATC student email account
- Username and password for the LMS (Sharing log-in credentials with anyone may be subject to violation of the ATC Student Code of Conduct and the Academic Honesty Policy.)

ATC Proctoring Procedures

1. A proctored activity must be one that is accomplished on campus or through the LMS as specified by the instructor.
2. Instructors will provide information in the course addendum identifying the mandatory proctored learning activity including the date, time, location, and method of participation (in-person or virtual).
3. In special circumstances, students may complete the proctored activity at an alternate site with the approval of the instructor and/or division dean.

ATC Proctoring Options

- **Proctoring software**- an activity occurring inside the LMS where instructors enable virtual proctoring software, video capture, or virtual meeting software and direct students in the use of the software for the proctored event.
- **Instructor proctored event** - an activity where the instructor decides to proctor the academic activity in-person.
- **Instructor scheduled event** – an activity that is organized by the instructor for students to complete a proctored event with a third-party, such as another instructor or the College’s Testing Center.
- **Student requested third-party request** – a request in writing from the student and approved by the instructor and/or division dean to use a third-party proctor to complete the event.

Proctoring Software

Instructors can require the use of a proctoring software in the LMS to meet the proctored event requirement. Respondus LockDown Browser with Monitor is made available by TCSG for distance education courses at no cost to students. The Center for Teaching and Learning offers professional development to instructors in the use of Respondus for assessment monitoring.

Instructors may also choose to use video capture or virtual meeting software within the LMS as the course proctored activity. Blackboard Collaborate is available in all courses at no cost to the student.

Third-party Proctoring

Students are encouraged to take advantage of the proctored event arrangements made by the course instructor. However, if a student is not able to adhere to the process outlined by the instructor, the student can request approval from their instructor and/or division dean to choose a third-party proctor.

- Student requests to complete the proctored event with a third-party must be communicated to the course instructor in writing as soon as possible, but no later than one week prior to the event date announced by the instructor.
- Students approved to test at an alternate site are responsible for locating and scheduling the proctored event.
- Students are encouraged to contact Athens Technical College’s Testing Center to complete the proctored event. However, students can choose another proctoring site that meets the requirements listed below.
- Proctors and location must be approved in advance of the event by the instructor or division dean.
- Proctor fees *may* apply and are the responsibility of the student.
- Students may test at another Technical College System of Georgia (TCSG) school free of charge.
- Proctors must meet the requirements below.

Proctor Requirements

All proctors must meet the following requirements:

The proctor must hold one of the following positions:

- An administrator, educator, or librarian at any college, university, or educational setting
- Librarian at a public library
- An officer of higher rank than the student, if military
- Staff member at a college or university testing center

The proctor **cannot** be any of the following:

- A current Athens Technical College student
- A relative, neighbor, or friend of the student
- Someone living at the same address as the student
- An employer, supervisor, co-worker, or employee of the student

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