

MEMORANDUM OF UNDERSTANDING

among

SELECTED COLLEGE PARTICIPATING IN THE PROCTORING NETWORK

for

THE CALIFORNIA VIRTUAL CAMPUS- ONLINE EDUCATION INITIATIVE

The following agreement is between any selected California Community College participating in the Proctoring Network. This agreement is being facilitated by Foothill-De Anza Community College District representing the California Virtual Campus- Online Education Initiative project and _____, (herein forward, “Participating California Community College”).

Term

The initial Term of the agreement will commence February 1, 2020, and remain effective until either CVC-OEI or the participating college decides to terminate. A participating college or CVC-OEI may terminate this agreement with at least 30 days written notice to the other party. The agreements outlined herein pertain to all colleges participating in the Proctoring Network.

Project Goal

To establish a proctoring network of California Community Colleges (CCC’s) as a means by which CCC students enrolled in distance education courses are able to complete tests required by those courses at a CCC campus testing center within a reasonable distance of home. Participating CCC’s will maintain consistent practices detailed in this document.

The physical testing facility will be designated by the Participating College, and ideally already in place. Within this document the facility is referred to as “Testing Center,” however the actual labeling of the facility/building/room will vary from campus to

campus. Colleges are not being asked to change the name of the facility/building/room where testing occurs.

This proctoring service will be available to CCC students free of charge as a condition of participation in the Proctoring Network.

Scope

CCC Testing Centers participating in the Proctoring Network will offer students testing, either through the Internet or by traditional paper-pencil means, in a controlled, proctored environment. Administration procedures, scheduling and other details must be worked out between the student, the test provider (professor, department, home institution, etc.) and the testing center.

All California Community Colleges agree to the following as conditions to participating in the Proctoring Network.

Requirements for participation

- participating colleges must decide on exam protocols and additional guidelines for working with other CCC Colleges through the Proctoring Network Community of Practice.
- ensure tests are completed at designated Testing Centers with proctor oversight.
- be available to CCC students attending colleges that have signed the Proctoring Network MOU agreement.
- maintain reasonable hours to accommodate student schedules.
- meet requirements of the Americans with Disabilities Act (ADA).
- advertise/market proctoring services to eligible students, especially during peak times like midterms and finals.
- provide relevant data to the CVC-OEI as needed.
- provide a copy of the signed Memorandum Of Understanding to CVC-OEI.

Standards for Testing Centers

Testing Centers must adhere to policies, which maintain high quality operations, ethical practices, and security of testing materials.

Recommended practices for Testing Centers

- protect the confidentiality and rights of privacy of examinees, as defined by the Family Educational Rights and Privacy Act (FERPA).
- promote honesty, integrity, and fairness in all procedures.
- protect integrity of tests by ensuring vigilant proctoring by trained staff.
- be adequately equipped with reliable computer workstations.
- be physically comfortable and distraction-free.

The Proctoring Single Point of Contact

Each college must designate a Proctoring SPOC who will;

- serve as the primary contact for CVC-OEI
- maintain updated web page listing campus address, testing center location with accompanying map, directions for parking, current operating hours, notation if appointments are required, contact email, and office telephone number.
- add the Proctoring Network contact information on the distance education and student services websites.
- maintain data to be shared with the CVC-OEI at the end of each term.
- advertise/market proctoring services on their websites, especially during peak times like midterms and finals.

CVC-OEI Responsibilities

The CVC-OEI will support the Proctoring Network by:

- including the Proctoring Network information on the CVC-OEI website. The designated web page will list all participating California Community College testing centers the name of the point of contact and phone number, along with the testing center location and website.
- collaborating with Consortium Project Leads to confirm all Proctoring Network Testing Center information listed on the CVC-OEI web page is accurate and updated every term.
- include a copy of the Proctoring Network Memorandum Of Understanding (MOU) on the Proctoring Network web page.
- announcing and communicating when new California Community Colleges join the Proctoring Network, the CVC-OEI will provide an announcement through BaseCamp and inform current members through email.
- announcing when a participating college has decided to no longer participate in the Proctoring Network.

ChromeBooks

As of January 6, 2020 ChromeBooks will no longer be available through the Proctoring Network. Colleges who are participating in the Proctoring Network will need to have their own equipment to participate in the network. .

Disclaimer

The California Virtual Campus- Online Education Initiative does not guarantee the quality of services provided by members of the Proctoring Network and is not responsible for errors made in the administration of examinations. Participating colleges should carefully evaluate the designated testing site selected to ensure it is appropriate and must work out specific details with the selected testing center.

By signing, the Participating College understands its responsibility to inform all concerned parties on their respective college and district– this may include the Vice President of Instruction (Chief Instructional Officer), Vice President of Student Services (Chief Student Services Officer), Testing Center Coordinators, applicable Deans, etc.

Signatures

Vice President of Instruction or Student Services Date

Proctoring Network Single Point of Contact Date

Executive Director, CVC-OEI Date