MEMORANDUM

TO: Council of Chancellors

FROM: Linda Johnsrud
Interim Vice President for Academic Planning and Policy

SUBJECT: PROCTORING OF EXAMS FOR STUDENTS IN UH DISTANCE-DELIVERED COURSES

It has been brought to the attention of the Chief Academic Officers that the practice of offering test proctoring to students enrolled in distance-delivered courses is not consistent across all UH campuses.

It was recently reported that a CC campus declined to proctor an exam because the course was from a baccalaureate-granting campus; FURTHER, a baccalaureate-granting campus declined to proctor an exam of one of its enrolled students, because the student requested proctoring for a CC course. A review of the UH DL Proctoring Office Information website (http://www.hawaii.edu/dl/faculty/prep/proctor_office.html) indicates that one baccalaureate-granting campus restricts proctoring for only their courses and one baccalaureate-granting campus is not listed.

Relevant Policy

E5.204, pp. 17-18 states, “For distance learning programs, off-site and on-site students should be given equal consideration, e.g., a ‘UH Mānoa student’ is both the student physically present in a Mānoa classroom and the student registered through a University Center on another island. Similarly, it is the responsibility of the receiving site to support the legitimate needs of the student physically on its campus, notwithstanding the fact that the degree/certificate the student is pursuing will be conferred by a sister campus.”

In addition, a memo from Colleen Sathre to Evan Dobelle, dated January 2, 2002 regarding Offer Proctoring Services to Non-UH Students at a Standardized Fee, states that “Students who are taking UH courses via distance learning receive free proctoring services at the UH campus/site that is most convenient to them.”

Requested Action

The Chief Academic Officers request that the Chancellors recommit all UH campuses and education centers to mutual, intercampus support of test proctoring for UH students enrolled in distance-delivered courses offered by any campus in the UH system and review the proctoring services on their own campus.

In addition, regular communication among those directly involved in providing proctoring services is needed. Topics include the review of policies, agreements, available forms, and the current provision of services. The Distributed Learning Advisory Council (DLAC) has offered to facilitate this process.

Thank you.

cc: David Laupen, DLAC Chief Academic Officers