

## **Memo: York University's Position on Remote Proctoring for Exams**

**From: SSB-Office of Curriculum Innovation & Teaching Excellence**

**To: All Faculty**

**CC: All Staff**

**Re: Memo: York University's Position on Remote Proctoring for Exams**

**Date: Monday, March 15, 2021**

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Dear Instructors,

We wanted to take this opportunity to review and highlight the position of remote proctoring for exams across Schulich and the University. **In November 2020, Schulich took the stance that from Winter 2021, algorithmic remote proctoring** (e.g., Respondus Monitor, Verificient Proctortrack) **would not be allowed for assessments**, except in exceptional circumstances. Building on this position, **York University will also be restricting all online proctoring beginning in the Summer 2021 term**, and for the duration of the disruption caused by the COVID-19 pandemic.

Challenges associated with remote proctoring have been raised by students and faculty alike, including key concerns around equity, racial bias, privacy, student anxiety, and technical issues. For Summer 2021 onwards, York's [Senate Executive Committee announcement](#) stated that, "Any form of technology-enabled invigilation (also known as "online proctoring") by instructors, which includes the use of **proctoring software or video conferencing software, such as Zoom, used for proctoring purposes, may not be used** except in exceptional circumstances; and authorization for the use of online proctoring in exceptional circumstances is required by the Dean / Principal of the Faculty / School / College in question and the Vice Provost Academic."

**Therefore, the requirement that Schulich instructors obtain ADAO approval when seeking to use remote proctoring will continue.** In so doing, please email [cite@schulich.yorku.ca](mailto:cite@schulich.yorku.ca) outlining why remote proctoring is needed for the assessment(s) in future terms, and what steps you will take to address privacy, equity, and racial bias concerns. An exception may be granted for courses that:

- have a requirement for proctored tests or exams by an accreditation body or professional association.
- prepare students for remote proctored tests or exams delivered by an accreditation body or professional association.
- have learning outcomes that even with assessment redesign, cannot be assessed with academic integrity without remote proctoring.

**Note:** Alongside ADAO approval, any proctoring requirements must be stated explicitly by the instructor in the course syllabus at the outset. **Therefore, starting Summer 2021, please ensure you obtain approval well in advance of the start of the term.** Students must be aware of the requirements so they can make any arrangements to sit their exams with the necessary equipment in place. Students should also be advised to let their instructor know at the beginning of the course if they are unable to adhere to said requirements during the exam, and contact Student Services to determine what accommodations, if any, can be made. **If no information on proctoring requirements was stated in the course syllabus, related tools (ex: video cameras) cannot be mandated.**

As we look ahead to [Fall 2021](#), Senate has confirmed that York University will not be able to resume full on-campus operations and that remote assessment methods will continue. As academic integrity becomes a more prominent concern with remote delivery of assessments, and with remote proctoring now utilized as an exception-only option, we encourage instructors to take advantage of available support from the CITE office to make improvements to their assessments that will be of value regardless of future course delivery format.

Below are recommendations to help reduce academic honesty concerns:

- Review the detailed list of available guides and services related to [remote course delivery](#).
- Consult the T&L [Academic Honesty design guide](#) for tips and considerations, including an **honour statement** template to be added on exams. This requires students to confirm they will work independently and may otherwise be subject to University disciplinary action.
- Use [Turnitin](#), where able, to reinforce academic honesty and flag submission similarities.
- Review quiz settings to [optimize open book exams](#) (i.e., randomize, question banks, etc.)

For additional support with assessment (re)design, please contact the CITE office [<cite@schulich.yorku.ca>](mailto:cite@schulich.yorku.ca). We look forward to working together to identify the best way forward.