OSU Ecampus
Test Proctoring for Distance Students

County Leader Training
June 8, 2012

Alfonso Bradoch
• Director Dept & Learner Services

Samantha Shew
• Proctoring Coordinator
OSU Ecampus Overview

Extended Campus-2002
Online and Distance Education

2011-12 Online Course/Program offerings:
• Partner with 11 OSU academic colleges
• 13 undergraduate degree programs and 19 undergraduate minors
• 15 graduate programs (some hybrid)
• Over 800 credit courses are available online in over 80 subjects
• Approximately 490 course sections per term
• Partner with nearly 500 faculty members annually

2011/2012: unduplicated headcount –
• 4410 term; 10739 annual

1 2011/2012 –credit hours—104,038
Proctoring: by the numbers

Winter term, 2012
Total number of exams: 210 in 96 courses
Total number of students requesting proctoring: 2921
Average 2-3 exams per student
Total number of tests administered: 4832

- **On-campus**: 1513 students
- **Off-campus**: 1408

Oregon-only

- Off-campus students requesting proctoring: 385
- Off-campus tests: 1036
Proctoring: administrative process

**Instructor submits testing info via web-based system**
Schedule of exams: dates/times searchable by course number

**Student test registration**

*All students*
Sign up for specific dates/times using web-based system

*Campus students*
- Tests administered in Milne Computer Lab
- 5 part time proctors
- Computer monitoring software
Proctoring: administrative process

Student test registration (cont.)

Off-campus students

Proctor selection

• Student submits off-campus proctoring request.
• Options include:
  • Pre-approved locations
    » testing centers, libraries, Extension County offices
  • Individual proctors
    » Proctor must fits approval criteria
    » A verification form, proctor responsibilities and legal information is sent to proctor for review and acknowledgement for recordkeeping.
Proctoring: administrative process

Student test registration (cont.)

Off-campus students

Exam administration

Approved proctor is sent test information/passwords, materials if any, two weeks before test administration.

Tests are administered

• electronically in Blackboard
• via paper exam

» If paper exam, proctor sends electronic copy of completed exam followed by mailed original to Ecampus (any printing/mailing fees are the student’s responsibility).
Proctoring: administrative process

Student test registration (cont.)

Testing fees

- *On-campus* proctoring requires no additional fee
- *Off-campus* students are responsible for off-campus proctoring fees if any. These can range between: $0 to over $100, and may require additional fees for faxing, printing and mailing.
Proctoring: Responsibilities

**Student responsibilities**

- Be familiar with the proctoring procedures listed on the website.
- Make proctoring arrangements in advance of the testing.
- Pay any testing fees, if applicable.
- Be aware of time limits on your exams and keep track of the time.
- Be aware of and follow the [Academic Integrity Guidelines](#).
- If unusual circumstances occur, contact Ecampus as soon as possible.
- Contacting [Ecampus Testing](#) with any questions. Business hours are Monday-Friday, 8 a.m.-5 p.m. PST.
Proctoring: Responsibilities

Ecampus responsibilities

Make arrangements for all online courses that require proctored exams. This includes:

- Receiving and verifying student's proctor choice.
- Ensure student identity authentication
- Ensure test integrity and security

Notify instructor if the proctor feels the exam procedure has been compromised.

Answer questions and help solve problems that arise during the proctor setup and exam process.
Proctoring: Responsibilities

Proctor responsibilities

• Receive the exams or passwords from Ecampus and keep them in a secure place.
• Notify the student of what they are allowed to use on the exam (i.e. notes, calculator), as described on the letter received with the exam.
• **Cell phones and PDAs** must be turned off and put away.
• Make sure the student is aware of the time limit on the exam; proctors do not need to keep track of time for the student.
• **Supervise the student** taking the exam. This includes following all exam instructions, identifying the student with a photo ID.
• Terminate the exam if the testing procedure is compromised due to the student's improper conduct. Notify Ecampus as soon as possible.
• If unusual circumstances occur, please contact Ecampus as soon as possible.
Proctoring: Extension county office testing

Proctoring arrangements
• Ecampus could list your office as a possible testing, your call.
• Students would contact you to determine your availability, followed by submitting the online proctoring request to Ecampus. Ecampus will then contact you with exam information and provide support.

Test administration
• Exams are administered online through Blackboard, or occasionally as paper exam
• If technical problems arise with Blackboard, call Ecampus for support

Time commitment
• Exams are no longer than two hours in length.
• Very little prep time: reading through exam instructions sent in advance.
• All exam instructions and materials if any are sent 2 to 3 weeks in advance of the session
Proctoring

Questions/Discussion