

Proctored Testing Script

Script	Visual
All ELI courses require proctored assessments that comprise a substantial portion of the course grade. This requirement helps to establish the academic integrity of ELI courses with accreditation reviewers, government agencies, and the general public.	Title
Because students must properly identify themselves to the proctors, ELI can confirm that students in our online program do their own work and earn their own grades.	Students checking in at testing center
Local students take their proctored exams at any of the NVCC campus testing centers.	Map of NOVA campuses
Out of area students make arrangements with ELI staff for proctoring at education institutions in their area.	Proctor application form
Students in many ELI courses also have the option of using a home video proctoring service for a fee.	Student taking proctored exam at home
Because students take the exams at different times and locations, ELI uses a complex system to insure that each student takes the correct exam in the presence of a proctor.	Student, exam, and proctor
Exam titles, settings, passwords, directions, and passes need to be configured in consistent, prescribed ways. Once you have created your exams, ELI staff will prepare and configure these elements and inform the proctors. It's important not to make any changes once all the elements have been synchronized by the staff.	Configuring exams, exam passes, student directions, and proctor directions, and distributing information to multiple proctors
When a student is ready, she prints the appropriate exam pass and makes sure she has a photo id and her NOVA student id number. She also checks the testing center hours via the testing center web site to make sure the testing center will be open long enough for her to complete the exam.	ELI course syllabus page with testing information
When she goes to the testing center, she gives her student number, photo id, and exam pass to the proctor, who verifies her identity. The proctor then provides a workstation and exam directions, and types in the password when the student opens a Blackboard exam.	Student providing ids and exam pass. Proctor entering password.
ELI also provides backup paper copies of online exams to proctors in case Blackboard is unavailable when a student is ready to take an exam.	Student taking paper test

<p>Karen Kempter, ELI's Testing Specialist and former proctor, describes proctoring at the Annandale Campus:</p> <p><i>The student arrives at the testing center, hopefully with a fully-filled out exam pass, with their name and their student ID number on it, and in some cases, the faculty member's name as well. We take the exam pass and an official photo ID, which can be a driver's license, NOVA ID, green card, passport, or pretty much anything like that. When they do give us the pass and the ID, we verify that they are who they say they are, and that the information is filled out thoroughly. If so, we then ask them to go ahead and place their belongings in a locker for us. Once we've got everything put away, we (at the Annandale Campus) escort the student into the testing room, if it's just a simple online exam, and have them sign in. We personally open up the exams file, put the password in, verifying that we are giving them the correct test, and go ahead and get the student started.</i></p>	<p>Video interview</p>
<p>In order to coordinate the many elements and people involved in proctored testing, ELI staff take care of most of the details for you. By communicating and coordinating any changes you need to make to your exams with ELI staff, you help to insure that the right exam is available to your student whenever and wherever he or she is ready to take it. By supporting proctored testing, you help to maintain NOVA's reputation for academic integrity in the world of online learning.</p>	<p>Instructor and staff meeting to plan proctored exams</p>