

## Proctoring of Examinations Policy

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<b>Description</b>	This policy specifies the University's arrangements for the proctoring of examinations.

### Related documents

[Assessment Policy](#)

[Assessment Types](#)

[Institutional Framework for Promoting Academic Integrity among Students](#)

[Student Academic Misconduct Policy](#)

[Student Charter](#)

[Role Statement Course Convenor](#)

[\[Introduction\]](#) [\[Responsibility for Proctoring\]](#) [\[On-campus Proctors\]](#) [\[Online Proctors\]](#)

## 1. INTRODUCTION

This policy specifies the University's arrangements for the proctoring of [examinations, tests and quizzes](#) on-campus and online. Examinations, tests and quizzes can be administered through various means depending on the requirements specified by the Course Convenor, professional accreditation bodies, the University and its third party providers.

Not all examinations, tests and quizzes require proctors e.g. take home exams, practical, laboratory or clinical exams; and tests and quizzes that contribute no more in total than 20% of the marks towards the final grade. The scheduling of non-proctored examinations will be advised by Course Convenors in the Course Profile and on Learning@Griffith. Students undertaking non-proctored exams, tests or quizzes are to conduct themselves in accordance with the instructions provided by the Course Convenor and with an awareness of their responsibilities under the *Student Charter* and the *Institutional Framework for Promoting Academic Integrity*.

Proctored examinations, tests and quizzes are managed by an individual or service that administers and monitors students while they are taking the assessment task. A proctor or proctoring service is responsible for verifying the identity of the student taking the assessment task, ensuring appropriate exam conditions are met and monitoring the student conduct and behaviour while completing the exam, test or quiz.

## 2. RESPONSIBILITY FOR PROCTORING

Student Administration, through the Examinations and Timetabling Centre is responsible for arranging appropriate proctoring for examinations across all campuses and online, where:

- the examinations are conducted within the designated examination periods for end of trimester examinations and supplementary/deferred examinations;
- the responsible School has requested that a central examination be conducted; and

- examination requirements of Schools with Programs outside of the designated examination periods shall be considered and accommodated accordingly.

For examinations conducted at the South Bank campus for students of the Queensland College of Art and the Queensland Conservatorium, proctoring arrangements are the responsibility of the relevant College.

For examinations conducted at other times of the year (except for the School of Medicine), the School responsible for the course is responsible for examination proctoring arrangements. Schools are encouraged to use the Examinations and Timetabling Centre trained on-campus proctors or the online proctoring service to supervise such examinations and are to contact the Examinations and Timetabling Centre to engage these services.

Where alternative examination arrangements are required for students registered with the Disabilities Service, Exams and Timetabling is responsible for the proctoring arrangements for both centrally organised examinations and examinations organised by the School.

For students undertaking a course by external study, arrangements for proctoring are managed by Examinations and Timetabling. For students undertaking an OUA (Open Universities Australia) unit, arrangements for the location of the examination and proctoring are managed by OUA Administration.

### 3. ON-CAMPUS PROCTORS

Proctoring for on-campus exams may be carried out by University staff, postgraduate students (not proctoring postgraduate courses) or persons external to the University, employed on a casual basis.

Undergraduate students, including Honours students, may not be proctors for University examinations.

The following table sets out a guide to the minimum level of proctoring required to assure the proper conduct of an examination. The table is not intended to prescribe a maximum number of proctors as the particular characteristics of a venue or examination activity may require more than the minimum number.

Number of Students in an Examination Venue	Minimum Number of Proctors
0 - 20	1 *
20 - 70	2
70 - 110	3
110 - 150	4
150 - 200	5
200 - 250	min of 6
250 - 350	min of 7
350 – 450	min of 8
450 – 550	min of 9
550 – 650	min of 10
650 – 750	min of 11
750 – 850	min of 12
850 - 950	min of 13

\* Where only one proctor is appointed, backup or relief proctoring must be available at short notice throughout the duration of the examination.

The Senior Manager, Examinations and Timetabling or the School responsible for arranging proctoring, as set out in [Section 2](#), is responsible for providing proctors with proper instruction concerning the conduct of the examination, with particular attention to their responsibility to ensure that the examination is conducted in a manner which is fair to all students. They must be advised of correct action to take if they observe behaviour on the part of a student, which may be construed as cheating or misconduct. This instruction is to be provided to all proctors, including University staff, postgraduate students, or casual employees.

