

## A Guide to Proctoring through UNC Online

The following is a brief guide to proctoring online exams through UNC Online. If you have questions or need help beyond this guide, please visit the Faculty Help section of UNC Online at:

<https://unconline.zendesk.com/hc/en-us/categories/200823036-UNC-Online-Proctoring-Faculty-Members>

### 1. Adding a Note in Banner about Proctoring for the Course

The course listing should include a note to inform students of the proctoring requirement and that they may be responsible for additional charges. Here is an example of the language used in Finance, Banking and Insurance that appears under a course listed in Banner:

**“Note for Section Above:** This course is offered online. Exams must be taken on campus (no extra charge) or at a pre-approved proctored location that can be found through [online.northcarolina.edu](http://online.northcarolina.edu) (additional charges required).”

### 2. Proctoring via UNC Online ([online.northcarolina.edu](http://online.northcarolina.edu))

The UNC System has a proctoring service available to all online classes offered at UNC schools. It includes municipal libraries, community colleges, universities, private businesses, and others throughout the country. Typically, online classes are coded by our registrar (Melissa Hicks x3135) and automatically included in the system. Once they are coded as “online”, you can set up proctoring for exams.

- Go to [online.northcarolina.edu](http://online.northcarolina.edu)
- Click on the tab “Proctoring”
- Log in with your ASU information
- Your course(s) should appear – you may need to change the “Term” if it is not on the current term.

Term: Spring 2020	No exams were found that match your search criteria. Please expand your search or try again on a later date.
Courses	ECO 2200 101 - Business and Economic Statistics I(3).F.S. <a href="#">Add Exam</a>
Exam Status	ECO 2200 350 - Business and Economic Statistics I(3).F.S. <a href="#">Add Exam</a>

- Click Add Exam

At this stage you must complete the following form. These entries are important, and some cannot be easily changed. See below for details regarding each entry.

### Add New Exam

**Exam Name:**

**Exam Window:**

\* **Exam Opens:**

\* **Exam Closes:**

**Duration**

\*Hours:  \*Minutes:

**Exam Type**

**Online**

\* **Online Exam Type:**

Password:  I Will Provide Later

**Online+Paper**

**Paper**

Close & Constant Supervision Required

Websites Allowed:

**Students May Use:**

Pen

Pencil

Basic Calculator

- Exam Window (Dates) – **Be careful about the dates!** The closing date of the exam can be extended (for the entire class or for an individual student) after the exam has been set up. However, the opening time and date of the exam cannot be revised once the exam has been established.

Once you have set up an exam and students have signed up for a proctor, deleting an exam in order to revise the dates or anything else is problematic. An exam can be deleted and redone if no one has signed up for an exam. However, UNC Online is generating emails to the entire class whenever an exam is added.

- Exam Type – Online – This type of exam can be taken at the proctor locations mentioned earlier or through an online system called **Examity**. Students are able to take the exam at home using a laptop and monitored through their webcam. They are required to show ID and scan the room prior to the exam.
- Exam Type – Paper – This type of exam can only be taken at proctor locations mentioned earlier. Examity is not available. The instructor must upload their exam, generally MS word or PDF, to UNC Online. The proctor downloads the exams, prints it for the student, scans the completed exams, and uploads it for the instructor.
- Close and Constant Supervision Required – If this is checked, the exam must be taken where the student is actively monitored by the proctor. For libraries and other physical locations, typically at a table near the proctor. Examity automatically uses close and constant supervision.

If this is not checked, the student often takes the exam in an unmonitored room with access to their phone and notes.

Note: Requiring close and constant supervision reduces the number of proctors available to students as not all proctors offer that option.

Once submitted, a number of other options are available. Unlike the original information, these options can be edited at any time prior to the exam. These options are self-explanatory.

Students May Use:

- Pen
- Pencil
- Basic Calculator
- Programmable Calculator
- Advanced Function/Non-Programmable Calculator
- Textbook
- E-Book
- Blank Scratch Paper
- Notes
- Previous Exams
- Dry Erase Board with Markers/Erasers

Students May **Not** Use:

- Keyboard

\*Bathroom Breaks:  
 Unlimited

**Emergency Contact**

**Primary**

Contact Name (First Name Last Name)

\*Primary Phone

Secondary Phone

\*Email

**Alternate Emergency Contact**

Contact Name (First Name Last Name)

Primary Phone

Secondary Phone

Email

**Additional Contacts & Emergency Information**

**NOTE:** UNC Online automatically sends messages to students when you add an exam. It also sends messages to students that have not scheduled a proctor as the exam time approaches. This can be a problem for classes that only have a few students using the UNC proctoring system while other students are taking the exams on campus. All students will receive the automated emails so you may need to communicate with students about this.

### 3. Other Helpful Notes

- The exam does not need to be provided when it is originally scheduled. The exam times should be created at the beginning of the semester with the above instructions to give students sufficient time to schedule their exams. The instructor can provide the exam as the exam approaches. UNC Online also sends automated emails to instructors about providing exams.
- Students will often complain about the proctoring requirement so it is important to communicate this early and often. The note on the course listing, the syllabus, and a class email a few days prior to the semester are good options.
- Appalachian offers proctoring in the JET Building. The area is video and audio monitored and there is no cost for Appalachian students. Seating is very limited, though. There are currently five seats available. The municipal library in Boone does offer proctoring but does not offer close and constant supervision.

An instructor that requires a paper exam with close and constant supervision and has a lot of students in the Boone area should offer an exam time on campus. The capacity at the JET Building will likely be inadequate.

- Sample Statements:

#### Syllabus - Exams

There will be an in-person or proctored mid-term and final exam. Students must schedule a proctor through the UNC proctoring system at [online.northcarolina.edu](http://online.northcarolina.edu) (click on proctoring services and log in). The proctor must offer "close and constant" supervision. Alternatively, I will be giving the exams in Peacock Hall. The midterm will be on Friday, July 20th from 10:00 - 12:00 and the final will be on Monday, July 6 from 10:00 - 12:00.

#### Planning Ahead

Students must schedule proctoring appointments in advance. If you procrastinate and do not schedule in advance, you may not be able to find a proctor. If you do not have a proctor for an exam you will not be able to take the exam and you will receive a grade of zero for the exam. No exceptions.

Although the information on UNC Online indicates the possibility of scheduling proctors at the last minute, there is no guarantee that there will be proctors available at the last minute. Procrastination may lead to an exam grade of zero.

Students generally take their exams with a proctor through the UNC system. The website is [online.northcarolina.edu](http://online.northcarolina.edu). You will need to login and select proctoring. You can search for proctors in your area (typically, municipal libraries, community colleges, and universities). The proctor must offer "close and constant supervision". Proctors typically charge around \$20. You have to sign up through that website but some proctors have additional instructions (the proctor may want you to call and schedule the time with them

first) so read the instructions carefully. The midterm can be taken with a proctor from Thursday, July 18th through Saturday, July 20. The final is from Saturday, August 3rd through Tuesday, August 6th.

The UNC proctoring system will send automated emails to everyone in this class if they have not signed up as the test day approaches. This includes those that plan to take it on campus and will not be signing up with a proctor. For those people, ignore the automated emails.

#### **4. Experienced and Helpful Contacts in the WCOB**

- Jarrod Johnston, Finance, Banking and Insurance: [jjohnston@appstate.edu](mailto:jjohnston@appstate.edu)
- Rebecca Hutchins, Accounting: [kaenzigr@appstate.edu](mailto:kaenzigr@appstate.edu)