

Proctor U for Online Courses

Because the primary purpose of Louisiana College (LC) is to be a community of learning and free inquiry and because the College seeks to create an environment that encourages the development of moral and ethical values, LC places the highest value on academic integrity and regards any act of academic dishonesty as a serious offense.

Academic dishonesty violates the bonds of intellectual, spiritual, and moral principles foundational to all knowledge. Furthermore, academic dishonesty may defraud those who eventually will depend upon the integrity of learning and scholarship. Academic integrity, therefore, must be the concern and the responsibility of all members of the College community - students, faculty, staff and administrators.

In keeping with this policy, online courses offered through Louisiana College include examinations that must be taken under the supervision of proctors approved by the Registrar's Office. LC's Distance Education Handbook states that "to ensure academic integrity of the courses, faculty members are required to use proctoring systems for all major assignments and exams."

ProctorU is an online proctoring service that allows students to take exams online while ensuring the integrity of the exam for the institution. The service uses proctors who monitor exam takers in three ways:

1. **Authenticate the test taker's identity** to ensure that the person being monitored is the correct student.
2. **Observe the test taker via a webcam.** The student is connected to a real person who guides him/her through the process.
3. **Watch the test taker's screen in real time** and can see everything the student is doing both at the location and on screen.

General Information

- Two forms of photo ID, along with a webcam, microphone, and computer with Internet connection are required.
- Exams proctored through ProctorU cost \$8.75 (30-minute exam), \$14.75 (1-hour exam), \$21.50 (90-minute and 2-hour exam), or \$30.25 (3-hour exam) billed when you schedule the exam.
- Students are responsible for scheduling their exam time directly through ProctorU and for paying the fees directly to ProctorU. Fees for ProctorU cannot be paid through the LC Business Office.
- A minimum of 72-hour notice is required to schedule an online exam with ProctorU.
- All appointments should be made at least 3 days in advance, since reservations made within 72 hours of your exam are subject to a \$5 late reservation fee.
- The exam can be taken online at your convenience at a specified date and time within the time frame set by the instructor for the exam.

- The exam is a timed, online exam (see the exam description in your course syllabus for course-specific exam time limits.)
- Refunds are given if the exam is canceled within 48 hours before the scheduled exam time.

Technical Requirements

OPERATING SYSTEM

PC: A reliable computer running Windows Vista or higher with 1024 MB of RAM or higher (Windows 10S is not supported)

Mac: A reliable computer running Mac OSX 10.5 or higher.

OTHER TECHNICAL SPECIFICATIONS

- Webcam with 640x480 video pixel resolution
- Headphones or working speakers connected to the computer
- Microphone connected to the computer (we recommend having a webcam that has a built-in microphone)
- Reliable high speed internet connection (minimum download speed of 768 Kbps and minimum upload speed of 384 Kbps)
- Compatible web browser (Chrome, Firefox or Safari) with Adobe Flash Player installed (Flash Player 10 or higher recommended)
- Authority to allow remote access to your computer and screen by one of our proctors
- System Test - is your system ready? Take the ProctorU System Test. Visit <https://test-it-out.proctoru.com> for more information.

SYSTEMS NOT SUPPORTED

- Google Chromebook
- Tablets (Nexus, iPad, Tab, Note, etc.)
- Linux operation system
- Virtual machine
- Pre-release versions of operating systems

To learn more about ProctorU and how it works visit www.proctoru.com.