

Frequently Asked Questions regarding UW Bothell Online Proctoring Policy (February 2021)

Q: I would like to use online proctoring for my exam(s). How can I apply for a waiver to this policy banning online proctoring?

Faculty members should complete this simple form available on the GFO website:

<https://www.uwb.edu/getattachment/gfo/documents/Online-Proctoring-Form-Feb-2021.pdf?lang=en-US> and submit it to the GFO Program Coordinator, Dawn Moncalieri (dawn3@uw.edu).

Q: What is the scope of a waiver application?

A waiver application typically applies to a specific course, instructor, and quarter. Instructors may apply for waivers for multiple courses for an upcoming quarter on the same form, if reasons for the waiver are similar across courses, but waivers cannot be granted beyond the next academic year.

Q: When should I apply for a waiver petition?

Faculty should submit a petition form no later than in the quarter before they plan to use online proctoring. Petitions should be submitted and approved before students have enrolled in the course so that the syllabus and course description can notify students that the course will use online proctoring.

Q: What are some “extraordinary situations” that will qualify for a waiver?

The online proctoring ban is intended to apply to all students, courses, and instructors, but some exceptional situations might include: an external or program accreditation requires the use of online proctoring, previous experience with students using automated answers in exams, or faculty needing additional time to redesign assessments after the ban is initially implemented.

Q: When will I hear back from the GFO on my waiver petition?

The GFO will review and respond to petitions as quickly as possible, but faculty should expect two weeks before receiving a decision.

Q: I use Zoom to provide help to my students while they take exams and answer questions in real time. Does this count as online proctoring?

No. This policy only applies to situations in which proctoring is mandatory or tied in some way to exam grades. As long as this is optional and does not impact their grades, no waiver is needed.

Q: I have traditionally used exams to assess student learning. What might be some alternative assessment options during this period of remote instruction? Who might help me think through alternative assessment options?

There are a host of assessment options beyond the conventional exam, including open book exams and individual and group projects. The UW Bothell [Digital Learning and Engagement team](#) is happy to work with you to redesign your assessments. The DL team also offers short courses focused on online teaching, which include ideas for alternatives to high-stakes exams and strategies to mitigate cheating. Check out the [Short Courses on Teaching Online page](#) for descriptions and registration information.

If you have questions about remote instruction and alternative forms of assessment, contact the Digital Learning team at uwbdl@uw.edu.