

## Remote Proctor Now Policy for Exams

### Test Environment Requirements

The online test environment should mimic the in-class test environment, and conform to the following:

#### Test Area

- Sit at a clean desk or table (not on a bed or couch).
- Ensure that lighting in the room is bright enough to be considered "daylight" quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind you.
- Clear the desk or table of all materials: Students can have a single sheet of 8.5 x 11 inch paper with handwritten or typed notes on the front and back only
- Use one computer monitor only; dual monitors are not permitted.
- Have no writing on desk or walls or any notes or writing saved as your computer desktop background.
- You must completely scan the room and testing area when prompted. For students with fixed desktop webcams, you must use a mirror to scan test area.
- No software other than RPNOW and Blackboard should be open unless permitted by the instructor.
- Close all other programs and/or windows on the testing computer before logging in to the proctored test environment.
- Do not have a radio or television playing in the background.
- Do not talk to anyone else—you may not communicate with others by any means.
- No other persons except the test-taker is permitted in the room during testing.
- If a calculator is required you may use the calculator that comes with the Mac or the Windows operating system only. No calculators will be allowed in the testing area.

#### Behavior

- Dress as if in a public setting
- You will be allowed to take a brief bathroom break during the exam. You should not leave the room for any other reason during the exam. Do not take the computer into another room to finish testing (exam must be completed in the same room as the "Exam Environment View").
- No headsets, ear plugs, or similar audio devices are permitted
- Cell phones are not permitted in the exam room. The only exception is if a student needs to contact RPNOW at the beginning of an exam. Once reconnected students will be required to remove the cell phone from the environment.
- Your entire face must be visible throughout the exam. Being out of camera view is considered an exam violation. You should check the thumbnail at the top of the screen to confirm.
- Your ID photo should be readable if not you may be contacted via email by RPNOW to resend your ID photo. Failure to comply is considered a violation.

### Policy Violation Consequences

- There are two types of exam violations
  - **Minor Violations** – radio/TV in the background, someone enters the room, sitting on a couch, out of camera view briefly (less than 5 minutes in total), second monitor (off) on the desk, improper lighting, incomplete room scan, using headphones, wearing hats, sunglasses, etc.
  - **Major Violations** - browsing the web, using the phone or other devices, using additional screens, any part of face out of camera view (more than 5 min), communicating with another individual by any means.
- If you are flagged for a minor violation, you receive a warning for the first offense. Students who commit minor violations after being warned will be penalized 10% on the exam. Subsequent minor violations could result in referral to the office of academic integrity. Minor violations will be counted cumulatively across the entire program.
- If you are flagged for a major violation you will receive a 20% reduction on the exam and may be referred to the office of academic integrity.