MEMORANDUM

To: Course instructors
Date: 19 July 2021
Re: Remote Proctoring Guidelines

Given the University's plan for in-person delivery of most courses in Fall 2021, it is likely that most instructors will be able to schedule in-person exams. In some cases such as for fully online courses, however, remote proctoring may be preferred.

Note that remote proctoring for an in-person or blended course must be approved by the Associate Dean (Academic) in Faculty offering the course.

Considerations for Remote Proctoring

Where an in-person exam or alternative assessment is possible but you would prefer remote proctoring, please weigh the these considerations:

- the added requirement on students of possessing a suitable computer with a webcam and reliable internet connection,
- the possibility of technical issues during a remote exam,
- student privacy concerns and/or anxiety over remote monitoring,
- extra time required for the instructor to set up and review remotely proctored exams,
- extra time and steps required for students to complete the system check and familiarize themselves with the remote proctoring solution, and
- a likely lower effectiveness of online proctoring vs. proctoring in a traditional in-person exam.

Messaging to Students

When remote proctoring is to be employed, instructors must provide advance notice in the course outline, including a brief description of the system requirements and a link to resources for more information. The following statement includes the key elements:

Tests and examinations in this course will be conducted using a remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western's Remote Proctoring website at:

https://remoteproctoring.uwo.ca.