NJIT Guidelines for using Online Exam Proctoring Tools

These guidelines are on the use of online proctoring tools and are applicable to all modes of instruction.

1. **Definitions:**
   - **AI solutions** - Tools that utilize artificial intelligence (AI) to flag potential academic integrity violations during the examination process.
   - **Live proctor solutions** - Tools that utilize live proctors who watch and listen to students during the proctored exam. For the sake of this definition, live proctors *do not* include the instructor or Teaching Assistant (TA).
   - **Locked Browser** - These are proprietary custom browsers, offered by proctoring companies, which restrict a student's activity to the testing environment.
   - **Webex Proctoring** - When an instructor and/or TA uses Webex video conferencing tools to conduct online proctoring.

3. **Purpose**: These guidelines are for instructors and indicate when online proctoring tools can be used.

4. **Using Online Proctoring Tools**: NJIT policy requires that all midterm and final exams must be proctored, regardless of delivery mode, in order to increase academic integrity.[1]
   a. Students registered for a fully online course section (e.g., online or Hyflex mode) must be given the option to take their exam in a completely online format, with appropriate proctoring.
   b. For face-to-face, hybrid, and Converged Learning courses, the expectation is that exams will be administered and proctored in-person. These courses can utilize Locked Browsers and/or AI-based tools; however, they should not use Live Proctor solutions or Webex Proctoring.
   c. It is up to the instructors' discretion to select the online exam proctoring tool that is most appropriate for their course so long as the solution is aligned with the guidelines outlined above (section 4a & 4b).

5. **Required Steps**: If an instructor plans to require the use of online proctoring tools:
   a. **Advanced Written Notification:** Instructors must let students know in writing that online proctoring tools will be used. This notification should specify which online proctoring tool(s) will be used and must be included in the course syllabus.

---

[1] This does not apply to means of authentic assessment.

b. **Setup/Submission Time**: Many of the online proctoring tools require students to complete a pre-exam checklist or to upload work after the exam. The amount of time that this takes will vary depending on the tool. This time needs to be taken into consideration when configuring the exam.

c. **Exam Windows**: For Hyflex and asynchronous online courses, the recommended exam window is 12 hours (preferably noon to midnight to avoid conflicts for students).

d. **Time Limitations**: To avoid conflicts with other classes a student may be taking, if an exam is scheduled during a class period (for face-to-face, hybrid, converged learning), the amount of time students have to complete the exam cannot extend beyond the class period and must take into consideration the setup time (section 5b).

6. **Additional Recommendations:**
   a. Whenever possible, faculty are strongly encouraged to use authentic assessment (e.g., projects, presentations, case studies, etc.). When that is not an option, AI solutions are recommended, as opposed to requiring a live proctor solution.

   b. Instructors may choose to offer students, enrolled in a Newark campus online class, the option to come to campus to take in-person proctored exams. Students, in a fully online section, cannot be required to come to campus to take exams (section 4a).

   c. Instructors who are using online proctoring tools should provide students with links to support resources/documentation (see appendix i).

   d. If you suspect there is an academic integrity violation, report the concern to the Dean of Students office.

   e. Student who do not have a webcam, strong internet connection, or are having trouble accessing needed equipment, should be directed to the Dean of Students office.

7. **Sample Language**: The Office of Digital Learning has recommended language that can be included in course syllabi. This language will let students know which tools will be used, provides tips for preparing their computer and taking practice exams (see Appendix i)

Questions about this policy, or how to use the online proctoring tools, should be directed to the Office of Digital Learning.

Appendix i - List of Support Resources

- **Information Services and Technology (IST) website**: Contains an overview of the tools used at NJIT https://ist.njit.edu/online-course-exam-proctoring
- **Sample Syllabus Language:** This includes general information as well as specific language for each proctoring tool https://docs.google.com/document/d/1Ls4THJgyExn-LQ0D4w6TQTJKjOHMnrgw87vijsTl9oI/edit?usp=sharing