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.