

TO
Parties involved in online proctoring

FROM
Student and Educational Affairs

REGARDING
Guideline violation of examination rules
and fraud during online proctoring
exams

DATE
30.09.2020

REFERENCE
Version 2.0

E-MAIL
onlineproctoring.soz@vu.nl

With this document, we want to give students and others involved a guideline into how we currently deal with the detection of fraud or violation of examination rules regarding online proctoring exams.

The most important rule that applies is the following: in general, behaviour that is considered fraudulent by the Examination Board in an on-campus exam is also considered fraudulent in an online proctoring exam.

Because it is not always clear whether fraud actually exists, a distinction is made between **violation of examination rules** and **fraud**. A consequence of violation of examination rules is that the exam is declared invalid. If fraud is established, the Examination Board will determine the sanctions depending on the nature, seriousness, the policy of the Examination Board and whether there has been recidivism. The Examination Board may choose to impose a heavier sanction than simply declaring the examination invalid.

This list for violation of examination rules and fraud is not exhaustive. Invigilators, examiners and Examination Board may decide otherwise at any time and submit a suspicion to the Examination Board on another ground if there is a legitimate reason for doing so.

If a student is suspected of violating the rules of the examination or of fraud, an investigation will be conducted by the Examination Board, during which the Examination Board may take note of the images in question. In that investigation, the student has the right to inspect the relevant images on which the suspicion is based.

I. What are examples of violation of examination rules?

1. If there is no screenshare and/or webcam images and/or sound registration available during the examination. The student can test this in advance with the practice exam and see whether the webcam is displayed during the exam.
2. If there are (partly) no webcam images of the desk or table where the student takes the examination (the so-called 'deskscan'). If an examiner allows materials during the examination, for example a dictionary, calculator or (draft) paper, the student must also show these during the deskscan.
3. If, during the examination, a student makes use of other websites, a second browser or a second screen, than the one on which the examination is made.
4. If the photo and the student number on the student card are not clearly visible.
5. If the room in which the exam is being made does not have enough light, or too much (back) light, to make the webcam images, student card and behaviour clearly visible.
6. If a student uses a pen, paper, calculator or other materials, which are not indicated as 'permitted materials' for that examination.
7. If the assessment instructions state that only a specific book or material may be used and the student does not allow the video-surveillance officer to assess that these (and no other) materials are actually used.
8. If a student wears (noise cancelling) earplugs, electronic earphones or headphones. This applies to all types of earplugs, earplugs and headphones (noise cancelling earplugs or earphones, hearing protection earplugs, wireless earphones and headphones, etc.).
9. If the presence of a mobile phone, tablets, smart glasses, earphones, smart watches or other electronic devices is detected.
10. If the student leaves the examination site during the examination.
11. If there is another person present in the examination room.

An exception to the above will apply if a student has been granted a registered educational or examination facility by the study advisor. Such as, for example, the facility to visit the toilet or the provision for food and drink during an examination.

II. What are examples of fraud?

1. In case of identifiable use of a mobile phone, tablet, earphones, smart glasses, smart watches, a second display or other unauthorised sources of information.
2. If verifiable use is made of technical means to circumvent online proctoring.
3. If there is a conversation with others.
4. If a book or other source of information is used, while this is not permitted during the examination.
5. If the student logs in with a different name or shows a student passport/ID of another student.

III. Miscellaneous

1. If a student repeatedly concentrates on certain places during the examination, the suspicion of fraud may arise. The invigilator determines where the boundary lies and marks the situation as the suspicion of violation of the rules of the examination or the suspicion of fraud.
2. The examination by the Examination Board takes place on the basis of the rules and guidelines of the Examination Board.
3. If a student is suspected of violating the rules of the examination or of fraud, an investigation will be conducted by the Examination Board, during which the Examination Board may take note of the images in question. In that investigation, the student has the right to inspect the relevant images on which the suspicion is based.