

## REMOTE / ONLINE INVIGILATION

1. According to the University of Regina academic regulations, all final exams (with the exception of take-home final exams) must be invigilated.
2. The University has approved two remote invigilation/proctoring platforms: Proctortrack and Zoom Breakout Rooms.
3. Instructors were first provided with the option to use Proctortrack in July 2020. Currently, the University centrally funds Level 2 Proctortrack use for remotely-delivered final exams. Faculties also have the option to fund other exams (quizzes, midterms) and/or increase functionality (Level 3, 4, DIY) at their own cost.
4. Starting in September 2022, instructors also have the option of using Zoom Breakout Rooms as an alternative remote invigilation/proctoring tool subject to the following conditions:
  - a. Student identity verification is required. For ID verification, the exam invigilator can see the student's UofR ID photo in the UR Courses site. (The ID photo is automatically uploaded to the UR Courses when the student has their ID card created.)
  - b. This option is available only for remote/online classes or class sections of 50 students or less provided that there is an invigilator per 25 students<sup>1</sup>; and
  - c. For hybrid or hyflex courses, since the course instructor would not be available to directly supervise remote students writing concurrently with the in-person invigilated exam; the use of Zoom Breakout Rooms for invigilating students writing their exams remotely requires an additional invigilator to invigilate the remote students (an invigilator per 25 students);
  - d. Exam recording is not permitted at this time. (*Zoom Breakout Rooms does not currently have the necessary functionality. If this were to change, further assessment would be required.*)
5. Remote invigilation solutions that have not been approved by the University must not be used; they may pose significant risks with regard to data security and privacy.
6. The University will continue to centrally fund Level 2 Proctortrack<sup>2</sup> use for remotely-delivered final exams, with faculties provided the option to fund other exams (quizzes, midterms) and/or increase functionality (Level 3, 4, DIY) at their own cost.

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<sup>1</sup> For small class sizes, the use of Zoom Breakout Rooms as an invigilation tool can reduce the risk of academic misconduct to a reasonable level without the benefit of camera and screen recordings afforded by Proctortrack.