



The Office of Online Learning and Educational Technology

Online Proctoring Recommendations

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This document was adapted from [Diablo Valley College](#).

Due to concerns related to online proctoring software, such as compromised privacy, increased student anxiety, technical failures, and lack of equitable access to technology and appropriate testing spaces, we recommend faculty to consider alternatives to online proctoring software, including camera monitoring through Zoom, when possible. CCSF does not currently have a license with an online proctoring tool. Some alternative practices to help ensure academic integrity are:

- Emphasize CCSF's [Academic Integrity Policy and Student Code of Conduct](#) clearly in your syllabus.
- Have students sign an academic integrity statement prior to assessments/exams
- Incorporate more authentic assessments in your class to avoid students being tempted to cheat.
- Prioritize critical thinking questions over rote memorization (ie google-able answers):
 - "process questions" allow students to show how they arrived at an answer
 - "application questions" allow students to apply what they learned
 - "evaluative questions" allow students to assess resources used in learning concepts
 - "research questions" can mimic the work being done in your discipline
 - "reflection questions" allow students to reflect on what they learned
- Consider open book/notes exam formats where students cite lectures notes, papers, textbooks, and online sites/resources/journals
- View the [Academic Integrity in Distance Education](#) in the Faculty Resource Center, which provides tips for exam security that do not require proctoring software (shuffle answers, question banks, etc)

Should a live remote proctor be needed, we recommend faculty:

- Use CCSF video conferencing platforms such as Zoom or Pronto with the faculty acting as the live remote proctor in those environments.
- Use these video platforms minimally, such as only ID verification
- include alternatives to a live remote proctor in the syllabus, if possible.
- include information in Canvas on how the live remote proctor works and which settings will be used

- contact **DSPS** if concerns arise regarding a student's accommodations prior to using a live remote proctor.