

## **Notice Regarding Use of Examination Monitoring Software**

Norwich University places a high value on the academic integrity of our programs and students. In support of this, we endeavor to provide a secure testing and examination platform to ensure our students are properly prepared to achieve success and meet their long-term professional aspirations.

Toward this end, the University regularly employs remote exam monitoring (proctoring) services on select academic programs which prepare students for work in highly regulated industries such as healthcare, engineering, or government services.

Norwich recognizes the extent to which some remote proctoring solutions can be intrusive to the student and has taken great effort to select a proctoring solution that is built on “Privacy by Design” principles. The University has selected “Exam Proctoring +” by Integrity Advocate as the remote exam monitoring service to support our online exams.

*Norwich University reserves the right to modify this notice and may change the third-party examination monitoring service provider at any time with or without notice.*

### **How Examination Software Functions and What Data is Collected**

Examination monitoring software attempts to mimic live, in-person examination proctoring in the digital sphere to ensure a secure remote testing environment is achieved. Integrity Advocate’s *Exam Proctoring +* software is integrated into the University’s Learning Management System platform (Moodle), and runs directly from the LMS platform.

The software includes ID verification and biometric assisted monitoring services, which includes, but is not limited to monitoring the presence or absence of a student during a course or exam, limiting access to digital resources other than the LMS, and flagging potential unacceptable behaviors. After the student has completed the exam, any flagged behaviors identified by the system are evaluated by a human reviewer and cleared as being a false positive or are reported up to the course instructor for evaluation and action.

Prior to the start of the exam, the student will be asked to display a valid ID which includes the student’s name and photo. This information is used to verify that the student is the person actually taking the exam. The student may also be asked to use their web camera to document their test taking environment to ensure there are no additional monitors, resources, or people that could compromise the integrity of the exam.

## **Student Privacy**

Built on Privacy by Design principles, Integrity Advocate believes that privacy is best protected not through promises of data encryption, safeguards, and software limitations, but by limiting the information that is collected, retained, and shared. With Integrity Advocate, learners never have to share unnecessary personal information to complete a learning event.

Integrity Advocate is the only identity verification, participation monitoring, and exam proctoring solution built on Privacy by Design principles. Integrity Advocate protects learner privacy and ensures assessment integrity for online learning events. Leveraging human review assisted by artificial intelligence and biometric technology, services are available 24/7 on all devices, no plugins or software installation required.

Additional information about Integrity Advocate's privacy and accessibility features are included in the following links:

**Overview:** <https://www.integrityadvocate.com/compare/compare>

**Privacy:** <https://www.integrityadvocate.com/privacy/privacy>

**Features:** <https://www.integrityadvocate.com/features/features>

**Accessibility:** <https://www.integrityadvocate.com/features/accessibility>

**Availability:** <https://www.integrityadvocate.com/features/always-available>

## **Hardware and Software Requirements**

Integrity Advocate's hardware and system requirements are shown in the table below.

	Windows	Mac	iPhone/iPad	Android	Linux	Chrome OS
Operating System	Windows 8+	macOS 10.11+	iOS 10.11+ (recommend at least iPhone 7)	Android 8	Ubuntu 18.04	Chrome 58+
Processor	Intel Pentium or better	Intel	A10+	Snapdragon or ARM	Intel or ARM	Intel or ARM
Free RAM	2GB	2GB	2GB	2GB	2GB	1GB
Upload Speed	0.092 Mbps - 0.244 Mbps					
Microphone	Any Microphone, either internal or external					
Camera	320x240 VGA resolution (minimum) internal or external					

## **Best Practices for taking online remotely-proctored exams**

1. If possible, opt to take the examination at a neutral location such as a public or private school library study room.
2. Sanitize the physical environment. Clear the room of any identifying information you do not want stored in a recording (such as photos, documents, personal affects, etc.)

3. Ensure no one else will be in the environment during the exam. Close and lock doors where possible. Ensure family members and roommates are aware of your examination.
4. Ensure the room is quiet. Turn off music and anticipate potential disturbances.
5. Remove all smart devices from the environment including phones, home assistants (Amazon Alexa, Google Home, Facebook Portal, etc.)

**Security Considerations for certain students**

The software utilizes constant video and audio monitoring. Some students with certain government/military employment may be prohibited from being recorded. If this is your situation, it is incumbent upon you to notify your instructor at the start of every course, so that proper arrangements may be made well in advance of any examination. Verification by the University of employment status and relevant restrictions may be required.