

Student Authentication in Distance Education Courses

With the federal reauthorization of the Higher Education Act in 2008, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) has requested its member institutions to address student authentication for all distance and correspondence courses. To be in compliance with this regulation, SACSCOC requires that the institution must *demonstrate that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (1) a secure login and pass code, (2) proctored examinations, and (3) new or other technologies and practices that are effective in verifying student identification.*

Thus, the College has instituted the following procedures to address student authentication:

Identity Management for All Students

1. All students enrolled in Victoria College courses will receive individual secure login and pass code (password). A student must answer pertinent personal information to obtain an original secure login and password, retrieve a lost login or password, or to re-set a login or password. The Learning Management System (LMS) is accessed via the secure Pirate Portal using a unique user ID and password.
2. At a minimum, final exams for all students must be proctored.

Additional Measures

Victoria College has adopted additional student authentication measures based on a course-by-course philosophy for distance education courses to be implemented by its faculty members. The syllabus for these courses will clearly identify additional student authentication measures.

Proctored examinations. Students enrolled in distance education courses may be required to take proctored exams in addition to the final exam which must be proctored. The Instructor is responsible for providing the details of the exam process to the students. Instructors should provide test dates and proctor requirements to the students in the course syllabus.

- **Physical proctoring:** The College has two physical proctoring sites. There is no cost to the students for testing in our testing centers. At the discretion of the instructor and in coordination with a student located in a separate geographic location, an

appropriate alternative proctoring site within their region may be authorized. Alternative proctoring sites may charge a testing cost.

- **Remote proctoring:** The College has integrated Honorlock, a remote proctoring service into the LMS. Honorlock requires students have access to Chrome as the web browser and a webcam and microphone. For those students do not have a computer (desktop or laptop) with Chrome, they can download Chrome for free from <https://www.google.com/chrome/>. Students will need to purchase a computer and/or a webcam with microphone if they do not have one. Additionally, there is a per course cost for Honorlock.

Use of Learning Management System Tools. Reporting functions that exist within the learning management system can be used to detect possible cases of academic dishonesty.

Cost to Students for Student Authentication

SACSCOC requires the college to *have a written procedure distributed at the time of registration or enrollment that notifies student of any projected additional student charges associated with verification of student identity*. In order to make a good faith effort to inform students and to be in compliance with this policy, the College requires a standard note to be posted in the registration system for all courses coded online (ONL), hybrid (HYB), real-time remote (WBX), and alternative (ALT). This note alerts students that the class may have additional costs and directs the students to this document explaining the additional costs, including, but not limited to, additional costs for student authentication.

Potential Additional Costs:

Computer (desktop or laptop)

Webcam with microphone

Honorlock (minimum computer system requirements may be checked at <https://honorlock.com/support/> -- scroll down to run system check)