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Olsen College of Engineering and Science – Fairleigh Dickinson University

College Policy on Exam Proctoring

1. Purpose

This policy establishes clear standards for exam proctoring within Olsen College of Engineering and Science to ensure academic integrity, consistency, and appropriate faculty oversight of all in-person, online, and asynchronous examinations. The goal of this policy is to:

- Protect academic integrity and academic freedom
- Ensure equitable treatment of students
- Prevent inconsistent, ad-hoc, or intrusive monitoring practices
- Ensure full compliance with the University's Academic Integrity Policy

No individual faculty member, teaching assistant, or proctor may substitute personal judgment, informal enforcement, or disciplinary action for the University's established Academic Integrity process. Failure to comply with this policy may expose the University and faculty to legal, accreditation, and compliance risks.

2. Scope

This policy applies to all courses offered by Olsen College of Engineering and Science, regardless of instructional modality, when an examination requires in-person or online proctoring. Aspects not explicitly covered in this policy, including specific rules for examinations, are left to the discretion of the course instructor.

3. Definitions

Instructor of Record

A faculty member officially assigned to a course by the University (including all full-time and part-time faculty).

Primary Proctor

The primary proctor should be the instructor of record. In situations where the instructor of record is unavailable, another faculty member may substitute as primary proctor, and this person would have the authority and responsibility to run the examination.

Assistant Proctor

An individual who supports the primary proctor during an examination, typically in large-enrollment courses, by assisting with monitoring the room, distributing or collecting materials, or addressing logistical needs under the direction of the primary proctor.

4. Core Principles

All proctoring must adhere to the following principles:

A. Consistency

All students must be subject to the same proctoring conditions within a course and across sections whenever feasible.

B. Privacy and Dignity

Olsen College faculty acknowledge the privacy and dignity of our students, and exam policies should cultivate an atmosphere of mutual respect.

C. Transparency

Students must be informed in advance (via syllabus and/or course materials) of:

- Exam modality (in person/online)
- Any permitted or prohibited materials not outlined in the Academic Integrity Policy
- Their rights under the Academic Integrity Policy

- Course policy on makeup examinations

This proctoring policy must be:

- Accessible to members of Olsen College
- Referenced in all syllabi where exam proctoring is used
- Provided to all proctors and instructional staff

5. Authorized Proctoring Methods

The following are the proctoring methods approved by Olsen College:

A. In-Person Proctoring

May include:

- Visual monitoring of the room
- Temporarily collecting unauthorized devices and materials at the front of the class
- Limiting the ability of students to re-enter the classroom after leaving during an examination, *unless the student has a documented medical exemption*. Students should be advised of such policies *prior to the start of the examination*. It should be noted that students are expected to use the restroom before the exam period begins.
- Use of multiple exam versions.
- Assigned seating layouts & spacing.
- Requests to remove or stow all unnecessary items during the exam.
- Confirmation of student identity

May not include:

- Physical searches or requests to fully remove items of clothing, unless said item is prohibited by the instructor's syllabus policy during exams (e.g., hoodies, caps; such requirements should respect cultural and religious expression).
- Permanent confiscation of personal property beyond test-related items (e.g, cell phones, computers, smart watches, and other cheating materials).

B. Online or Remote Proctoring

May include:

- Secure exam browsers
- Webcam monitoring of the student's face and desk area

- Screen recording
- Identity verification

May not include:

- Room scans beyond the desk and immediate testing area
- Use of biometric analysis, eye-tracking, or AI behavior scoring tools other than university-approved examination software
- Audio recording of private conversations

6. Handling Suspected Academic Misconduct

Compliance with this section is mandatory and non-negotiable for all faculty.

If a faculty member or proctor believes academic dishonesty may have occurred:

1. The faculty member must follow the University's [Academic Integrity](#) policy.
2. As per the policy, upon identifying a potential violation, the instructor meets with the student to discuss the incident. If the instructor determines academic dishonesty occurred, the instructor submits an Academic Integrity Violation Report.
3. The faculty member should include any relevant information in the Academic Integrity Violation Report.
This includes objective observations and may include other written statements, timestamps, screenshots, photos, or logs, as appropriate.

7. Authorized Exam Proctors

7.1 Primary Proctors

- Examinations should be proctored by the **instructor of record currently assigned to the course**.
- If the instructor of record is unavailable, another **instructor of record** (see §3, definitions) may serve as a substitute primary proctor.
- Staff members of the Office of Disability Support Services (DSS) or the Regional Center for Learning Disabilities (RC) may also proctor examinations for students with documented accommodations through their offices, in accordance with the alternative testing agreement signed by the instructor of record.

7.2 Assistant Proctors

- Assistant proctors may be used to support examinations in large lecture courses or other settings where additional oversight is desired.
- Assistant proctors may not replace the primary proctor and must work under the direct supervision of a primary proctor.

8. Prohibited Proctoring Assignments

- **Staff members** (including regular administrative, technical, or support staff) may not be asked or required to proctor examinations in place of an instructor of record, but they may serve as assistant proctors.
- **Students**, including graduate teaching assistants or undergraduate learning assistants, may not serve as substitute primary proctors, but they may serve as assistant proctors.

9. Notification and Oversight

- The Department Chair(s)/School Director/Program Coordinator **should be informed** of any instance in which an examination will be primarily proctored by someone other than the instructor of record.
- In cases of illness, emergency, or other unforeseen circumstances, the Department Chair(s)/School Director/Program Coordinator may assist in identifying an appropriate substitute proctor who meets the requirements of this policy.
- Such substitutions should be documented in a timely manner and limited to the specific examination(s) affected.

10. Responsibility for Compliance

Responsibility for compliance with this policy rests with the instructor of record.

Updated by Olsen Dean and Provost's Office based on review by FDU's Legal Counsel August, 2026

Updated by Melissa de Waal April 8, 2026