I. PROPOSAL

1. Background

A college-wide need has been identified for online test proctoring. This is a complex issue that is not easily resolved through a cost-effective, internal approach. It is anticipated that the most reliable and affordable option to resolve these matters is to contract with a proctoring vendor. There are three primary reasons for establishing a contract with a third party vendor. First, there is a growing number of faculty that wish to devote their face to face class time to instruction; they would like their tests to be proctored. Second, remote online learners must currently come to campus or test at another institution to take proctored exams. Finally, testing centers across the College are approaching capacity and are unable to expand their services due to space limitations.

2. Charge and Work Products

To identify a college-wide test proctoring service in order to address the diverse needs of learners, faculty and external candidates completing assessments at or through Valencia.

3. Known Constraints, Criteria, or Design Principles

Constraints:
- Primarily budgetary

Criteria (expected outcomes): 
- A coordinated plan for providing online test proctoring at Valencia
- An established and user friendly online tool that is recognized and readily used to remotely assess learning
- A targeted option for faculty that want to maximize classroom instruction time
- A targeted option for overflow testing
- A targeted option for proctoring students from remote locations
- A cost-effective solution
- A vendor or tool that negates technical support concerns
- An option that easily integrates in the Learning Management System (I.E.: BlackBoard)

Proposed Design Principles:
- Address learning-centered principles
- Integrate efficient processes for access
- Use assessment of outcomes to guide process and direct future initiatives
- Seek input from the stakeholders
• Evaluate budgetary impact and cost efficiency models

4. **Relevant Strategic Goals**
   Pathways, Learning Assured

5. **Council Overseeing the Work**
   Learning Leadership Council

6. **Sponsors of the Work**
   Deans of Learning Support (Leonard Bass, Karen Reilly, Landon Shephard)
   Chief Information Officer (Bill White)

7. **Decision-making Authority**
   Campus Presidents, CIO, and Vice-President for Academic Affairs

8. **Internal Stakeholders or Constituents**
   • Valencia Students, Faculty, Staff, and External Candidates

9. **List of Pilot Implementation/Evaluation Team Members**
   • Karen Reilly - West Campus Dean of Learning Support (Chair)
   • Christina Foreman - Continuing Education Manager
   • Alison Langevin - Inst. Asst. Senior, Academic Success Center, East Campus
   • Montez Bates – Manager Learning Support Services

10. **Extended List of Online Proctoring Work Group**
    • Bill White
    • Karen Reilly
    • Joe Battista
    • Carl Creasman
    • Daniel Charriez
    • Betsy Brantley
    • Jamie Rost
    • Carmine La Pietra
    • Alison Langevin
    • Landon Shephard
    • Betty Blackburn
    • David Renteria
    • Scott Bokash
11. Timeline

- Selection of Vendors for Pilot December 2014
- Development of Parameters and temp. Vendor Contracts January 2015
- Develop Pilot Rubric/Evaluation Plan Jan/Feb 2015
- Launch of Pilot February 2015
- Evaluation of Data End of Summer 2015
- Recommendation to Leadership Team Early Fall 2015