



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

The College at Brockport's RPNOW Policy for Online Exams

As arranged by online course instructors, the RPNOW system will be used with online major tests, mid-terms, and final exams.

- o Students are required to establish identity following the procedures outlined in the following RPNOW instructions.
- o To increase familiarity with and maximize success, students are responsible for self-testing the functionality of the system well in advance of all Remote Proctored exams in their courses, so that any troubleshooting that is required can be accomplished. Check with your instructor for available Practice Exams.

Test Environment Requirements: Just like “in class” testing, the online testing environment requires a quiet, secure environment, and must conform to the following:

Student Testing Area:

- Sit at a clean desk or clean table (not on a bed or couch)
- Lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the student
- Be sure the desk or table is cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc., unless specifically permitted in posted guidelines for that particular examination by the instructor
- No writing visible on desk or on walls
- The following should not be on your desk or used during your exam unless specifically allowed for that examination by the instructor:
 - o Excel
 - o Word
 - o PowerPoint
 - o Textbooks
 - o Websites
 - o Calculators
 - o Pen and/or Paper

- Close all other programs and/or windows on the testing computer prior to logging into the proctored test environment
- Turn off all background noise, including radio, television, Pandora, etc.
- Do not talk to or communicate with others, by any means or forums
- Only the test-taker should be permitted to enter the room during testing

Behavior – mimicking an “in class” testing environment:

- Dress as if in a public setting
- You must not leave the room during the testing period at any time, unless specifically permitted in posted guidelines for that particular examination. You must not take the computer into another room to finish testing (exam must be completed in the same room the “Exam Environment View” is completed in)
- No use of headsets, ear plugs (or similar audio devices) are permitted
- Do not use a phone or any electronic device for any reason. The only exception is to contact support or your instructor in the event of a technical issue

Policy Violation Consequences:

- If you are flagged for cheating, you will be contacted directly by your instructor and subject to college Academic Affairs penalties.
 - For all other violations you may be notified by Software Secure on behalf of The College at Brockport. This notification will be delivered by email after reviews are complete.
 - The intent of these warnings is to allow you the chance to modify your behavior to comply with this policy before punitive action is required
- As outlined in your instructor’s policy/syllabus, repeat offences will be subject to review and may result in a failing grade or expulsion.

For support, please go to: <http://brockport.softwaresecure.com> and click on <Support> in the upper right hand corner of the screen.