



MarylandOnline Statement of Best Practices for Remote Proctoring of Exams

Remote proctoring is a method of maintaining academic integrity, designed as a deterrent to cheating in an online exam. Because there are various levels of sophistication in remote proctoring methods, faculty review remains a vital part of the remote proctoring process.

MarylandOnline suggests the following best practices for institutions that use remote proctoring of online exams, administered by either institutional staff or a vendor. Institutions should consult their legal counsel when formalizing policy to best represent their organizations.

1. Let students know early and often if remote proctoring is a component of a course: at the point of registration, prior to the start of the semester, and in the syllabus.
2. Follow [Quality Matters](#) guidance:
 - a. Post clear expectations and instructions for remote proctoring at the beginning of the semester.
 - b. Post the remote proctoring vendor's privacy policies.
3. To familiarize students with the remote proctoring tool, develop a practice quiz, if the vendor allows.
4. Provide students with a choice to opt out of remote proctored assessments and take exams at an alternative "brick and mortar" location, such as the institution's own testing center, a library, or another verified location near their home. These alternative locations should be approved by the institution. Make sure to note to the student that there may be an additional charge if they don't use the institution's services.
5. Develop approved remote proctoring language to be used in all courses that use these tools.
6. Consider using alternative, authentic assessments such as portfolios, interviews, written work, discussion, etc., in place of proctored exams.