

**UAR Number:** 146.01

**Title:** Online Proctoring Policies and Procedures

**Originator:**

**Initial Adoption:**

**Revision Dates:**

**Audience:** Faculty, Staff, Students

**Purpose:** To establish policies and procedures that protect MSU students' privacy when participating in remote proctoring services, such as Respondus Lockdown Browser/Monitor and to establish policies and procedures regarding remote proctoring services.

**Scope:**

This document covers all MSU faculty, staff, and students.

**Description:**

All instructors who require proctored assessments in an online environment must notify their students of this requirement in a written "online proctoring statement" at least one week before the first such assessment. This online proctoring statement should be in the official course syllabus. This statement must identify required remote proctoring software (ex. Respondus Lockdown Browser/Monitor), and describe what is expected of such software. If a student objects due to privacy concerns, the instructor shall suggest an alternate location for the student to complete the assessment, such as a room on campus, public library, or testing center. Below is an example of an online proctoring statement using Respondus Lockdown Browser with Monitor.

**Notice of Online Proctoring Requirements**

This course uses LockDown Browser with Monitor for online assessments. While there is no cost to you to use the software, you are required to have a webcam, which may be built into your computer or may be an external camera. You will be required to scan the room with your webcam to ensure test integrity. You may choose where best to take the assessment (dorm room, Library, friend's house, etc.), but the space should be free from textbooks, mobile devices, or other people. You may also ask your professor to suggest an alternate location for the assessment such as a room on campus, public library, or testing center. Respondus Monitor will record your testing session, which may be reviewed by your instructor.