The Examinations and Timetabling Centre offers online training for proctors, which is to be completed annually and is mandatory for all proctors employed by Examinations and Timetabling. On completion of this training program proctors must attempt the online Proctor Knowledge Test and gain a minimum of 90% to be eligible for employment. In addition, the Examinations and Timetabling Centre also maintains and distributes a procedures manual for use by proctors.

### **3.1 Conditions of Employment**

As a casual employee proctors are employed on an hourly basis and, as such, notice of one hour may be given by the University to terminate employment.

The offer of employment is contingent on work being available and appropriate performance standards being met.

The rate of payment for persons who are employed as proctors shall be:

- for the proctor in charge of the conduct of the examination, (1-99 students) - \$28.00 per hour;
- for the proctor in charge of the conduct of the examination, (100-199 students) - \$30.00 per hour;
- for the proctor in charge of the conduct of the examination, (200+ students) - \$35.00 per hour;
- for other proctors assisting the proctor in charge - \$26.00 per hour;
- for proctors acting as scribes or readers - \$30.00 per hour.

Spread of hours: 7.30 am to 9.30 pm Sunday to Saturday

Overtime Rates: Overtime rates of 1.5 times the standard rate of payment after the first 3 hours and 2 times the standard rate of payment thereafter will not apply until:

- a) 10 hours are worked in any one day; or
- b) before 7.30am or after 9.30pm; or
- c) more than 72.5 hours ordinary time has been worked in any one fortnight

Minimum Hours: In case of an exam cancellation due to student no shows, timetable changes etc. the minimum of 2 hours will be paid to all rostered proctors.

Payment does not apply to staff members of the University performing proctoring as part of their duties.

### **3.2 Role of the Course Convenor**

Regardless of whether the proctor for an on-campus examination is a University staff member, a postgraduate student, or a paid proctor, the Course Convenor or nominee must be present in the examination room 15 minutes prior to the commencement of the examination and for the first 15 minutes of the examination, except where the examination is conducted at a remote location or in multiple venues. In these cases, the Course Convenor or nominee must be available by telephone for the period 15 minutes prior to the commencement of the examination and for the first 15 minutes of the examination.

It is desirable that the Course Convenor is contactable by telephone throughout the duration of the examination.

## **4. ONLINE PROCTORS**

The University provides an internet-based proctoring service<sup>1</sup> that allows, via the Learning@Griffith interface, students to schedule, setup and proctor an online examination, test or quiz from any internet-enabled location. Exams are proctored through webcams for observation by a certified proctoring service and recorded for later review. To use this service the student is required to biometrically enrol and authenticate for the scheduled exam through:

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<sup>1</sup> In 2016 this service is being trialled in a specific set of courses.

- 1) biometric photo capture, and
- 2) keystroke biometrics.

The University has an online proctoring agreement that students need to complete before undertaking an online proctored examination, which includes information about how personal information collected or received for the purposes of online proctoring is to be protected under the relevant privacy laws.

To use the University's internet-based proctoring service the student requires the following:

- [http://www.onlineproctoring.com/page.html?\\_pagelid=technicalrequirements](http://www.onlineproctoring.com/page.html?_pagelid=technicalrequirements); and
- a suitable location in which to take the examination, as no other people are allowed to be present. The room in which the computer is located and the area around the computer will be scanned for materials that are not authorised for use in the examination's proctoring instructions.

At the scheduled date and time of the online examination the student selects the link to the exam in Learning@griffith and the browser is locked down. The student undertaking the exam will be observed by the proctor for behaviours that are not consistent with exam conduct and the Course Convenor's instruction for administration of the examination using live audio/video streaming. The proctor shall capture via integrated or external web camera any behaviour on the part of a student, which may be construed as breaching academic integrity. Alerts shall be sent to the student about behaviours that are not consistent with exam conduct and the Course Convenor's instructions for proctoring of the examination. The exam session recording can be accessed by the Course Convenor through Learning@griffith. All details and data related to the online proctored exam session resides in Learning@griffith, allowing the student's behaviour, history, authentication, and exam results upon the completion of each exam to be reviewed by the Course Convenor. Possible breaches of academic integrity during an online proctored examination are to be reported immediately by the Course Convenor to the Student Academic Integrity Coordinator.

#### **4.1 Role of the Course Convenor**

The Course Convenor shall provide instructions for the conduct of examination to the internet-based proctoring service and in those instructions the Course Convenor is required to advise how they may be contacted during the course of the exam.