Hello Faculty!

As we continue to provide course delivery throughout Summer 2020 by utilizing online methods, know ECU Testing Services is here for you! Below you will find a few tips to keep in mind when developing your assessment for the semester. Our staff members are available to assist with any questions that may arise.

**Ways you can help as an ECU Faculty**

**1. Time Limit**
- Determine the best time limit for your exam. Be sure to set realistic time limits for exams. Setting an unrealistic time limit provides opportunities for academic integrity violations. Longer time limits also mean higher fees if you are utilizing webcam proctoring.

**2. Specify**
- More information is ALWAYS better. Whether you are utilizing webcam proctoring or just testing through Canvas, always be specific. Provide students and proctors with realistic expectations prior to the start of exams.

**3. Be Flexible**
- We do not know every students situation. While most students have transitioned, others may continue to struggle with adaptation. Continue to be creative and flexible with your assessment measures when possible.

**A few more suggestions!**
- If you are utilizing webcam proctoring, consider choosing “Do Not Force Exam Completion” in case of power outages or technical issues.
- While it is not a requirement, we recommend keeping proctored exams to a minimum due to cost associated with webcam proctoring. When possible, remain creative and flexible with course delivery.
- All exams given through webcam proctoring must be on the LMS (Canvas) or another approved site. Webcam proctoring does not support paper exams at this time.
- **Always** include information on proctoring in class syllabus. This information **must** be present if you are going to require proctoring.
- **During** online course registration all students see the following message regarding any fees associated with proctoring: "There may be additional fees associated with Distance Education courses for verification of student identity for proctored examinations."