Online Exam Policy:
(Finalized Elearning Policy 3.21.19)
FELICIAN UNIVERSITY
E-LEARNING COMMITTEE
Revised Policy for Verifying Students in Fully On-Line Courses
3/21/18

As stated in the Interregional Guidelines for the Evaluation of Distance Education "…the institution has in place effective procedures though which to ensure that the student who registers in distance education course or program is the same student who participates in and completes the course or program and receives the academic credit"

Two options:

1. Students are "verified" by taking a proctored examination as stated in the current policy

OR

2. Students are "verified" with an " oral presentation"
* One course requirement will be the completion of a graded "oral presentation".
* Students have 3 options:
    * Upload a video of themselves doing the presentation into the on-line course ** (preferred modality)
    * Video Conference with the professor
    * Travel to campus and present to one of the faculty in person
* Faculty will verify the person doing the presentation matches the photo on a photo ID.

 (NOTE: Program Directors will determine the easiest way of providing this information to the faculty in their department. Example: the School of Nursing, they make a copy of a photo ID when they begin the program. The F.U. IT department can also e-mail Program Directors" jpegs" of student photo ID's.)

* Faculty are responsible for submitting a completed form listing the students with the # listed on the identification (Driver's license #, FU ID #, etc.). Faculty will sign the form and return to the Program Director no later than 1 week after the last day of the course.

 Cost Disclaimer to students:

Students taking fully online exams that require a proctor offsite will need to read the following as there may be a cost if the above does not apply to your course.

(ProctorU information here)

For exams that are 60 minutes or less the fee will be $17.50 if the student scheduled more that 72 hours before their desired appointment time. If they student scheduled within a 72 hour period or less from the day/time they wish to take their exam they will see a premium fee between $5-$8.75.

Syllabus Verbiage:

ProctorU is a live online proctoring service that allows you to take your exam from the comfort of your home. ProctorU is available 24/7, however, you will need to schedule your proctoring session at least 72 hours in advance to avoid any on-demand scheduling fees.   Creating a ProctorU account is simple. You can do so by clicking here.

In order to use ProctorU, you will need a high-speed internet connection, a webcam (internal or external), a windows or apple Operating System, and a government issued photo id. ProctorU recommends that you visithttps://test-it-out.proctoru.com/ prior to your proctoring

session to test your equipment. We recommend you click on the button that says "connect to a live person" to fully test out your equipment. Please make sure that you are using the current version of your browser and have downloaded the ProctorU extension available at http://bit.ly/proctoruchrome or https://www.proctoru.com/firefox.

Additionally, please visit and review the test-taker resource center here. You should expect the startup process with the proctor to take about 10-15 minutes. However, this time will not affect your exam time. Please feel free to direct any questions to the student support team via the live chat within your account.