



Guidelines for Student Identity Verification in Distance Education

Ensuring Student Identity Verification

Camden County College students registered for online courses have a secure user ID and password assigned to them by the College using a FERPA compliant procedure. Students have the opportunity to change their password at any time and are encouraged to do so periodically. Access to online courses is controlled by the use of secure User ID and Password.

The privacy of students who enroll in online courses at Camden County College is protected under the College's policies regarding student privacy, confidentiality, fraud, FERPA rules, and the Social Security Privacy Act of 1974 (P.L. 93-579). These policies are published in the Student Handbook and on the College's website at:

<http://www.camdencc.edu/financialaid/policiesandprocedures.cfm>

All credit-bearing courses and programs offered through distance learning methods at Camden County College verify that a student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit through the use of a secure login and password and the utilization of proctored examinations in the College's Testing Center or at an approved secure remote testing location.

Students are responsible for providing complete and true information in any identity verification process, in accordance with the "*Student Code of Conduct*" as outlined in the *Student Handbook* and administered by the Dean of Students or his/her designee.

Protection of Student Privacy

All methods of verifying student identity in distance learning protect the privacy of student information. The privacy of students who enroll in online courses at Camden County College is protected under the College's policies regarding student privacy, confidentiality, fraud, FERPA rules, and the Social Security Privacy Act of 1974 (P.L. 93-579). These policies are published in the Student Handbook and on the College's website at: <http://www.camdencc.edu/financialaid/policiesandprocedures.cfm>

All users of the College's online learning management systems are responsible for maintaining the security of usernames and passwords. Access credentials may not be shared or given to anyone other than the user to whom they were assigned for any reason. Users are responsible for any and all uses of their online account. Users are held responsible for knowledge of the information contained within the most recent Student Handbook, including the section on Acceptable Use of Technology. Failure to read College guidelines, requirements and regulations will not exempt users from responsibility.

Charges Associated with Student Identity Verification

Camden County College does not charge a fee for student identity verification. Students would be notified of additional fees, if any, prior to and during the registration process through various publications i.e., the *Schedule of Classes* and the *College Catalog*, and on the College website.

Unit Responsible

The Office of Academic Affairs is responsible for the consistent application of student identity verification procedures. The Office of Academic Affairs is responsible for ensuring College-wide compliance with the provisions of this practice and that deans and directors are informed of any changes in a timely fashion. Academic deans are expected to ensure that faculty within their Divisions remain in compliance. Instructors teaching courses through distance education methods are responsible to ensure that their individual courses comply. If necessary, the Vice President of Academic Affairs may address non-compliance through performance reviews or other measures as appropriate.

Related Procedures:

- Student Issued ID's (See APPENDIX I)
- Remote Test Proctoring Guidelines (See APPENDIX II)

Related College Policies:

- Acceptable Use of Technology Guidelines
- Student Code of Conduct – Student Handbook

Additional Resources:

- “Best Practice Strategies to Promote Academic Integrity in Online Education” by WCET, UT TeleCampus, and Instructional Technology Council. 2009.

APPENDIX I

STUDENT ISSUED ID NUMBERS

Upon enrollment each student at Camden County College is assigned a permanent ID number that is used to identify him/her for all internal College processes and for access to Web services.

Access to and use of Camden County College's information technologies by users is an affirmation that they accept the terms of Camden County College's Acceptable Use of Information Technology Policies.

These policies are posted in all College computer public access facilities, in the Student Handbook and on the College's website at:

<http://www.camdencc.edu/student-services/loader.cfm?csModule=security/getfile&PageID=14141>

Users granted access to College information technologies shall adhere to the following rules regarding Access to Resources/Authorized Use/Security:

- Student User Accounts are granted to support the instructional process, facilitate communications in academic endeavors and promote information sharing on projects and class assignments.
- Students are responsible for their own data and accounts. Students must not allow any person to use their passwords or to share their accounts. It is the student's responsibility to protect their account from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. The College is not responsible for lost data or work.

APPENDIX II

REMOTE TESTING PROCTORING GUIDELINES

The College's Testing Center provides proctoring services for online distance learning courses if so required by the instructor. Student must provide the following in the Test Center:

- 1) Must present a current/valid photo ID card (School ID, Drivers License, Passport, etc.)
- 2) Must know instructor's last name and course title.
- 3) Must bring pens and #2 pencils with erasers.
- 4) Must bring other authorized materials as listed on exam by instructor.

At all times academic integrity and appropriate conduct is enforced as outlined in the *Camden County College Student Handbook*.

For online students who require exams to be administered remotely due to their geographic location, the process is as follows:

- 1) The student is provided with a Proctor Candidate Request Form which must be completed by a proctor (remote testing site) within the first 10 days of class.
- 2) Once the form is returned to the Testing Center, an email correspondence begins between the proctor (testing center) and the CCC Testing Center in which the following information is required:
 - a. Is the student related to you, or an employee of your organization?
 - b. Where will the exam be stored?
 - c. Where will the exam be administered?
 - d. Will you or your staff remain with the student for the duration of testing?
- 3) Once the Testing Center has confirmed this information and approved the proctor (testing center), test materials are sent via USPS to the remote site.
- 4) The proctor (testing center) is asked to return the exam via fax or email, and then return originals via USPS.

The College requires that proctors be from an education setting, generally a college educator or staff member. The mailing address has to be their business address, exams are never sent to a proctor's residence. The proctor is required to have an .edu or .org E-mail address.