Student Identity Verification for Distance Education Policy

Introduction:

NJIT strives to ensure the academic integrity of all courses at the university; as such the identity of students that take a distance education course is verified through several different means.

I.   UCID Account and Password

University students are given a unique username and login (UCID) that provides access to university services. This includes access to online courses through the university's learning management system (Moodle), e-mail, computing resources, software downloads, and library databases. All students must log in with their UCID to access their online courses in Moodle, which keeps extensive logs of student activity including their IP address.

The "Account Security" portion of the university's "Acceptable Use Policy for Cyber Resources" stipulates that students are responsible for ensuring individual account security by keeping their UCID password secure.

The *IST Service Desk* has responsibility for the support of the UCID account creation process and also manages support for students who need technical assistance.

II.   Verification Through Online Test Proctoring

All online instructors have the option of deploying an exam using one of two methods:
- **ProctorU -** a live online proctoring service that verifies a student's identity by asking the student to show an ID before taking the exam.
- **Respondus Monitor** - a asynchronous online exam monitoring software that asks for students to share their ID before taking an exam. Respondus Monitor exams are recorded via webcam in a secure browser for instructors to review.

Both services are deployed through Moodle and help to ensure that the student taking the exam is the student registered for the course. With the exception of ProctorU, there is no cost to students to use these services. If ProctorU will be used, information about the product (including the costs) will be available at the time of registration. A typical exam using ProctorU typically ranges from $20-$35.

In addition, an instructor may also verify students through class roster pictures that are available through the university's portal, the NJIT Highlander Pipeline.

The *Office of Digital Learning* has day-to-day responsibility for the support and deployment of these services for instructional use. The office consists of Instructional Designers who are versed in the best practices for deploying these technologies to ensure student identity verification.

III. <u>In-Person Exams</u>

Some instructors require in-person exams. This is handled in two different ways:
- **NJIT Campus** - Students that live within 75 miles of the university (University Heights, Newark NJ) may be required to come to campus to take a midterm and/or final.
- **Approved Proctors** - Students that live outside the 75 mile radius may need to identify a local proctor (i.e. library, testing center or community college). Local Proctors will need to be approved by the course instructor or his/her academic department.

If in-person exams will be required, that information will be communicated to students via the syllabus by the start of the class.

IV. <u>Family Educational Rights and Privacy Act</u>

The New Jersey Institute of Technology complies with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. The University's FERPA policy is published in the NJIT Catalog.

The *University Registrar* administers this policy with respect to eligible students and access to their educational records.