



## Proctored Exam Policy for Online Courses

Ensuring academic honesty in an online environment is vital to the integrity of our online classes and programs. With the increase of FIU Online program offerings and continual growth in enrollments by Florida residents, non-Florida residents, and international students, it is important that FIU faculty design courses that bear in mind all students regardless of their place of residence.

One of the most important considerations to designing an online course is the administration of proctored exams. The university policy for the administration of proctored exams for online courses is as follows:

1. Instructors teaching online courses can require no more than two (2) proctored exams per course, per term, regardless of the duration of the exam. Students enrolled in an online course that requires proctored exams will be responsible for the fees associated with these exams.
2. Regardless of their place of residence, students cannot be required to take proctored exams on-campus. Students who choose not to come to campus to take on-campus proctored exams must notify the course instructor of their intention to take the exam at an approved proctoring center or with an approved virtual proctoring service (ie.Honorlock) before the final add/drop date of the term.
3. The following disclaimer will be added in PantherSoft to all FIU Online courses:

*This online course may require up to two proctored exams. For more information regarding proctored exams, please visit: <http://online.fiu.edu/currentstudents/exams>.*

4. It is the instructor's responsibility to state clearly in the course syllabus whether or not proctored exams will be required. Instructors must also provide the dates, times, and locations of each proctored exam.
5. Students are responsible for determining whether or not their online course requires a proctored exam. Upon gaining access to the course, students should consult the syllabus in order to make such a determination.
6. An instructor may request a policy exception from their academic unit dean. The requesting instructor's dean must provide approval for an exception to *Proctored Exam Policy for Online Courses* in writing. The exception must include the exception specification and acknowledgment that the academic unit agrees to incur costs for additional exams. Exception notifications should be sent to [onlinefiu@fiu.edu](mailto:onlinefiu@fiu.edu).