

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SIP-3700**

SUBJECT: Test Proctoring Procedures of Online Courses

REFERENCE: Higher Education Opportunity Act of 2008 (HEOA); 34 C.F.R. § 602.17(g), U.S. Department of Education - Student Identity Verification; Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, 34 C.F.R. Part 99; Higher Learning Commission (HLC), *Policy on Distance Education and Correspondence Education*; W. Va. Code §18B-1-6 and §18B-10; West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 4, *Rules and Administrative Procedures*

ORIGINIATION: February 2, 2026

EFFECTIVE: February 23, 2026

REVIEWED:

SECTION 1. PURPOSE

- 1.1 The purpose of this procedure is to ensure academic integrity and compliance with the Higher Learning Commission (HLC) and federal requirements by verifying that the student who registers for a distance education course is the same student who participates in the course, completes required activities, and receives academic credit.
- 1.2 This procedure establishes minimum standards for student identity verification while allowing faculty flexibility to select verification methods that align with course objectives, instructional design, and student needs.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This procedure applies to all distance education courses and programs offered by the College.
- 2.2 All students enrolled in a distance education course must complete at least one graded activity that includes identity verification beyond standard Learning Management System (LMS) access.
- 2.3 Faculty are required to adhere to this procedure and clearly communicate verification requirements to students. Failure to comply with this procedure may result in administrative or disciplinary action, as appropriate.

SECTION 3. DEFINITIONS

- 3.1 Student Identity Verification – Methods and processes used to confirm that the student who enrolls in a distance education course is the same individual who participates in coursework, completes assessments, and receives academic credit.

- 3.2 Secure LMS Authentication – The use of unique usernames and passwords assigned to individual students to access the College’s Learning Management System. Secure LMS authentication serves as a baseline identity verification method for all distance education courses.
- 3.3 Proctored Assessment – A graded exam or assignment is administered under the supervision of an approved proctor who verifies the student’s identity and monitors compliance with assessment rules.
- 3.4 Proctor – An individual or approved system responsible for supervising a student during a proctored assessment to verify identity and deter academic dishonesty.
- 3.5 In-Person Proctoring – Proctoring is administered by the instructor, a testing center, or an approved third party in a physical location.
- 3.6 Remote Proctoring (Live or Automated) – Proctoring is conducted through college-approved platforms that may include live monitoring, recorded monitoring, identity verification, or automated integrity controls.
- 3.7 Alternative Faculty-Approved Identity Verification Measures – Assessment methods designed to verify student identity through direct interaction or demonstrable authorship, such as live presentations, recorded video responses with visual identification, oral defenses, or project-based assessments that include verifiable student participation.

SECTION 4. PROCEDURES

- 4.1 **Baseline Verification.** All distance education courses use secure LMS authentication as the baseline for student identity verification.
- 4.2 **Verified Graded Activity Requirement.** Each distance education course must include at least one graded activity that incorporates additional student identity verification beyond LMS login.
 - 4.2.1 This verified component must account for a minimum of 10% of the final course grade.
- 4.3 **Faculty Determination and Disclosure.** Faculty shall determine which graded component(s) will satisfy the identity verification requirement and must clearly disclose the following in the course syllabus and LMS:
 - 4.3.1 The verified assessment(s)
 - 4.3.2 The verification method used
 - 4.3.3 Dates, times, and locations (if applicable)
 - 4.3.4 Any technology or proctoring requirements
 - 4.3.5 Any potential student costs associated with verification
- 4.4 **Acceptable Verification Methods.** Identity verification may be accomplished through one or more of the following:
 - 4.4.1 In-person proctoring
 - 4.4.2 Remote proctoring using College-approved platforms
 - 4.4.3 Instructor-verified assessments (e.g., oral exams, live presentations)
 - 4.4.4 Alternative faculty-approved measures that include a verifiable identity component

