**UCA Online Course Proctor Policy**

The purpose of this policy is to comply with federal regulations and provide clear and consistent guidelines for the University of Central Arkansas faculty regarding remote proctoring for online course exams.

Federal regulations, [*Chapter 34, §602.17(g)(2)*](https://www.ecfr.gov/cgi-bin/text-idx?SID=f6d41b2509e6c530f0882de9f981c799&mc=true&node=se34.3.602_117&rgn=div8), state that institutions of higher education, “Makes clear in writing that institutions must use processes that protect student privacy and notify students of any projected additional student charges associated with the verification of student identity at the time of registration or enrollment.”

When using a proctoring service for online course exams, the proctoring service verifies the student’s identity on camera by having the student show their official government issued identification before the exam starts. If there are extra charges to students for proctored online exams, the following notification must be listed in the course “Section Text” in Banner which will display in the schedule of classes for students to see prior to enrolling in the course, and the notification must be listed in the course syllabus:

**This online course has proctored exam(s). Additional verification of student identity and additional charges to the student are required.**

Faculty members who require proctored online exams must notify enrolled students via email at least two weeks prior to the start of classes of the number of proctored online exams and the cost of each exam. Also, the faculty member must provide the same information in the “Announcements” section of Blackboard by the first day of class.