PROCTORED EXAM POLICIES AND PROCEDURES:

Students are eligible to sit for the final exam(s) once course hour requirements have been met. Virtual classroom students: In order to receive full course hour credit, students must remain fully visible via webcam for 15 class modules. Self-paced online (RECampus) students receive full course hour credit once built-in course timer has reached 50 minutes.

• Proctored exams are administered virtually through Zoom and require a desktop or laptop, a stable internet connection, and a working webcam.
• An exam URL will be provided via Zoom chat once logged in. Zoom meeting will continue in minimized window during entire exam. *If you are utilizing a device such as an iPhone, the webcam does not stay enabled while you are taking the online exam, as required. It is possible to log into the Zoom session with two devices, one to take the exam and one for webcam utilization.*
• Zoom chat may be utilized for any questions. You may begin the exam once your link arrives in the chat box and log off once you receive confirmation your answers have been submitted. Results will be Emailed to you within 24 hours.

Proctored Exam Guidelines

1. No other person is allowed to enter the room while you are taking the proctored exam.

2. The lighting in the room must be bright enough to be considered "daylight" quality.

3. You must sit at a clean desk or table.

4. The room must be as quiet as possible. Sounds such as music or television are not permitted.

5. The exams are closed book.

6. Scratch paper and calculators are permitted.

Your Behavior

1. You must remain visible in your webcam. Although your Zoom window may be minimized, you should still be visible in your webcam.

2. You must not use headphones, ear buds, or any other type of listening equipment.

3. You must not communicate with any person other than proctor.

4. You must not use a phone for any reason.

5. You must not leave the room during the exam for any reason.

Consequences of Rule Violations

If you violate the online proctoring rules and receive an Unsatisfactory status, you automatically receive a score of 0 for the exam.