Online Exam Proctoring Guidelines

OIT-Supported Solution
The online exam proctoring solution supported by UNLV Office of Information Technology is Respondus Monitor, which must be used in conjunction with Respondus Lockdown Browser.

Procedures
Per UNLV's Identity Verification in Online Courses Policy, all online graded assignments and assessments should be hosted in WebCampus or another UNLV-managed platform that requires ACE login credentials for access.

Students must be advised of any additional required identity verification procedures in the course syllabus. Such procedures may include capturing an image of the student's Rebel Card or government-issued ID, Okta, or text verification. Security Keys and Biometric Authentication cannot be used with Respondus Monitor. Contact the OIT Helpdesk for assistance.

Students must also be advised of any technical requirements for online exam proctoring. Example syllabus language for technical requirements can be found in the Respondus Tools Syllabus Guide.

Some online proctoring platforms provide an optional visual scan of the testing environment to ensure that test-takers do not have unauthorized assistance in the testing area. Due to legal privacy concerns, instructors cannot require a visual scan of the room in which the student is taking an exam unless ALL of the following conditions are satisfied:

- A disclosure of the requirement was made to students at the time of course registration in MyUNLV in the form of a class note.
- The syllabus includes alternatives for students who do not wish to have a scan performed of a room in their home. Such alternatives may include:
  - The option to take the exam at a public library or other public facility that provides computer and internet access that meet the testing requirements.
  - The option to take the exam in a UNLV computer lab or another UNLV facility that meets the testing requirements.
  - The option to take an alternative assessment of equal rigor, that assesses the same learning outcomes, but does not require proctoring.
- The required scan includes only the room in which the student is taking the exam.