



Policy Name:	Online Proctoring Standards		
Department	Academic	Approval Authority	Rector
Date of Implementation	10 Sep 2022	Date of last Revision	-

1. Introduction

At MIC we recognize examination as an essential assessment component of the module and hence expects all departments and campuses to follow a uniform examination and invigilation structure to ensure fair and equal assessment for all students. With a large number of students opting to study online, a sound online proctoring mechanism has become essential for maintaining the integrity of the examinations.

2. Scope

This document:

- a) Describes the standards that must be met by the examination provider, the students and any other party that may engage in the dissemination of the online exam.

3. Definitions

Examination:	A time limited assessment task conducted under supervision
Chief invigilator:	The person responsible for managing the examination
Invigilator:	The person supervising the examination
Examination Center	Venue where examination is conducted
Examination Coordinator:	The person in-charge of examination coordination, under the directive of the respective Deans. In this document Examination coordinator may be used interchangeably.
Examination Clash:	Two examinations planned at the same time; or less than one hour between two separate examination; or three or more examinations on the same day.
Examinations Master Sheet:	Shared Google Sheet containing mandatory information about Examination Administration
Smart School (SS):	MIC Student Database
Deferred Examination:	An examination conducted after the timetabled Final Examination due to a student's excusable circumstance
External Examination Center:	An Examination center that is not registered under MIC
Second Party:	An external agent who is contracted to conduct MIC examinations under a temporary binding contract.
Campus Manager	Assigned in charge of MIC Campus or Out Reach Center or Sublet managed under the respective campus



4. What is Online-Proctoring

Online is a process of conducting an examination by a proctor who ensures the identity of the examinee and the integrity of the examination environment.

At MIC, generally e-learning students, just like the face to face students are required to attend a registered examination Campus. However, for programs, that are accredited to conduct online by MQA, we provide the online examination facility for students under specific situations which are explained in the Examination and Invigilation Policy.

5. Types of Final Examinations.

a) At MIC we recognize two types of final examinations.

- a. Closed-book Examinations: These are the traditional examinations where the test environment is controlled and students are not allowed to consult their own materials or resources. Students at all levels of programs will be generally subjected to closed-book examinations whether the exam is conducted face to face or online.
- b. Open-book Restricted Examinations: These are examinations where students are allowed to bring certain specific resources approved by the Examiner. These examinations are available for level 5 and above examinations. These examinations are available only during the face to face exam setting.
- c. Open-book Free Type Examinations: These are examinations that allows students to use any resources they wish to use. This form of Examination are available for face to face and online settings. When such examinations are conducted online, environment scanning requirements are relaxed where monitoring the student desktop screen is not required.

6. Types of online Proctoring

a) Live Proctoring

- i. Live proctoring is much like an actual classroom setting. Except, an online proctor invigilates multiple examinees remotely, using a real-time audio and video feed, from start to finish.
- ii. This is the current preferred proctoring method at MI College

b) Auto Proctoring

- i. It is an advanced form of web proctored test that is AI-enabled, automated and helps conduct online examinations without human intervention.
- ii. This form of proctoring requires specific browsers and software applications.
- iii. At the moment MI College does not offer this facility

c) Recorder Proctoring

- i. It is an AI-enabled webcam proctored test, wherein the screen and the audio-video feed of the students are recorded throughout the test without any real-time monitoring.
- ii. This form of proctoring requires specific browsers and software applications.
- iii. At the moment MI College does not offer this facility



d) Preparing for the online proctored exam

1. The virtual campus, in collaboration with the academic department and the exam cell, will arrange for a practice exam before the actual final examination. This is to ensure that you are fully aware of the requirements and thorough with the procedures.
2. The proctored online exam is allowed only through your desktop or the laptop. Mobile devices and tablets are not allowed to take the exam.
3. It is your responsibility to check with your department, or SSU in case you have not received any information regarding the online practice exam 5 days before the actual exam date. If you have any questions regarding proctored online exams, please submit your query at any of the multiple communication channels available on www.micollege.edu.mv. It is a good idea to surf through the Academic Technology Hub pages of the website.

e) The Computer that you use to take the examination.

1. The computer you are using to take the exam must not have more than one display or monitor. For example, if you usually use a laptop with a monitor connected, disconnect your monitor and use only the laptop screen.
2. You must close all other programs or windows on your testing computer before you begin the exam, except for the camera and the LMS through which you take the exam. Even on the LMS all the other windows other than the window on which the examination paper is loader, must be closed.
3. You must not use the following tools:
 - a. Programs such as Excel, Word, or PowerPoint
 - b. Communication programs such as Skype, Viber or any other social media
 - c. Any website page other than the exam window in your course, including other content on the LMS

f) Computer, Hardware and Software Requirements.

1. Computer and Hardware Requirements.
 - a. For online proctored exams either with the requirement of proctoring software, without using any specific proctoring software, but through the LMS of MIC, we suggest your laptop or computer to have at least the following configurations.

