MEMORANDUM

TO: Evan S. Dobelle  
President

VIA: Deane Neubauer  
Interim Chancellor, UH Mānoa

FROM: Colleen O. Sathre  
Vice President for Planning and Policy

SUBJECT: OFFER PROCTORING SERVICES TO NON-UH STUDENTS AT A STANDARDIZED FEE

Recommended Action

Approve proctoring services to non-UH students at a standardized fee.

Recommended Effective Date

January 14, 2002.

Issue/Purpose for the Action

To systematically enable UH campuses to provide proctoring services to non-UH students at a fee that fairly compensates for the service.

Significant Facts/Background

Students who are taking UH courses via distance learning receive free proctoring services at the UH campus/site that is most convenient to them.

There are increasing numbers of requests for proctoring services from students in Hawai‘i who are in courses provided by non-UH institutions, e.g., the University of Phoenix. These external institutions might arrange for Proctoring or Assessment Agreements with set schedules of fees for specific exams, such as the Western Governors University. For students from institutions without a separate agreement, there needs to be a consistent policy to provide service and a standardized fee assessed throughout the UH system.
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Currently only two UH campuses provide proctoring services to non-UH students at a fee. Those two campuses have different fees. Other campuses provide the service but do not charge, and others do not provide the service.

It is in the best interest of the UH system to have a consistent policy to provide the service and to have a standardized fee. The Chancellors have reviewed this request and support its implementation.

Action Recommended

It is recommended that the University of Hawaii campuses provide proctoring services to non-UH students contingent on the availability of campus staff and facilities, and that the proctoring fee be set at $25 per hour or any fraction thereof.

APPROVED:

[Signature]
Evan S. Dobelle
Date