SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: **January 14, 2019**

To: Secondary Site Administrators

Subject: GUIDELINES FOR PROMOTING ACADEMIC INTEGRITY IN ONLINE PROCTORING

Department and/or
Persons Concerned: All Secondary Administrators, *Online Coaches*, Counselors

Reference: *Online and Blended Learning Process*

Action Requested: Review district expectations for online implementation and guidelines to understand the process for proctoring online courses.

Brief Explanation:

Online learning provides opportunities for students outside of the brick and mortar classroom. The flexible and expanded opportunities that come with distance learning also come with increased responsibilities for teachers and coaches to ensure academic integrity inside and outside of the classroom. Academic integrity is non-negotiable in an online and blended classroom. Participating students need to be aware of the benefits and the consequences of being enrolled in an online class.

The following requirements describe expectations for promoting academic integrity during proctored online assessments.

DISTRICT REQUIREMENTS FOR PROCTORING ONLINE ASSESSMENTS
   Requirements for sites administering online assessments at their school:

1. Teaching staff should explicitly provide definitions of academic integrity and misconduct (cheating, plagiarism, etc.) to avoid confusion and uncertainty of the students, and clearly   state the consequences of cheating in the Academic Honesty Policy. iHigh will provide an updated Academic Honesty policy annually, and it is required that each site will have the student and parent sign the form each semester to be kept at the school site. At the end of the school year the signed Academic Honesty Policies are to be sent to iHigh Virtual Academy.
2. Assessments that are proctored will require outside resources be removed and not accessible to the student. For this reason, students should keep their phone and backpack outside the testing area.

3. The identity of the student taking the assessment needs to be confirmed to ensure the student taking the test is the student taking the class. Students need to sign in and sign out of the lab and provide ID if applicable. Proctors need to check the computer monitors of the student to ensure they are taking the correct assessment for their own class, and the proctor should be the one to unlock the exam.

4. Students should be given blank paper by the proctor to ensure outside information is not being brought into the proctor area. All scratch work by the student needs to be completed on the paper provided and the paper should be collected at the end of the exam.

5. In some cases students will need to use materials other than the computer to complete the assessment. Upon request iHigh will provide a list of approved supplemental materials annually.

6. Organization of the room for the proctored assessment is key to a productive outcome. In constructing a space for the student, teachers and coaches need to give thought to the placement of the computer screen to ensure visibility at all times. Students taking exams should be separated from other students to avoid potential copying or assistance.

7. Allocate enough time in order for the student to finish the assessment in one sitting or class period. If the online exam cannot be completed in one sitting it is crucial to alert the teacher of record that the student has saved his work and intends to complete the assessment during a future. The student should be made aware that completing any portion of the exam outside of the proctored setting can invalidate the test. Edgenuity includes a feature to hide any questions that have been viewed when the student next opens the exam. When the student resumes working on the proctored assessment all of the district guidelines need to be enforced again.

8. All work for an online course, including the assessments, needs to be completed before the last day of the term in order to receive credit for the class. After the term has ended the course will be locked down to avoid student access to the exams in a non-proctored setting.

9. The proctor for the exam should not interact or provide academic assistance to the student unless previously approved by the teacher of record. Student assistance should be limited to procedural questions surrounding the exam and not include assistance in answering the questions.

10. Students should show the proctor they have submitted the online exam before they leave the test room. The proctor should review the student work to be sure all portions of the assessment have been completed, this includes all spoken, written, and interpretive portions of the exam. An example of this would be the foreign language midterm and final exams that have 3 parts that need to be completed in a proctored setting.
11. If a student does not have an online lab on their main campus, they should reach out to their teacher of record for an approved proctor form. This proctor will be given the procedures for administering the test.
12. The proctor in the lab should not bypass or reset essays, midterms and final exams without prior approval by the teacher of record

District sites that identify test-taking irregularities are expected to adhere to the following guidelines:

1. If the proctor notices a potential violation of any of the district requirements during the exam he should question the student. If the breach is not severe and can be remedied without compromising the test security, then the remedy should be completed prior to student resumption of work. An example of this would be a cell phone spotted in a student pocket but no evidence of student use of the cell phone. The cell phone should be removed from the test area.
2. If irregularities are discovered after the exam period has ended the proctor should collect any evidence and report the discovery to the teacher of record and appropriate iHigh staff member. An example of this would be answers to specific test questions found on the scratch paper. The proctor should alert the teacher of record that the irregularity was discovered.
3. Proctors, teachers, and coaches will provide full disclosure of the events surrounding the irregularity, including observations made before, during and after the proctored assessment, to administration and appropriate iHigh staff member.
4. When irregularities of the proctoring guidelines are confirmed by the district staff parent/guardian contact will be made by the teacher of record. The parent or guardian will be provided with accurate details of the offense and the consequences. A meeting will be convened upon parent request to allow the student to provide any additional details that may be relevant.
5. Consequences for cheating during online proctored assessments and assignments will be outlined in the school academic honesty policy. A copy of the Academic Honesty Policy will be provided to the parent and student after the offense has been confirmed to outline the consequences.

For questions please contact Eunique Johnson 619.725.7249 ejohnson7@sandi.net

APPROVED:

Cheryl Hibbeln
Executive Director, Office of School Innovation and Integrated Youth Services