Apple MacBook	
Hard Disk Size	256 GB
Operating System	MAC OS
RAM	8GB
Camera	HD
Microphone	Yes
Windows PC	
Hard Disk Size	500 GB
Operating System	Windows 10 or higher
RAM	12 GB
Camera	HD
Microphone	Yes
Additional Hardware Requirements	
Selfie stick with tripod stand	360 degrees rotatable stand, with adjustable length up to at least 70cm



2. Software requirements.
 - a. Your LMS must be installed and checked for its functionality such as opening the exam paper through the LMS and uploading your finished work.

g) Conducting the Online Proctored Exam

We ensure there is no difference between an online proctored exam and a center-based exam in terms of integrity. An online proctored exam replicates the traditional physical invigilation process and enables right decision-making.

The following protocols are in place to ensure the integrity of the online examination

1. Verification Before Exam

The Online examination uses a 3-point candidate authentication process

- a. First, the examinee is asked to click his/her photo
- b. Second, he/she has to show his/her valid ID proof to the camera
- c. Third, physical proctors available at the time of the examination, at the central examination Control Center verify every applicant's photo ID against the previously shared registration detail to attest to their legitimacy.

2. Scanning the test environment before the exam

- a. The proctor will require the students to be available at the examination desk 30 minutes before the exam starts.
- b. The proctor will get a complete a webcam scan of the room where you will take the exam
- c. No other person is allowed to enter the room while you are taking the proctored exam.
- d. The lighting in the room must be bright enough to be considered “daylight” quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind you.
- e. You must sit at a clean desk or table.
- f. The desk or walls around you must not have any writing.
- g. Your desk is required to be placed next to a front wall or close enough for the mobile camera to capture your immediate front view.
- h. The proctor will require you to login via the link from the mobile and place the mobile on a stand that is placed 1 feet to 2 feet behind the line of your chair and 6 inches to 12 inches above shoulder level. The proctor will ask you to adjust your mobile phone to ensure you face is captured from the side, the surface of your desk is captured, and the laptop screen is captured.
- i. The room must be as quiet as possible. Sounds such as music or television are not permitted.
- j. The following items must not be on your desk or used during your proctored exam, unless posted rules for the exam specifically permit these materials:

Books
Paper
Pens



Calculators
Textbooks
Notebooks
Phones

- k. The proctor will ensure you have only one monitor available, all browsers accept for the LMS, through which you engage with your examination, and the camera are on.

3. Supervision During the Exam

- a. Once the scanning is done, the proctor will open the Examination from the LMS and your timed exam starts.
- b. The online proctors will monitor the student behavior. The following behaviors are prohibited and engaging in any of them may result in your failing the exam.
- You must dress as though you were in a public setting.
 - You must not use headphones, ear buds, or any other type of listening equipment.
 - You must not communicate with any other person by any means.
 - You must not use a phone for any reason other than its expected use of capturing your video. You must ensure your phone has enough charge to last the exam.
 - You must not engage in behaviors such as looking away from the monitor or the table (if physical pare was is included) where you may be doing your work. Any extended gazing at places other than mentioned may lead to your failing the exam.
 - You must not leave the room during the exam for any reason, unless posted rules for the exam specifically permit you to do so.

h) Winding Up the Exam

- Upon completing the exam, if there are physical work done you will be required to take sharp pictures of the work from your laptop or desk top camera and attach them to your examination portal.
- You are required to take the pictures in the landscape mode.
- Before attaching, you must see for clarity of the picture taken.

i) Consequences of violating Rules.

- Violating any rule mentioned in this document or the assessment policy will result in getting a zero (0) in the component that is violated.
- In such a case, if the component is a compulsory component for the assessment, the student will have to redo the module.

7. Policies and documents to refer:

Student Discipline Policy
Student Appeal Policy
Student Academic Misconduct Policy
Paper Setting and Evaluation Policy



Assessment Policy
Fee Structure

8. Annex:

- Annex 01: Examination Guidelines for Students*
- Annex 02: Examination Master Sheet Guidelines*
- Annex 03: Important Examination Hall Rules*
- Annex 04: Chief Invigilator and Invigilator Guidelines*
- Annex 05: Students Examination Attendance Sheet*
- Annex 06: Chief Invigilators Examination Report*
- Annex 07: Invigilators Timesheet*
- Annex 08: Online Examinations Request Form*
- Annex 09: Change of Examination Center Request Form*
- Annex 10: Sample Request letter for Second party Corporation*
- Annex 11: Sample of Contract Agreement Conducting MI College Examination*
- Annex 12: Sample of Electronic Marks Sheet*
- Annex 13: Exam paper Envelope labels*
- Annex 14: Online Proctoring Standards*
- Annex 15: Online Assessment Policy*

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