Basic Stats for Research

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**Exam Proctoring Requirement and Information**

To maintain the integrity of the assessments necessary for this course section, the instructor has determined a remote proctoring tool will be required to complete specific assessments. The remote proctoring tool that will be used for this course section is Respondus Monitor. The cost for this remote proctoring software will be covered by the tech fee you pay as part of your tuition. There will be no additional charge. The following information is provided to you, so you know what to expect.

Technology Requirements

For more background on Respondus Monitor and how to install it, see the [Respondus Monitor guide](https://web.respondus.com/he/monitor/resources/). Your instructor will provide you with an opportunity to complete a practice assessment so that you can confirm the device, software, and your internet connection will not limit your ability to take a required assessment.

Your device must meet these minimum system requirements:

* One of the following devices with an integrated or externally connect camera and microphone
* Windows Operating System 9 or higher
* Mac OS (Operating System) 10.1 or higher
* iOS device (iPad) running iOS 9 or later
* Android device running X or later

Internet Connectivity

An internet connection with at least 20 Mbps download speeds and 5 Mbps upload speeds is needed. Consult your cellular or internet service provider if you are unfamiliar with the specifications of your connection. When the remote proctoring software is in use, specific functions of your device will be “locked down” and unavailable. Your web camera will be used to monitor and flag any actions or sounds that would be considered inconsistent with taking an assessment.

Accommodations

If your device or internet connection prevents you from successfully completing a remote proctored assessment, the BSU campus has the following accommodations available. Contact your instructor before making arrangements:

* Contact the [BSU Testing Center](https://www.bemidjistate.edu/services/advising-success-center/services/test-proctoring/). Go to the link to schedule a day and time.
* Visit a [BSU computer lab](https://www.bemidjistate.edu/offices/its/labs/). Go to the link for locations and hours.
* Contact [BSU ITS](https://www.bemidjistate.edu/offices/its/). Discuss renting or checking out a device.

If you use assistive technology (e.g. screen reading software, screen magnifiers, etc.) or have an approved accommodation, work with [Accessibility Services](https://www.bemidjistate.edu/services/accessibility/) before the drop/add deadline so they can help personalize a plan to ensure an equitable learning experience.

Student expectations for taking an assessment using remote proctoring

The remote proctoring software uses a combination of algorithms, machine learning, and artificial intelligence all aimed to identify behaviors considered inconsistent with patterns typical of completing an assessment. When these behaviors or patterns are detected, your assessment attempt will be “flagged” and reviewed by your instructor. To help reduce the likelihood of your assessment being flagged, we have provided you with the following suggestions.

* Select the location where you are least likely to be interrupted. Sounds and movement in the immediate area may trigger flags that will be reviewed.
* Clear your area of any prohibited external materials — books, papers, other computers, or devices.
* Turn off any mobile devices, phones, etc. that are not required to complete an assessment and do not have them within your reach.
* Remain in the same location for the duration of the assessment.
* Be sure the device does not move when taking an assessment. For example, place your device on a firm surface like a desk or table.
* If your camera is built into your device, avoid adjusting your device after the assessment starts. A common mistake is to push the screen back, resulting in only the top portion of the face being recorded.
* For your face to show clearly on a webcam check, the software may require you to be in a well-lighted space with high background contrast.
* The remote proctoring software will prevent you from accessing other websites or applications. You will be unable to exit the assessment until all questions are completed and submitted.

Identification

On the day of your assessment, you will need to present an approved form of identification. Approved forms include:

* A valid driver’s license or state issued ID
* A current passport
* A current BSU student ID.

As a reminder, by enrolling in this course, you are agreeing to our sudent code of conduct which specifies that cheating in any form is considered academic misconduct. Review the student [code of conduct](https://www.bemidjistate.edu/offices/student-life-success/handbook/conduct/) policy and procedure so you know the process by which academic misconduct may be handled and associated consequences.

What information will be provided by your instructor?

Your instructor will communicate in detail how you are to take the assessment. They will include when your assessment will be available to be taken and the amount of time you will have to complete it. Before starting the assessment, be sure you have allotted enough time to complete it. Your instructor may also provide you with additional directions (e.g. materials allowed when taking an assessment) specific to the assessment you are taking. Finally, your instructor will communicate when, how, and to whom you should communicate if an unanticipated scenario (e.g. technical issue, emergency, etc.) arises that results in you being unable to complete an assessment in the allotted time.

Remote Proctoring Alternatives or Opt-out Options

We consider remote proctoring as a convenient alternative to requiring students to travel to a specific location on campus at a specific time. However, if you prefer to opt-out of remote proctoring or wish to take your assessment through alternate means you must communicate this to your instructor via email before the drop/add date for the term.

This course has the following options available in lieu of remote proctoring. Contact your instructor before making arrangements:

* BSU [Testing Center](https://www.bemidjistate.edu/services/advising-success-center/services/test-proctoring/) to take an exam in person on the BSU campus. Please start with the link.
* BSU [Center for Extended Learning](https://www.bemidjistate.edu/academics/distance/) to explore in-person options near you. Please start with the link.
* Your instructor may also offer, but is not expected to, an alternate assessment that assesses student learning in a separate way including papers, video or oral presentations, or oral assessments via Zoom or Teams.

Privacy and Security

By using the remote proctoring tool, you are agreeing to the software’s [Terms and Conditions](https://web.respondus.com/tou-monitor-student/).

If you have specific privacy concerns or questions, please see Respondus Monitor’s [privacy policy](https://web.respondus.com/privacy/) and contact your instructor.

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