

# Remote Proctoring Information for Students

If your instructor is using remote proctoring in your class, review this section thoroughly.

To maintain the integrity of the assessments necessary for this course section, the instructor has determined a remote proctoring tool will be required to complete specific assessments. The remote proctoring tool that is used at Minnesota West is Respondus Lockdown Browser/Monitor.

The cost for this remote proctoring software is included in the cost of your tuition when you registered for the course, there will be no additional charge. The following information is provided to you, so you know what to expect.

## Technology Requirements

To take an assessment remotely, your instructor will provide information on the software. Your instructor will provide you with an opportunity to complete a practice assessment so that you can confirm the device (your computer/hardware), software (e.g., your web browser, ad-blockers, malware detection), and Internet connection requirements will not limit your ability to take a required assessment.

Your device must meet these minimum system requirements:

### Device Requirements

One of the following devices with an integrated or externally connect camera and microphone:

- Windows Operating System 9 or higher
- Mac OS (Operating System) 10.1 or higher
- iOS device (iPhone/iPad) running iOS 9 or later
- Android device running X or later
- Web browsers (List)

### Internet Connectivity

An Internet connection with at least 20 Mbps download speeds and 5 Mbps upload speeds is required. Please consult with the cellular or Internet Service Provider, if you are unfamiliar with the speed (e.g. bandwidth) you have.

When the software is used to take an assessment specific functions (e.g. switching applications, etc.) of your device will be “locked down” and unavailable.

The camera on, or connected to, your device will be used to monitor and flag any actions or sounds that would be considered inconsistent with taking an assessment.

## Accommodations

If your device or Internet connection will prevent you from successfully completing a remote proctored assessment online, our campus has the following accommodations available:

- Make arrangements for proctoring at one of our campus locations.

If you use assistive technology (e.g. screen reading software, screen magnifiers, etc.) or have an approved accommodation, work with the accommodation coordinator (Salome.chonko@mnwest.edu) before the drop/add deadline so they can help personalize a plan to ensure an equitable learning experience.

## Student expectations for taking an assessment using remote proctoring

The remote proctoring software uses a combination of algorithms, machine learning, and artificial intelligence all aimed to identify behaviors considered inconsistent with patterns typical of completing an assessment. When these behaviors or patterns are detected, your assessment attempt will be “flagged” and reviewed by the remote proctoring service and/or your instructor. To help reduce the likelihood of your assessment being flagged, we have provided you with the following suggestions.

- Select a location where you are least likely to be interrupted. Sounds and movement in the space where you are completing an assessment may trigger flags by the software that will be reviewed.
- Clear your area of any prohibited external materials — books, papers, other computers, or devices.
- Turn off any mobile devices, phones, etc. that are not required to complete an assessment and do not have them within your reach.
- Remain in the same location for the duration of the assessment.
- Be sure where you place the device does not move when taking an assessment. For example, place your device on a firm surface like a desk or table.
- If the camera you use is built into your device, avoid adjusting your device after the assessment starts. A common mistake is to push the screen back, resulting in only the top portion of the face being recorded.
- For your face to show clearly on a webcam check the software may require you to be in a well-lit space with high background contrast.

- The remote proctoring software will prevent you from accessing other websites or applications; you will be unable to exit the assessment until all questions are completed and submitted.

## Identification

On the day of your assessment, you will need to have an approved identification available. Those forms of identification include:

- Valid driver's license or State issued ID
- Current passport

As a reminder, by enrolling in this course, you are agreeing to our Student [Code of Conduct](#), which specifies that cheating in any form is considered academic misconduct. Review the student code of conduct policy and procedure so you know the process by which academic misconduct may be handled and associated consequences.

## What information will be provided by your instructor?

Your instructor will communicate when your assessment is available to be taken and how much time is provided to complete your assessment. Before starting the assessment, be sure you have allotted enough time to complete it.

Your instructor may also provide you with additional directions (e.g. materials allowed when taking an assessment) specific to the assessment you are taking.

Your faculty member will communicate when, how, and to whom you should communicate if unanticipated scenario (e.g. technical issue, emergency, etc.) arises that result in you losing time available or the inability to complete an assessment in the allotted time.

## Remote Proctoring Alternatives or Opt-out Options

We consider remote proctoring as a convenient alternative to requiring students to travel to a specific location on campus and a specific time; however, if you prefer to opt-out of remote proctoring or wish to take your assessment through alternate means, you must communicate this to your instructor via email before the drop/add date for the term.

Our campus has the following options available in lieu of remote proctoring:

- All Minnesota West primary campus locations are available to conduct in-person proctoring.

Your instructor may also offer, but is not expected to, create an alternate assessment that assesses student learning in a separate way including papers, video or oral presentations, or oral assessments via Zoom or Teams.

## Privacy and Security

By using the remote proctoring tool, you are agreeing to the software's Terms and Conditions .

If you have specific privacy concerns or questions, contact your instructor.