Purpose

This policy establishes a unified approach to online proctored testing across the Mathematics Discipline. Its purpose is to promote academic integrity, fairness, and consistent expectations for students through common external-camera, testing-environment, and monitoring requirements.

This document defines how students will take their exams, outlining the testing process from start to finish. It includes detailed requirements such as external webcam positioning, the room scan, testing environment expectations, and instructor review procedures. By creating a standardized approach for testing across the college, students will experience the same process in every course, reducing confusion and enhancing the integrity of online proctoring.

Coverage

This policy applies to all Mathematics Discipline courses requiring online proctored assignments, including developmental, lower-division, and upper-division courses, whether administered synchronously or asynchronously.

Policy Statement

To ensure a secure and fair testing environment, students completing online proctored assignments must adhere to the following:

1. External Camera Requirement:

- An external, independently positioned camera is required. A computer's built-in camera alone does not satisfy this requirement. The camera must capture the student's face, both hands, computer monitor, keyboard, and entire workspace throughout the proctored assignment.
- The external camera must be placed to the side or slightly behind the student at an angle that provides a clear, unobstructed view. Follow Honorlock's side-angle camera setup instructions for positioning and current device guidance.
- A cell phone may serve as the external camera only when EFSC enables and supports the Honorlock mobile secondary-camera feature and the setup meets all required views. Students must take the assignment on a compatible computer, not on the phone. See Honorlock's mobile camera instructions. Instructors are not responsible for troubleshooting student cell phones.
- The external camera must remain active and unobstructed throughout the entire assessment and until submission. Students are responsible for maintaining the required camera view and should verify it at the beginning and periodically during testing by selecting the camera icon in the Honorlock toolbar located at the bottom of the testing window. The camera preview allows students to confirm their view without interrupting the recording.

2. Testing Environment Setup:

- Students must make every reasonable effort to recreate a classroom testing environment: a quiet, non-public space, reliable internet connection, and a sufficiently large, visible work surface. A table or desk is recommended but is not mandatory when the full required camera view can be maintained.
- Before starting a proctored assignment, students must complete the authentication and environment-verification steps required by Honorlock, including identity verification, microphone and camera checks, screen sharing, and the Workspace Scan when prompted. The Workspace Scan normally uses a phone to capture a wide-angle photograph of the testing area; students without a smartphone may follow Honorlock's offered webcam-based alternative. Only instructor-permitted materials may be visible. Students must follow Honorlock's current authentication instructions and the Workspace Scan – Test Taker Guide.
- Students must wear appropriate attire and follow EFSC's Student Code of Conduct. Testing from a bed is discouraged because it may make workspace visibility and appropriate testing conduct difficult; any alternative arrangement must still meet all camera and integrity requirements.

- Students anticipating minor children, unavoidable household interruptions, or a nontraditional workspace must contact their instructor before the testing session to discuss arrangements.

3. Technical Requirements and Setup:

- Before testing, instructors will direct students to the applicable Honorlock setup resources. Students must review Honorlock's current authentication and launch guidance, the side-angle camera setup instructions, and any additional course-specific instructions.
- Students must use a compatible computer, browser, camera, microphone, and internet connection. They must review Honorlock's minimum system requirements before the testing window.
- Before their first graded proctored assignment, students are recommended to review HonorPrep (Honorlock Student Tutorial) to become familiar with authentication, workspace scan, and the proctored testing process. HonorPrep is a guided tutorial and does not record or store the session; it does not replace a required course practice assignment.
  Students must complete the instructor-assigned practice proctored assignment using the same equipment and external camera setup planned for graded work and resolve technical issues before the testing window closes.
- Students needing assistance with Honorlock should contact Honorlock Support before or during the session. Support for a student-owned phone or other device is limited to what Honorlock provides for its supported configurations; faculty are not responsible for individual device setup.

4. Compliance and Monitoring:

- Failure to maintain the required camera view, complete verification, or follow other proctoring requirements may result in a score deduction, invalidation of the attempt, or further action under the course syllabus and institutional academic integrity policies.
- Instructors must review proctoring recordings and relevant incidents to determine compliance and apply course policies fairly and consistently. A technical alert alone does not establish a violation.

5. Accommodations:

- Students with approved accommodations through the Student Access for Improved Learning (SAIL) office will ordinarily complete their online proctored assignments at home. They are responsible for arranging a quiet, distraction-free environment; instructors will provide extended time and other approved accommodations as applicable.
- Faculty will work with students individually to implement approved accommodations and address specific testing needs while maintaining academic integrity. Students should communicate approved accommodation needs sufficiently in advance for arrangements to be made.
- Students who independently choose **to use available campus facilities** instead of testing at home do so voluntarily. Faculty are not responsible for arranging or coordinating those optional arrangements.
- Any adjustment affecting the external-camera setup will be considered individually in consultation with SAIL when appropriate. Students without approved adjustments remain responsible for meeting the standard proctoring requirements.

Implementation and Review

This policy will be reviewed regularly to address changes in Honorlock technology, EFSC procedures, institutional requirements, and faculty and student feedback. Faculty will communicate consistent expectations and direct students to current official instructions as needed.

By adhering to these guidelines, the Mathematics Discipline aims to preserve assessment integrity while supporting a fair and consistent online testing experience.