Online Studies Procedure for Proctoring Face-to-Face Exams for Fully Online Classes

At Daytona State College, online classes are defined as classes that meet online for at least 80% of the class (per the state). Therefore, online classes at DSC may require face-to-face proctoring or no proctoring of exams.

For professors wishing to require a face-to-face proctored exam, a statement should be placed in the syllabus indicating this desire. For example: ‘This class requires a face-to-face proctored exam to be taken at Daytona State College. Students outside of the Daytona Beach area (i.e., outside Volusia and Flagler counties) are responsible for finding a suitable outside proctor^ and must incur any fees associated with this service. Upon arrival to your exam, you should be prepared to provide your Daytona State ID or other approved government issued identification.’

A statement should also be added to the comments section of the class before the schedule is rolled out.

The professor is solely responsible for developing their own testing scenarios, i.e., for arranging the use of a classroom and acting as the proctor for the exam. The specific campus classroom location, as well as the date and time period in which the exam will be given should be conveyed clearly to all students well before the exam date, preferably no later than the first day of the class. The Academic Support Center^1 and Assessment Services^2 should not be used as either the location or as the proctor.

^ Daytona State College is a member of the National College Testing Association (NCTA). The NCTA has a consortium of colleges it recommends for proctoring services. To find a recommended site, students can go to: http://www.ncta-testing.org/cctc/find.php. As an alternative, students can also contact other local postsecondary institutions near their location as potential testing sites.

^1 The function of the Academic Support Center is to provide supplemental instruction, tutoring, and workshops.
^2 The function of Assessment Services is to administer exams for college credit, college placement, distance learning, GED diplomas, and makeups for face-to-face classes. However, Assessment Services will continue to provide support to faculty in emergency situations as their schedule allows.