

Online Course Examination Policies & Procedures

To maintain the academic integrity of its online courses, The University of Michigan – Dearborn (UM-D), College of Engineering and Computer Science requires that distance learning students follow these guidelines for examinations.

- Examinations must be completed in the presence of a proctor (as defined below)
- Distance learning students must begin examinations no more than **24 hours** after the on campus section students. (i.e., if an exam is held on campus at 6 p.m. on Monday, DL students must begin the exam by 6 p.m. on Tuesday).
- Students that reside within a 30 mile radius of UM-D must complete examinations on the UM-D campus, either with the on-campus section, or with a proctor at the distance learning office.
- Students outside of the 30 mile radius may designate an alternate exam location with a proctor (as defined below).
- Distance learning students that cannot meet these requirements or who have special needs should contact the instructor as soon as possible to request alternate arrangements.

Proctor Guidelines

A **proctor** is a person that administers examinations to students within the parameters established by the course instructor. The University of Michigan – Dearborn, College of Engineering and Computer Science *Academic Code of Conduct* requires the proctoring of all course examinations. *The Academic Code of Conduct* requires that proctors be physically present with the student while they are completing examinations.

An approved proctor shall be one of the following:

1. A UM-Dearborn faculty or staff member
 2. An educator, counselor, librarian or administrator in a collegiate educational system
 3. A staff member, administrator or educator at a military education center
 4. A staff member, administrator or educator at an independent testing center (i.e., Sylvan Learning)
 5. A public librarian or a public library testing center staff member
- A proctor CANNOT be a relative, close personal friend, employer, employee, co-worker, supervisor, student, spouse or significant other.
 - Students married to or residing with other students must use a different proctor than their spouse/significant other/house mate.
 - The University of Michigan – Dearborn, College of Engineering and Computer Science reserves the right to deny or terminate a proctor at any time, for any reason.

This policy applies to CECS Distance Learning students. Face-to-face students must make arrangements for makeup exams directly with the course instructor.

Online Course Examination Policies & Procedures

Student Responsibilities

- Complete the Proctor Information Form and submit it to the Engineering Professional Development office, as indicated on the form, no later than the end of the second week of classes.
- Provide official photo identification (either a UM-Dearborn ID or government issued photo identification) to the proctor **before** the examination will be administered. Examinations will not be administered without photo ID.
- Students within a 30 mile radius of UMD must request examination proctoring through the UM-Dearborn Engineering Professional Development (EPD) office. Proctoring of examinations through the Engineering Professional Development office will be provided only at designated times. Students must schedule a time at least 24 hours before the examination day. Examinations will be proctored by an EPD staff member at the UM-D campus as follows:
 - *Monday through Thursday beginning at 9:00 a.m., 2:00 p.m. or 6:00 p.m.*
 - *Friday beginning at 9:00 a.m. or 2:00 p.m.*
- 1) Students outside of the 30 mile radius of UM-D may utilize an external proctor, following the guidelines indicated below. These arrangements MUST be made no later than the end of the second week of classes. EPD staff will verify and certify the proctor information and then send the examinations directly to the certified proctor by email.
 - The student must identify a suitable proctor.
 - The student must request the cooperation of the identified proctor.
 - The student must schedule the date, time and location of the examination directly with the approved proctor
 - The student must provide the exam date and time to the EPD office no later than 48 hours before the exam is to be administered.
 - The student is responsible for all applicable proctoring fees.
 - The student is responsible for notifying the proctor and the EPD Office if he/she will not be able to take the examination at the pre-arranged time.
- All students enrolled in UM-D CECS online courses are subject to the rules, procedures and outcomes associated with the UM-D CECS Code of Academic Conduct.
- All students are responsible for providing the required support materials (i.e., paper, writing utensils, reference sheets, calculators, etc.) relative to the exam to the extent permitted by the instructor.

Online Course Examination Policies & Procedures

Instructor Responsibilities

- Announce examination dates in the course syllabus and confirm the examination date 2 weeks prior to the actual examination date. This will allow time for scheduling of proctors.
- Review the examination for errors. Revision of examinations after submission for distribution to students and proctors causes potential confusion and unnecessary errors. Please take the time to proof read your examination before submitting it.
- Establish specific guidelines for examinations, including naming any materials or resources that may be used by students in the completion of the examination (i.e., calculators, textbooks, notes, etc.) and provide this information to the EPD Office.
- Provide a FINAL copy of the examination to the distance learning program manager one (1) business days prior to the examination. This will permit for timely distribution of materials to external proctors, which will in-turn, provide timely completion and submission of examinations for grading.
- Provide contact information to the EPD office for the 24-hour examination period.
- Respond, whenever possible, to any phone calls received from the proctor or student during the exam.
- Review and approve / deny requests for exceptions to the scheduled examination day.
- Collaborate with the EPD Office staff to schedule examinations for students that have received approval for exceptions to the policy or who have special needs.
- Notify students of exam grades within the established timeframe.
- Consider creating multiple versions of examinations to aide in preventing academic dishonesty.
- Instructors are responsible for knowledge of and adherence to the University of Michigan – Dearborn, College of Engineering and Computer Science *Academic Code of Conduct*. It is expected that all suspected violations of the ACC will be brought to the committee for review. Failure to follow the ACC guidelines threatens the academic integrity of the College of Engineering and Computer Science and the University of Michigan – Dearborn.

