

Zoom Proctoring: Suggested Syllabus Statement

The policies governing proctoring via Zoom for Fall 2020 AS&E courses require instructors who plan to use Zoom to proctor exams to include a statement on their syllabus informing students. Instructors can use the following statement on their syllabus to meet the requirements of the policy.

Exams in this course will be proctored via Zoom. If you enroll in this course, you must participate in Zoom proctoring unless you have an accommodation arranged via the Office of Disability Resources that requires otherwise.

Participation in Zoom proctoring will require you to have:

- A private, quiet place to take the exam from which you are comfortable sharing a video feed,
- Access to a computer or other device that includes a functioning webcam, microphone and functioning copy of Zoom software or a web browser capable of joining Zoom meetings,
- Access to a reliable internet connection,
- A photo ID when taking the exam.

During an exam in this course proctored via Zoom, you will be required to take the exam while in a Zoom meeting with your webcam turned on. You may be required at the beginning of the exam to show a proctor your photo id through your webcam, and you may be required to pan your webcam around your surroundings so that the proctor can verify that your surroundings are free of unauthorized devices or materials. A proctor may request that you remove objects, devices or materials from your surroundings that appear to be unauthorized. Refusing a reasonable request by a proctor, TA or instructor during the exam may be reported as a suspected violation of AS&E's Academic Honesty Policy or of the College Standards of Student Conduct.

The Zoom meeting through which exams are proctored will be recorded for possible later review. In the event of a suspected incident of academic dishonesty, excerpts from the recording may be shared with the Board of Academic Honesty.

If you lack access to the technologies required to participate in Zoom proctoring as required by this course, seek assistance from the [College Basic Needs Hub](#). To ensure that your equipment and software are sufficient to participate in Zoom proctoring, review [University IT's tutorials on using Zoom](#) and use [Zoom's live test](#).