

Guidelines for Remote Proctoring Tools

Remote Proctoring Syllabus Statements

Include this text in the course syllabus if a remote proctoring service will be used in this course:

Remote Proctoring

The final exam and some tests/quizzes in this course will use remote proctoring provided by a third-party, cloud-based service that enables the completion of a proctored exam or test from an off-campus location, through onQ or Elentra. This online proctoring solution was chosen as part of the approach to maintaining academic integrity in online assessment. Precise details about how remote proctoring will be used in this course can be found in the “Getting Started with Remote Proctoring” content module in onQ or will be provided by the instructor.

When writing tests/exams using remote proctoring, you are connecting to the third-party service. Queen’s has conducted a privacy and security review of the services in accordance with Ontario’s privacy legislation.

You should also take measures yourself to protect your information by keeping your NetID password and challenge questions private, closing all applications prior to starting an exam/test, and ensuring your device is updated and safeguarded against malware.

For more information about remote proctoring, see the Student FAQs on the OUR Exams resource page for remote proctoring:

<http://www.queensu.ca/registrar/students/examinations/exams-office-services/remote-proctoring>

Include the following statement in the course syllabus if you plan to record your synchronous (live) classes or meetings and make the recordings available to students in your class afterwards:

Recording Synchronous (Live) Classes

Synchronous (live) classes will be delivered in this course through a video conferencing platform supported by the University [MS Teams, Zoom]. Steps have been taken by the University to configure these platforms in a secure manner. Classes will be recorded

with video and audio (and in some cases transcription) and will be made available to students in the course for the duration of the term. The recordings may capture your name, image or voice through the video and audio recordings. By attending these live classes, you are consenting to the collection of this information for the purposes of administering the class and associated coursework. If you are concerned about the collection of your name and other personal information in the class, please contact the course instructor to identify possible alternatives.

To learn more about how your personal information is collected, used and disclosed by Queen's University, please see the general [Notice of Collection, Use and Disclosure of Personal Information](#).