To: Curriculum Review Committee
From: Distance Learning Review Committee
Re: Proctored/online exams

University Rule 3359-20-05.2 (9) (b) denotes online delivery of a course as being “100 percent online and not meeting in a traditional classroom.” The following policy should be implemented to address testing in online courses to ensure that stated tuition and fees represent costs accurately.

In order for a course to be considered 100 percent online, unless otherwise stated in the course description and reflected in the course tuition and fees, all students must be afforded the opportunity to complete the course, including taking proctored and unproctored exams, without incurring special fees for these exams. If a student elects to do so, a fee-based option might also be available but is not required.

The rational for this policy stems from the fact that:

1. The University of Akron continues to develop 100 percent online courses.
2. The DLRC requires that testing integrity be maintained for online courses.
3. National accreditation bodies require that there be accuracy and transparency in regard to tuition and fees for online courses.

Implementing this policy requires that the university:

1. License or purchase an application that ensures student integrity at the testing level (We recommend Respondus Monitor and LockDown Browser).
2. Sign an agreement with ProctorU or a similar service that allows students to take proctored exams for a fee.
3. Create a web page that describes the university’s online testing policy and provides information on appropriate sites and services, including the University’s Testing Services, and National College Testing Association for proctored tests.
4. Develop a general statement to be incorporated into new online syllabi and course descriptions, and retroactively for approved online courses, that reflects this policy.
5. Develop a statement to be included in syllabi and descriptions for courses in which an instructor is using an application like Respondus Monitor and LockDown Browser that indicates a requirement of the course is that a student has a computer with a web camera and access to the internet.