Remote Proctoring Guide for Instructors

What is remote proctoring?

Remote proctoring is a digital service or tool that is used to help ensure the integrity of an online exam or assessment by emulating the role of an on-site proctor. Remote proctoring software helps to confirm the identity of the test-taker, monitor a student's activity during the assessment, and serves as deterrent to cheating by limiting a student's access to unauthorized digital resources during the exam.

Should I use a remote proctoring tool?

Before using remote proctoring for an exam, instructors should consider whether a proctored exam is the best option.

Proctored remote exams have several drawbacks, including the following:

- Remotely proctored exams may be more stressful than in-person proctored exams, which can negatively impact student performance.
- They require substantial planning and setup on the part of the instructor and the student.
- Proctoring systems can generate "false positive" flags that must be reviewed by an instructor after the exam.
- Not all students have access to the appropriate technology (computer, high-speed internet and a webcam) to use proctoring services; instructors will have to make accommodations for such students. Please keep in mind that Chromebooks are not currently supported for remotely proctored exams.
- Planning must include what to do if the proctoring service experiences an outage during the exam.

For these reasons, we recommend using [alternatives to timed, proctored exams](#) wherever possible. Large courses reliant on in-person exams should consider open-book exams or frequent low-stakes assessments as alternative assessment strategies that are relatively easy to grade.

If you still determine that a traditional timed, proctored exam is the best assessment for your course, [Respondus Lockdown Browser & Monitor](#) are available for exams delivered through Canvas.

What remote proctoring tools are available at Rutgers?

Respondus Lockdown Browser and Monitor is the Rutgers enterprise digital proctoring solution. Fully integrated with Canvas, Respondus can be used to limit a student's access to web browsers and other applications while taking an assessment. It also utilizes a student's webcam, microphone, and other elements to assess the testing environment and monitor activity during

the assessment. While other proctoring tools may be available, Respondus is the only authorized proctoring tool at Rutgers.

What do I need to do before using Respondus?

Students should be made aware of remotely proctored exams as soon as possible. It is recommended that instructors include information about remote proctoring in their syllabus, the Canvas course site, and even the course description to allow students ample time to prepare.

When using an online proctoring tool, students will be required to have access to a computer, high-speed internet, and a webcam with a microphone. Students should follow the University guidance concerning web conferencing and local campus, school, and department guidelines for remote learning. Prior to recording, students should notify anyone that may appear in the recording (including any residents where the recording is taking place) that the student is recording a video, in order to ensure that any recordings do not violate others' privacy.

Instructors should be aware that some students may require special accommodations for both traditional and remotely proctored exams. For more information, visit the Office for Disability Services website about exam accommodations or contact your campus's ODS team.

How do I setup remote proctoring for my exam?

Respondus Lockdown Browser & Monitor are fully integrated with Canvas. To learn how to enable remote proctoring in your exam, visit the Getting Started with Respondus page.

Do I need to do anything after the exam?

Respondus uses automated computer vision technology to assess and flag events that may include incidents of cheating. Just because an event is flagged does not mean the student cheated. Each flagged event will be recorded for the instructor to review and determine if an investigation is warranted. Visit the Understanding Proctoring Results page for more information on reviewing flagged events.

Additional Resources

Academic Integrity Resources for Faculty
Alternatives to Proctored Exams