For Students: Remote Proctor Now Policy for Synchronous Distance Learning Exams

RPNow is used with synchronous distance learning (SDL) examinations.

- Students must establish identity following the procedures outlined in the RPNow instructions.
- Students are responsible for self-testing the functionality of the system well in advance of the remote-proctored exams in their courses, so that any troubleshooting that is required can be accomplished. Check with your exam sponsor/faculty member for practice exams.

Test Environment Requirements
The online test environment should mimic the in-class test environment, and conform to the following:

Test Area
- Sit at a clean desk or table (not on a bed or couch).
- Have a webcam and microphone attached to your computer.
- Ensure that lighting in the room is 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 you.
- Clear the desk or table of all materials: Students can have a single sheet of paper with handwritten or typed notes on the front and back only
- Use one computer monitor only; dual monitors are not permitted.
- Have no writing on desk or walls or any notes or writing saved as your computer's desktop background.
- If specified by the instructor, the software listed below is the only software allowed to be used during the exam: (No software other than RPNow and Blackboard should be open until after the test has begun.)
  - Excel, Numbers, Calc – Must be blank when opened
  - Close all other programs and/or windows on the testing computer before logging in to the proctored test environment.
  - Do not have a radio or television playing in the background.
  - Do not talk to anyone else—you may not communicate with others by any means.
  - No other persons except the test-taker is permitted in the room during testing.
  - If a calculator is required you may use the calculator that comes with the Mac or the Windows operating system only. No calculators will be allowed in the testing area.

Behavior
- Dress as if in a public setting
- You will be allowed to take one brief bathroom break during the exam. You should not leave the room for any other reason during the exam. Do not take the computer into another room to finish testing (exam must be completed in the same room as the “Exam Environment View”).
- No headsets, ear plugs, or similar audio devices are permitted
- Do not use a phone. The only exception is to contact support or your instructor about a technical issue
- Do not copy the exam. The exam should not be copied and saved for any reason.

Policy Violation Consequences
- If you are flagged for cheating, you will be contacted directly by the instructor and subject to penalties as articulated in the GW student conduct policy.
• For all other violations you may be notified by Software Secure on behalf of GW-SEAS. This notification will be delivered by email after reviews are complete.
• These warnings are to allow you a chance to modify your behavior to comply with policy before punitive action is required. As outlined in GW’s policy, repeat offences will be subject to review and may result in a failing grade or expulsion.