

Online Exam Policy

Distance learning is an integral piece of the portfolio of programs offered by the College of Business. Giving exams to distance learning students poses a unique set of issues since they are often taken away from campus where students cannot be proctored by representatives of the University. To minimize these risks the College of Business has contracted with ProctorU, a private online proctoring service, to remotely proctor online exams for those students who are unable to take exams on the Ruston campus.

Distance learning instructors always have the option to test their students in ways that do not require proctoring. However, instructors giving exams in distance learning courses that necessitate a proctor are required to give students two options for taking any given exam:

1. Students will have the option to take the exam at a date, time and location set by the instructor on the Ruston campus
2. Students who cannot attend the on campus exam are required to arrange an online proctoring session with ProctorU inside of the range of dates mandated by their instructor. Students will be required to pay the going market rate for these online proctoring services.

Faculty teaching online courses must include the following on their course syllabus:

1. A statement that clearly communicates the two options above
2. The web address for ProctorU
3. The current prices for ProctorU services
4. The technology requirements for using ProctorU
5. A statement informing students that ProctorU voucher cards can be purchased in the University bookstore or that payment may be made directly to ProctorU through their website.

To ensure that the cost of this service is not overly burdensome for students, faculty teaching online courses agree to give no more than four exams in any given quarter.

Approved by Business Council 8/7/2015.