

Here is the remote proctor policy as revised.



Softwaresecure Remote Proctor System™ Policy for On-Line Testing

Adopted September 2013

Amended July 2016

Amended November 30, 2016

Objective

To present the policy, procedures for on-line testing using the **Softwaresecure Remote Proctor System™** and to outline the proctoring and examination security expectations of students in on-line graduate level nursing courses. This policy is predicated on the expectation that students demonstrate academic honesty in all academic endeavors, as identified in the GW Code of Academic Integrity.

Standard

Examinations are administered in the School of Nursing programs, including Nurse Practitioner (NP) and Nurse-Midwife programs, to monitor and evaluate the student learning process, to maintain standards, and to ensure program quality. This is not intended for quizzes, but rather for medium or high stakes exams where remote monitoring is needed to ensure that equity in testing and evaluation is maintained. The George Washington School of Nursing adheres to the George Washington University Academic Integrity Policy as described at <http://www.gwu.edu/~ntegrity/code.html>. Cheating on examinations is in violation of the George Washington Academic Integrity Policy. It is also an ethical violation as outlined in the ANA Code of Ethics and ANA's *Nursing: Scopes and Standards of Practice*.

Process

Several examinations in the Nursing graduate programs are proctored closed book examinations. This includes but is not limited to examinations in the following courses: NURS 6233 Genetics for Health Care Providers; NURS 6222 Advanced Health Assessment and Diagnostic Reasoning; NURS 6220 Advanced Pathophysiology; NURS 6234 Advanced Pharmacology; NURS 6224 AGNP I: Introduction to Primary Care and the Role of the AGPCNP; NURS 6225 AGNP II: Care and Management of the Adolescent and Adult in Primary Care; NURS 6229 AGNP III: Care and Management of Adults, Older Adults, and Frail Elderly; NURS 6230 FNP I: Dx & Mgmt of Primary Care Health Problems across the lifespan; NURS 6231 FNP II: Dx & Mgmt of Primary Care Health Problems across the lifespan; and NURS 6232 FNP III: Professional issues for Family Nurse Practitioners; and NURS 6226 Primary Care of the Family.

When on-line course examinations are proctored remotely, students are required to use the **Softwaresecure Remote Proctor System**. When on-line examinations are remotely proctored, the exams will not be available to students unless **the Softwaresecure Remote Proctor System** is used.

Softwaresecure Remote Proctor System requires a web-camera and microphone. These may already be installed on your computer. While a laptop camera may be used with some extra effort for this purpose, the ability to record may be more difficult. Therefore it is **strongly recommended** that you own and utilize a separate web-camera that allows for 360 degrees scanning of the room and for audio recording. If your devices do not provide adequate scanning and video and audio recording, you will be unable to take the exam. The ability to comply with this will be tested at the beginning of each exam.

Web-cameras with audio are connected to the security software which has filters that detect changes in motion and sound. When there is sound or motion during the exam, the **SoftwareSecure Remote Proctor System** will transmit video with sound through the internet for later review by faculty and School of Nursing administrators. These recordings can be used for purposes of identification of the individual taking the exam and for documenting evidence of cheating, if suspicious activity in your self-administered exam space occurred during the exam.

Information about the use of the **Softwaresecure Remote Proctor System** is available in the AGNP, CNM and FNP Communities. Computer specifications for this system are consistent with those required by the University and the School of Nursing. Students are responsible for self-testing the functionality of their units in advance of the first Remote Proctor examination given in a course. This must be done early in the semester so that any troubleshooting that is required may be accomplished. A practice quiz for this purpose can be found on the Remote Proctor site of the ANP, CNM and FNP Communities on the left menu under the heading of RP Practice Quiz.

Test Environment Rules

The on-line testing environment should **simulate the in-class testing environment** and requires the following:

- A quiet, secure, and fully lighted room
- Clean and clear desktop or table
 - Nothing except a computer and the remote proctor system on the desktop or table
 - No phones or other electronic devices in the room except for the computer equipment needed for the exam.
 - Removal of all books, papers, notebooks, or other materials unless specifically permitted, in written guidelines, for a particular exam

- A reliable means of monitoring your activity and any other activity or sound in the room while you are testing, specifically webcam and microphone
- No white boards, bulletin boards, papers, or other written information on the walls or other surfaces
- No others, including children or pets, walking around in the room

Rules for Testing Behavior

- It is expected that the test taker will wear appropriate attire (blouse or shirt with adequate coverage; long pants or shorts) while taking the exam. Video recording will be reviewed by others: compromising attire can be visible and generates discomfort for reviewers
- There is to be no communication with other people by any means (except with appropriate faculty in the event of an emergency or technical difficulty)
- The test taker is not permitted to leave the room; while in the room the test taker must remain in full visible proximity to the front of the camera at all times, in order that the camera can record all of his or her movements while taking the exam. The student may not leave the computer or the recordable view of the camera until after the exam has been completed and submitted. There can be no others in the room during an exam
- No music can be playing during the testing process
- No unnecessary motions, such as finger drumming
- No headsets, earbuds or other types of headphones are allowed to be worn during an exam

Students are strictly prohibited from accessing other browsers or electronic reference materials during an exam on any electronic device, ie tablet, computer, smartphone, watch, etc. Access of alternate browsers or any reference materials is a violation of academic integrity. For instance, no other window/screen/browser may be opened on the computer device while an exam is being taken. Students are not to adjust settings on their computers or screen, once the process of authentication has occurred and the exam has begun.

Any attempt to copy/paste, screen capture or otherwise copy or share any portion of any exam is a violation of academic integrity.

Students whose exam video records are of inferior quality due to poor exam environment conditions or failure to follow proper instruction for set-up of the proctoring device or for staying within the visible recording range of the camera, may be required to re-take the exam. Repeated failure to correct the problem may result in exam failure. Please ensure you are and remain fully visible to the camera once you have done a sweep of the room for the authenticator.

Reaffirmation of School Policy on Cheating

Violation of the Test Environment Rules or the Rules for Testing Behavior will cause the **Softwaresecure Remote Proctor System** to flag the exam for “suspicious activity”, leading to notification of the course coordinator. All reported violations or suspicious activities are reviewed by the course coordinator post examination. The course coordinator will notify the student when concerns about the student’s violation or suspicious activity warrants, and will expect a prompt explanation of that activity by the student. Investigation of all potential evidence of cheating will occur by the program director and others in the chain of command. If evidence of cheating is confirmed upon further investigation, the matter will be resolved according to the University’s Code of Academic Integrity. Sanctions maybe applied, based upon standards in the Code and upon review by the Program Head and the Senior Associate Dean. These sanctions range from failure on the exam, up to and including dismissal from the program, and will be handled in a manner consistent with University and School of Nursing policies.