

July 12, 2018

UNIVERSITY COMMUNITY



Dr. Miguel Riestra  
Vice President for Academic Affairs

### **ACADEMIC INTEGRITY: Remote Exam Monitoring of Online Modality Courses**

From Fall 2018 trimester onwards, the University will implement measures and procedures to reinforce the academic integrity of online course offerings. These measures will be implemented through the remote monitoring of evaluations identified by the instructor in charge of the course. These actions are aligned with the definitions of online courses disseminated through a communication sent to the University Community by the President on June 11, 2018. Students who object to the remote monitoring of online course evaluations should enroll in the modality of on-campus courses instead.

The following is a general description of how the remote electronic monitoring of evaluations will be carried out:

#### **BEFORE THE EXAM**

1. The verification of the student's identity will be ascertained when students record themselves with a webcam. During the self-recording video, the student shows his or her face and an official identification that must be validated by the instructor.
2. The student will record a video of the area in which the exam is taking place, including the top and bottom of the piece of furniture where the computer is located, as well as the surroundings of the room or office in which the student is taking the evaluation.

#### **DURING THE EXAM**

1. Through a Lockdown Browser application, access to websites is disabled, as well as other applications that the course instructor does not authorize the student to access while taking the evaluation. The copying and printing options from the computer in which the student is taking the evaluation are also disabled.
2. Using the webcam, the student records a video of himself or herself taking the evaluation. The course instructor is the only one with access to the video recordings.

#### **AT THE END OF THE REMOTE EVALUATION**

The course instructor will receive a report of anomalies or unauthorized behaviors (such as the video showing that someone has entered the area of the evaluation, or that the student has been absent from the evaluation area) that have been detected while the student took the evaluation.

Any student who has been identified in violation of academic standards during a remote evaluation will be subject to the corresponding institutional regulation.

In due course, students and instructors will be trained in the use of the tools associated with the monitoring of remote evaluations. Soon, we will share with you the means and mechanisms that we will use to carry out this training, which will include, among others, the following information:

1. Equipment, software and internet connection requirements, including:
  - a. Computer configuration
  - b. Webcam and microphone settings
  - c. Internet connection and compatible internet browsers
  - d. Other software and necessary plug-ins
2. Procedures for taking remote evaluations
3. Etiquette rules when taking exams remotely

We are confident that by reinforcing the integrity of online courses we will maintain the prestige of our institutional academic offerings.