University of South Alabama
College of Nursing

Remote Proctor NOW Policy for Online Exams

The RPNOW system will be used with online examinations as instructed by faculty.

- o Students are required to establish identity following the procedures outlined in the RPNOW instructions.
- o Internet connection by DSL or Cable only without wireless. Students should plug the Ethernet cable directly to the computer from the internet connection bypassing any wireless router in use.
- o Students are responsible for self-testing the functionality of the system well in advance of all Remote Proctored exams in their courses, so that any troubleshooting that is required can be accomplished. Check with your Faculty member for available Practice Exams.

Test Environment Requirements: The online testing environment should mimic the 'in class' testing environment, and must conform to the following:

Testing Area:
- Sit at a clean desk or clean table (not on a bed or couch)
- Lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the student
- Be sure the desk or table is cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. unless specifically permitted in posted guidelines for that particular examination
- No writing visible on desk or on walls
- The following should not be on your desk or used during your exam unless specifically allowed for that examination:
    - o Excel
    - o Word
    - o PowerPoint
    - o Textbooks
    - o Websites
    - o Calculators
    - o Pen and/or Paper
- Close all other programs and/or windows on the testing computer prior to logging into the proctored test environment
- Do not have a radio or the television playing in the background

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- Do not talk to talk to anyone else--No communicating with others by any means
- No other persons except the test-taker should be permitted to enter the room during testing

Behavior:

- Dress as if in a public setting
- You must not leave the room during the testing period at any time, unless specifically permitted in posted guidelines for that particular examination. You must not take the computer into another room to finish testing (exam must be completed in the same room the "Exam Environment View" is completed in)
- No use of headsets, ear plugs (or similar audio devices) are permitted
- Do not use a phone for any reason. The only exception is to contact support or your instructor in the event of a technical issue

Policy Violation Consequences:

- If you are flagged for cheating, you will be contacted directly by the faculty and subject to penalties as articulated in the School Conduct Policy.
- For all other violations you may be notified by Software Secure on behalf of USA CON. This notification will be delivered by email after reviews are complete.
- The intent of these warnings is to allow you the chance to modify your behavior to comply with this policy before punitive action is required
  As outlined in USA CON's policy, repeat offences will be subject to review and may result in a failing grade or expulsion.

For support, please go to: http://clientportal.softwaresecure.com or click here.