- 4.5 **Identity Confirmation Standards.** When proctoring is used, the instructor or proctor must verify student identity using at least one of the following:
- 4.5.1 Government-issued photo identification
 - 4.5.2 Visual confirmation matched to official course rosters or institutional records
 - 4.5.3 Secure platform-based identity verification tools
- 4.6. **Alternative Verification Approval.** If an instructor proposes an alternative verification method not previously approved, the method must be reviewed and approved by the Division Dean prior to implementation.
- 4.7. **Academic Integrity Enforcement.** If a student engages in improper conduct during a verified activity, including identity misrepresentation or academic dishonesty, the instructor may terminate the assessment and proceed in accordance with the College’s academic integrity policies.
- 4.8. **Student Privacy and Data Protection.** All student identity verification methods must include reasonable and appropriate safeguards to protect student privacy.
- 4.8.1 The College complies with the Family Education Rights and Privacy (FERPA) and other applicable privacy laws in the collection, use, storage, and access of student identity verification data.
 - 4.8.2 Access to proctoring recording, identity documents, or verification data is limited to authorized personnel with a legitimate educational interest.
- 4.9. **Student Cost Disclosure.** If a student identity verification method results in additional costs to the student (e.g., third-party proctoring fees), those costs must be clearly disclosed to students.

SECTION 5. BACKGROUND EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 **Accessibility and Accommodations.** Student identity verification methods must be accessible to students with documented disabilities. Reasonable accommodations shall be provided in coordination with the College’s designated disability services office, consistent with applicable law, without compromising academic integrity.
- 6.2 **Technology Disruptions and Contingencies.** In the event of verified technology failure, system outage, or connectivity disruption during a required identity-verified assessment, faculty shall provide a reasonable alternative or rescheduled opportunity that maintains course requirements and academic integrity standards.
- 6.3 **Equitable Application.** Identity verification requirements must be applied consistently to all students enrolled in the same course section, except where approved accommodations or alternative verification methods are required.
- 6.4 **Student Notification and Acknowledgment.** Students shall be notified in advance of any identity verification methods that involve recording, monitoring, or the use of third-party platforms.

Continued enrollment in the course following disclosure constitutes acknowledgment of these requirements.

- 6.5 **Records Retention and Data Management.** Identity verification records, including proctoring recordings or authentication data, shall be retained only for the minimum period necessary to satisfy academic, accreditation, audit, or legal requirements and shall be securely disposed of in accordance with the College's records retention policies.
- 6.6 **Appeals and Review.** Students who believe an identity verification requirement or determination was applied in error may seek review in accordance with the College's established academic appeal or grievance procedures.
- 6.7 **Academic Freedom.** Nothing in this procedure is intended to limit academic freedom or prescribe specific assessment methods, provided that the minimum student identity verification standards established herein are met.
- 6.8 **Limitations.** While the College employs reasonable measures to verify student identity in distance education courses, no verification system can guarantee the prevention of all instances of academic misconduct.

SECTION 7. RESPONSIBILITIES

7.1 Faculty are responsible for:

- 7.1.1 Selecting appropriate identification methods.
- 7.1.2 Communicating requirements clearly and consistently to the students.
- 7.1.3 Ensuring compliance with this procedure.

7.2 Students are responsible for:

- 7.2.1 Reviewing syllabus and LMS information related to verification requirements.
- 7.2.2 Complying with the identity verification procedure.
- 7.2.3 Notifying instructors in advance of legitimate barriers, including disabilities, technology limitations, or scheduling conflicts.
- 7.2.4 Paying any disclosed verification-related fees.
- 7.2.5 Conducting themselves professionally during verified assessments.

7.3 College is responsible for:

- 7.3.1 Providing access to approved proctoring and verification tools.
- 7.3.2 Offering training and technical support to faculty and students.
- 7.3.3 Reviewing verification practices for effectiveness and compliance periodically.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee, and periodically to ensure continued compliance with

HLC accreditation standards and applicable federal regulations. Upon such review, the Cabinet-level Administrator may recommend to the President's Cabinet that the procedure be amended or repealed.

Attachments: None.

Distribution: All Southern Employees
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Revision Notes: February 2, 2026 – This procedure was established to uphold academic integrity and ensure institutional compliance with Higher Learning Commission (HLC) standards and applicable federal requirements. Its purpose is to verify that the student who registers for a distance education course is the same individual who participates in the course, completes required academic activities, and earns academic credit. The procedure sets minimum standards for student identity verification while preserving faculty flexibility to select verification methods that align with course objectives, instructional design, and student needs.