

Policy Procedure: Proctored Activities

Procedure Number: 207P

Contact Information: Associate VP for E-Learning, 703.323.3807

Forms: [NOL Proctor Request Form](#)

Last Reviewed Date: 7/01/2021

1. In the vast majority of NOVA Online courses, identity is verified through proctored exams, through the online proctoring service, at another VCCS college, or at an approved proctor located near them. The proctored activity can also consist of other assessed activities such as presentations, internship hours, or laboratory work. In these few cases, instructors verify student identity in person.
2. Students who wish to take a proctored examination at a NOVA testing center need to make arrangements with their faculty.
3. Students who wish to use the online proctoring service (available in some courses only) follow the online procedures to reserve a time slot and follow the identity verification and testing process of that service. No advance permission is required.
4. Students who wish to take an exam at another VCCS testing center or some other proctoring location need to complete and submit the [NOL Proctor Request Form](#). NOL staff will verify the proctor's identity and communicate with the proctor regarding exam access and testing procedures. (Note: students enrolled in NOL courses through the SSDL program have their testing arrangements handled centrally and do not need to submit the proctor request form if testing at their home VCCS college.)