Virtual Proctoring Guidelines

BioSight-ID is an automated proctoring solution that provides an alternative to traditional live proctoring methods. It uses the student's webcam to record images during a testing event, but blurs faces and backgrounds to prevent privacy concerns. When BioSight-ID detects a violation, it will flag those images to be reviewed by Copiah-Lincoln Community College administrators to see if there is a problem.

The following guidelines will help to ensure that academic integrity is being maintained in the same way in which in-person proctoring takes place. Adherence to these guidelines may be evaluated by the instructor, the Director of eLearning, or the appropriate Dean or Vice President up to two weeks after test completion.

If a student is deemed to be cheating in any way, he/she may have their **virtual** proctoring privileges revoked. In addition, the college may require the student to retest in person, or the student may receive a zero for the assignment with no retest allowed (per the cheating policy in the Student Handbook).

Technical Guidelines

- The student must follow all of the steps through which the virtual proctoring software will guide him/her including but not limited to:
    - testing in a bright area
    - clearing workspace of materials
    - closing all computer programs
    - having photo ID captured
    - having photo captured
    - sharing screen
    - keeping face present at all times
    - turning off cellular phones

Required Student Activity Guidelines

- Students must be sitting upright at a desk or table. Testing while laying down will not be allowed.
- Unless approved as an ADA accommodation, students are not allowed to eat or drink while testing.
- Unless approved as an ADA accommodation, students are not allowed to leave the webcam recording window for any reason, including bathroom breaks.
- Loud music, television, or other distractions in the background will not be allowed.
- No other people, including children, are allowed to be in the same room with the student while testing is taking place. This includes if the student looks away from the screen to talk to someone who is off camera.
- Use of cellular phones for any reason is completely prohibited.
- If the student excessively stares or moves his/her eyes off screen, he/she may be considered to be cheating.
- Students must not read any part of the test out loud.
- Profanity or obscenity will not be allowed.

Thank you for following the virtual proctoring guidelines to ensure that academic integrity is being maintained.