Online Course Examination Policies & Procedures

Proctor Responsibilities

- Administer the test in an area that is conducive to test taking and has the appropriate facilities.
- Proctors are required to review the guidelines for the examination and guarantee with reasonable certainty that the student follows the guidelines, including use of resource materials and timing of the exam.
- Proctors will be provided with the course examination at least one business day prior to the date that the student will be permitted to complete the exam.
- Proctors will be required to administer each examination within the required time period and authenticate the validity of the examination.
- Return the completed examination, test questions, scrap paper and reference sheets to the Engineering Professional Development Office as soon as possible after completion of the exam (preferably within one hour). The completed examination may be returned by fax to 313-593-4070, or by email to sguinn@umich.edu.
- The proctor must remain in the room with the student(s) throughout the completion of the examination.
- The proctor must report any indiscretions of the student relative to the examination, by contacting the program manager at 313-593-4000.
- The proctor is not responsible for providing any support/resource materials for the student relative to the exam.
- The proctor may not provide any assistance in completing the contents of the examination.
- The proctor may not reproduce or permit the student or any other person to reproduce in any manner the examination or student responses to the exam, or any reference materials (including “cheat sheets”).
- The University of Michigan – Dearborn College of Engineering and Computer Science reserves the right to deny or terminate a proctor at any time, for any reason.

If you have any questions please contact EPD at 313-593-4000 or email Susan Guinn at sguinn@umich.edu.

The University of Michigan – Dearborn, an AA/EO institution, provides persons with documented disabilities reasonable accommodations to participate in educational programs, activities or services. Students with disabilities requiring accommodations to participate in class activities or meet program requirements should contact the Disability Resource Center at 313 593-5430.

Online Course Examination Policies & Procedures

Distance Learning Staff Responsibilities

- Distribute examination administration information to distance learning students
- Request examination dates from instructors
- Request examination restrictions and guidelines from instructors
- Request examinations from instructors
- Identify and schedule proctors for distance learning students completing examinations at UM-D
- Schedule times and locations for UM-D proctored examinations
- Protect the security of examinations (both physical and electronic)
- Review and verify proctor selections
- Distribute examinations and relevant information to examination proctors
- Provide proctoring at UM-Dearborn for distance learning students according to the above guidelines.
- Collaborate with instructors to arrange examinations for students with exception requests or special needs.
- Collect completed examinations from students
- Distribute completed examinations to instructors
- Return graded examinations to students as requested by instructors

Online Course Examination Policies & Procedures

Distance Learning Network students must complete this form and submit it to the Engineering Professional Development Office by the end of the second week of the term.

Student Name _____ ID Number _____

Student Email Address _____ Contact Number _____

Course Number (i.e., CIS 100; not the CRN) _____ Term Fall _____ Winter _____ Summer _____

_____ I will attend the live (face to face) section of the course for my examinations

_____ I reside within a 30 mile radius of UMD and will have my examinations proctored by EPD staff at UM-Dearborn.

_____ I am outside of the 30 mile radius of UMD locale and request that my examinations be proctored by the individual indicated below.

STUDENT SIGNATURE

I have read and understand the examination proctor information and the CECS Academic Code of Conduct.
Student Signature _____

External Proctor Information (Please Print Legibly)

Proctor Name _____ Title _____

Proctor Email _____

Proctor Organization _____

Proctor Mailing Address _____

Examinations will not be mailed to a home address or to a Post Office Box address

City _____ State _____ Country _____ Postal Code _____

Contact Number _____ Fax Number _____

PROCTOR SIGNATURE

I have read and understand the examination proctor information and agree to proctor examinations for the above named student. I will, to the best of my ability, protect the intellectual content and integrity of all examinations that I proctor.
Proctor Signature _____

Please return completed form to **Susan Guinn** at:

Postal Mail
University of Michigan – Dearborn
College of Engineering and Computer Science
2040 PEC, 4901 Evergreen Road, Dearborn, MI 48128

OR

Fax
313-593-4070

EPD Staff Only
Proctor Approval

_____ Initials

_____ Date