



Inter American University of Puerto Rico
San Germán Campus

Information and Telecommunications Center

**Guide and Procedures for Online Courses
Proctored Evaluations**

“This refers to the evaluations administered by authorized personnel other than the course professor in the distance learning modality. The evaluations are administered in a locality accessible to the student.” General and Graduate Catalogs 2011-2013.

Many online courses may require proctored evaluations in response to recommendations issued by accreditation agencies, Academic Departments, or faculty preferences. More than one proctored evaluation could be required in a specific online course or laboratory, or in web-assisted courses. The objectives of proctored evaluations are:

1. Verify that the student being evaluated is the same student enrolled in the course.
2. Guarantee faculty members that the student uses only the authorized materials or equipment during testing. These requirements must be notified to the students, before the evaluation is administered.

In the San Germán Campus, Proctored Evaluations may administered to students under the following conditions:

1. San Germán students taking online or web-assisted courses in Campus.
2. San Germán students taking online courses from other units of Inter American University of Puerto Rico (IAUPR).
3. Students from other units of IAUPR, taking online courses from their respective units, but live closer to the San Germán Campus or its cybercenters.
4. San Germán students taking online courses, while living outside Puerto Rico. These must identify a suitable proctor within their geographical area.

Procedure for San Germán students or students from other units of IAUPR

Students living in Puerto Rico, that need to take proctored evaluations, are referred to the Glenn R. Price Information and Telecommunications Center (CIT), or the Campus cybercenters established in the neighboring towns. They can also use the installations in other units of IAUPR or respective cybercenters, according to their area of residence. Each campus has its own procedures for proctored evaluations.

Computer technicians in the CIT and cybercenters serve as proctors, as designated by the Director of the CIT.

Procedure for the administration of proctored evaluations

1. Students will make an appointment with the proctor (in the CIT or cybercenter) according to the date which has been assigned by the professor for the evaluation, and the service schedule established in the CIT or cybercenter.

2. After contacting the proctor, the professor will e-mail the appropriate instructions and passcodes for the proctored evaluation. The passcodes will only be available to the proctors.
3. Students will attend on the specified date and time, and must present a photo ID (student ID, driver's license, passport or military ID). The proctor must verify the student's identity before administering the evaluation. If the student does not present the proper identification, and no other method is available to authenticate his or her identity, the evaluation cannot be administered.
4. The evaluation will be administered in a classroom, laboratory or office in the CIT or cybercenter, depending on availability of installations, and the timeframe for the evaluation.
5. The student's information will be registered, as evidence that the event took place, and to keep statistical records of students taking proctored evaluations. The ID will be retained throughout the evaluation, and will be returned as soon as the test is completed.
6. The proctor will deliver the specific instructions, as required by the professor, regarding the use of materials or equipment during the proctored evaluation.
7. Once the student connects to the online course, the proctor will enter the passcode to access the evaluation, making sure the student is not watching, when doing so.
8. The proctor will keep watch while the student answers the evaluation, and will be responsible for informing the professor of any misdemeanor or irregularity, during the test,
9. **Students are responsible for being on time, the day of the evaluation.** If the student is late, or presents himself or herself on a different date, there is no guarantee that the proctor will be able to administer the evaluation. New arrangements will be subject to availability of space, and personnel. Should the student arrive near the CIT's or cybercenter's closing time, and still wants to take the evaluation, a release of responsibility form will be signed by the student, taking full responsibility for taking the evaluation in less time than that required.

Procedure for students living outside Puerto Rico

1. The professor will instruct the student about the requirement of proctored evaluations.
2. The student will identify a suitable location (academic center or library), where he or she may take the proctored evaluations, and the person that will serve as proctor. Library, college or university personnel may serve as proctors.
3. The student must submit the proctor's credentials to the class professor for evaluation and approval. Both student and proctor will complete the form "*Proctor Information for Distance Education Courses*" (Appendix I).

4. The professor will verify the recommended proctor's credentials, and will inform the student if he or she has been approved. **The proctor cannot be related to the student in any way.**
5. The professor will contact the proctor before the evaluation, and will provide the instructions and passcodes needed, by e-mail or certified mail.
6. The proctor will be responsible for the verification of the student's identity, before each evaluation, for following the professors instructions, and supervising the student at all times, during the evaluations.
7. **The student will be responsible for any payment or fee required by the proctor for services rendered.**

Proctors responsibilities in and outside Puerto Rico

1. Verify student's identity, by means of a photo ID, and information provided by the class professor, before administering the evaluations.
2. Provide a suitable environment, free of noise or distractions, for students to take their evaluations.
3. Assist the student when accessing online evaluations, entering the passcodes provided by the class professor.
4. Follow the instructions provided by the professor, before and during the evaluation. These may include:
 - a. Using of textbooks, notebooks, notes, calculator or other types of materials or equipment, during the evaluation.
 - b. Prevent students from navigating outside the evaluation page to search for information that may help them answer the evaluation, unless otherwise specified.
 - c. Prevent student's interaction with other students or staff during evaluation.
 - d. Prevent students from using cell phones or other electronic devices that may contain stored information related to the evaluation, unless otherwise specified.
5. Report to the professor, immediately, should the student fail to comply with any of the specified instructions before or during the evaluation. The professor will decide if a disciplinary action should be taken.
6. Fill out an incident report form, should any technical difficulty arise during evaluation, stating any reason for not being able to administer or completing the evaluation. This form will be delivered to the professor with the student himself. The professor will determine a new deadline date for the evaluation.