

# PRIVACY GUIDELINES for INSTRUCTORS

## Proctortrack Recordings

Proctortrack is an online tool that: (1) verifies the identity of students writing a remotely-delivered exam; and (2) monitors and records remotely-delivered exams administered through UR Courses. Proctortrack's recordings include a video record of the student writing the exam along with regular screenshots of what is on the student's computer (collectively, the “**Recordings**”). These Recordings facilitate instructors' detection of potential academic misconduct. Thus, they are well served as deterrents to academic misconduct. However, since Proctortrack Recordings contain personal information of students we must take utmost care to keep them private.

While it is not necessary, or in some cases feasible, for instructors to review every student's exam Recordings, instructors may review them in order to identify suspicious behaviour during exams. Typically, Recordings are reviewed when (a) an instructor notices irregularities during marking and views the relevant Recordings in order to determine if there is evidence of potential academic misconduct, and/or (b) the Level 2 Proctortrack functionality is engaged, and activities are flagged for potential review. If any unusual activity is observed, instructors should then note what they saw and provide this information, along with other relevant documentation to the Investigating Dean for their use in an academic misconduct investigation.

### Access and Use

Since Proctortrack Recordings contain personal information of students we must take utmost care to keep them private. Only the course instructor is permitted to view them. Instructors are **not** permitted to allow their Teaching Assistants or others to view Recordings, even in situations where a TA identifies exam irregularities while grading. In such cases, the TA should identify these irregularities to the Instructor who can then view the Recordings as part of their information-gathering in preparing a misconduct report to the Investigating Dean.

Instructors are **not** authorized to download copies of the Recordings.

In situations where Investigating Deans need to view Recordings in support of an academic misconduct investigation, it would be helpful for the Instructor to provide information “pointing” to the specific Recordings of interest, such as a specific screen shot(s) and/or a specific timeframe in a video recording.

Investigating Deans will then be able to access the required Recordings through a request to Information Services Security.

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The University's Freedom of Information and Protection of Privacy policy can be found here - <https://www.uregina.ca/policy/browse-policy/policy-GOV-060-005.html>. If you have questions about the privacy impacts of Proctortrack recordings, please contact the University's privacy head at [glenys.sylvestre@uregina.ca](mailto:glenys.sylvestre@uregina.ca)