West Coast Alternative Proctoring Procedure for Online and Video-streaming Courses
Northeastern University- College of Engineering
February 24, 2021

Proctoring Responsibilities

Students enrolled in online or video-streaming courses may be required to take on-campus exams (e.g. the online instructor arranges for an on-campus exam). Exam proctoring is administered using a proctor or proctoring service, as arranged by the student. The instructor for each class will work with the students and Online Program Specialist in the Graduate School of Engineering and they will make the decision on what mechanism(s) will be used for the exam. This decision will be shared with the Director of Student Affairs on the regional campus.

The instructor will be responsible for:

1. Communicating with the regional campus student affairs professional[1] at least 2 weeks prior to the exam, to reserve a classroom on the date and time of their exam
2. Identifying the proctor with help from the Online Specialist on Proctor Applications.
3. Communicate the expectations of the exam setting (i.e. duration of exam, notes/open book allowed, any restrictions of materials, and student placement) with the proctor
4. Articulate how exam will be collected and delivered back to the instructor to the regional campus student affairs professional
5. Work with academic advising support[2] on the regional campuses to find a suitable proctor (current TA, student ambassador, or other full time faculty or staff)

The regional campus will be responsible for:
1. Assigning a classroom for proctored exam, starting at least 30 minutes prior to the exam start time.
2. Communicating with assigned proctor about exam day logistics and expectations
3. Distributing exam to proctor no more than 1 hour before exam
4. Collecting exam from proctor and delivering it back to the instructor within 1 business day

The proctor will be responsible for:

1. Arriving at proctor site at least 15-minutes before the exam to collect it from the regional campus student affairs professional
2. Ensuring the set-up of the room and exam is aligned with expectations articulated by instructor (i.e.students are spread appropriately across the room)

[1] Silicon Valley Campus: Jampa Choephell (j.choephell@northeastern.edu); Seattle Campus: Aaron Jorgensen (aa.jorgensen@northeastern.edu)

[2] Silicon Valley Campus: Jeffrey Lam (j.lam@northeastern.edu); Seattle Campus: Terri Gu (y.gu@northeastern.edu)