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**Policy number:** 108**Subject/Title:** Test Security Plan**Effective Date:** January 2014**Policy Statement:**

The U.S. Department of Education and Southern Association of Colleges and Schools (SACSCOC) Distance and correspondence education (SACSCOC criteria 10.6), require that an institution that offers distance or correspondence education documents each of the following. The institution ensures that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as:

- a secure login and passcode,
- proctored examinations, or
- new or other technologies and practices that are effective in verifying student identification.

**Reason for Policy:** The implementation of the test security measure(s) is an opportunity to assure that all UTHealth Houston School of Public Health faculty and students adhere to the new policy, and also to UTHealth Houston School of Public Health academic integrity policy and procedures.

Currently, UTHealth Houston School of Public Health cannot verify that the student taking an at home or online assessment is the student who signs in with a UTHealth Houston School of Public Health passcode or who signs his or her name to a traditional take-home exam. Furthermore, students report a lack of attention by faculty and teaching assistants (TAs) to proctoring in-class exams.

**Definitions:** N/A**Scope and Audience:** All UTHealth Houston School of Public Health faculty and students

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**Responsibilities and Procedures:** The UTHealth Houston School of Public Health Procedures for implementation of the Test Security Plan are as follows:

1. Faculty must assure that all assignments that accrue to a student's grade meet the guidelines set forth in the course syllabus for independence of work.
2. Syllabus templates will require detailed guidance for what is meant by independent work (i.e., when students may collaborate on graded assignments and what materials can be used).
3. Traditional (non-online) courses and preliminary examinations (multiple choice, calculations, short answer or short essay) will be offered as in-class, proctored exams. As an alternative, faculty are encouraged to develop and carefully grade papers and other assignments that are developed at the analysis, synthesis and application levels of pedagogy so that cheating becomes impossible and/or easily identifiable.
4. Faculty will require that students run all papers and narrative graded assignments by the student through Turnitin (or other reliable plagiarism check) on Canvas and that the student submit the Turnitin report along with the written assignment. For assignments requiring calculations, analysis, and interpretation, graders will check for unexpected patterns of right and wrong answers.
5. Online courses with exams will offer only proctored exams (multiple choice, short answer and short essay) by requiring that students take exams via [ProctorU](#), a live online proctoring service for students that take courses with exams that are online. The only exception to this policy is the case of a student who has an ADA accommodation plan on file with the university that requires face-to-face exam administration. The proctoring service uses a three-step process to replicate the face-to-face proctoring experience over the internet.

6. Teaching Assistants are not allowed to view or upload into the learning management system (Canvas) exams prior to exam administration. TAs may grade exams.

**Monitoring and Compliance:** All UTHealth Houston School of Public Health professors should comply with the test security policy. The Office of Academic Affairs and Student Services will be responsible for monitoring compliance using data from the online proctoring company as well as observations of face-to-face/ITV exams. Teachers who do not adhere to the policy will be reported to their Department Chairs and Campus Deans. Data from the online proctoring system will be acquired for all online courses each semester and face-to-face random spot monitoring can occur.

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**Related Policies, Forms and Information:**

- More information on student conduct and discipline can be found in HOOP [policy 186, Student Conduct and Discipline](#).

**History:**

- Approved by Academic Council: September 16, 2013
- Endorsed by Executive Council: September 19, 2013

**Responsible Office/Contact Information:**

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