A. Introduction

To promote equity and fairness amongst students, ensure individual completion of program requirements and thus readiness for graduation, and protect the reputation of the Colorado State University (CSU) Doctor of Veterinary Medicine (DVM) program, guidelines put forth by the CSU Proctoring Task Force are adopted as of the Spring 2018 semester.

B. Types of Assessments

Type I: An assessment completed during regularly scheduled class/practicum time by an individual student without access to notes, resources or collaboration.

Type II: An assessment completed outside of regularly scheduled class/practicum time by an individual student without access to notes, resources or collaboration.

Type III: An assessment completed during regularly scheduled class/practicum time by an individual student with open notes or resources, but without collaboration.

Type IV: An assessment completed outside of regularly scheduled class/practicum time by an individual student with open notes or resources, but without collaboration.

Type V: An assessment completed collaboratively with or without access to resources.

Type VI: An assessment completed out of class/practicum time that is a written paper, analysis or project (e.g. nutrition plan, reflection paper, journal article review).

“Assessment” refers to an examination, quiz, homework or other graded activity.

C. Policy

Proctoring will be required for any Type I, Type II, Type III, or Type IV (individual effort) assessment that contributes ≥ 10% of the overall course or practicum grade. Students must complete the assessment in a single session unless the Course or Rotation Coordinator wishes to allow multiple sessions. In the latter case, mechanisms to ensure academic integrity must be verified and in place.

Course Coordinators, Instructors or Rotation Coordinators are encouraged to attend, and therefore proctor, assessments completed during the regularly scheduled class or practicum period. If this is not possible, proctors will be secured per the procedures described below.

D. Procedures

The Course or Rotation Coordinator will indicate assessment type(s) (using the definitions above), time frame for completion, allowable resources, and location of the assessment within the syllabus.

The 1st/2nd Year DVM Student Coordinator (SC) will solicit requests for proctoring needs from Course Coordinators (for didactic courses) and the 3rd/4th Year Student Coordinator (for rotations) one month
prior to the end of the previous semester, for actualization the following semester (i.e. for fall semester proctoring, requests will be conveyed in April; for spring semester proctoring, requests will be conveyed in November).

For assessments that are not proctored by a faculty member:

- The SC will communicate with the Course Coordinator or 3rd/4th Year Student Coordinator to determine:
  - Exam type (using definitions above)
  - Time allowed for completion
  - Allowable resources
  - Contact information should questions arise.
- The SC will secure needed room reservations and proctors. The SC will work with the Associate Dean for Veterinary Academic and Student Affairs (AD) to ensure that an adequate number of proctors are hired and appropriately trained.
- The SC will meet with proctors to convey instructions and ensure understanding.

Proctors will:

- Prepare the examination room and test materials.
- Ensure that the testing environment is suitable (proper spacing of seats, ensuring that needed equipment is functional, comfortable temperature).
- Provide exam instructions.
- Minimize distractions.
- Circulate within the room during the exam period to ensure that unauthorized resources are not accessed.
- Notify students of time remaining ten minutes prior to deadline when feasible (i.e. when there is a common start time).
- Ensure that students cease writing or exit a computerized test when time is complete.
- Maintain records of student attendance in the case of an open/”walk in” testing session.
- Manage student concerns related to exam errors or technology malfunctions (e.g. pages missing from a paper exam, forced exit from online exam with time remaining).
- Document and communicate concerns and problems as appropriate (i.e. hired proctors will report to the SC, faculty proctors will communicate with the Canvas Coordinator or AD).
- Safeguard examination materials until delivered to the SC, Course or Rotation Coordinator, or University Testing (Scantron) Center.

Students with RDS accommodations will work with the Course or Rotation Coordinator to determine whether assessments will be completed in accordance with the aforementioned procedures, or within the proctored RDS testing center. Per policy (http://csu-cvmbs.colostate.edu/Documents/dvm-policy-disability.pdf), in order to actualize accommodations for a given examination or assessment, the student must make arrangements with the Course or Rotation Coordinator at least seven days in advance.