

Technology and Equity Requirements for Purchasing and Adopting Proctoring Software at De Anza College

Recommendations from the Academic Senate

January 2022

These are the requirements desired by the Academic Senate of De Anza College, as referred to in the Resolution adopted on ____, if the College is to purchase and adopt online proctoring software, such as Proctorio or HonorLock. These requirements are based on the collegewide feedback received by the Academic Senate in Fall 2021, as compiled in the document [Summary of Concerns and Documentation Presented to the De Anza Academic Senate Regarding Proctoring Software](#), which was presented on November 29, 2021.

Software Requirements

1. The Office on Online Education should have access to an **administrative dashboard** for the software.
2. The software should be able to be **installed at the course level** (not at the site level, making it automatically accessible to all faculty by default). This would allow the College to create a settings checklist to ensure faculty understand the effect of each setting before using the software.
3. The Office on Online Education should have control over **default settings**, and a way to see the settings implemented by each instructor.
4. The Office on Online Education should have a way to **turn the software on and off** in individual instructor Canvas accounts to enforce any mandatory training and to prevent and address accessibility and/or equity issues.
5. The software should be **priced by number of users** and not by collegewide FTES.
6. The software company should provide adequate **tech support** for faculty, students, and Canvas administrators in the Office of Online Education.

College Purchasing and Implementation Requirements

1. Such software should not be paid for by the College as a whole, e.g. through the Office of Instruction or the Division of Academic Services and Learning Resources. It should instead come from the **budget(s) of the instructional division(s) of the instructor(s)** who choose to use the software each quarter.
2. The college should create an **icon for the online schedule of classes** to clearly indicate to students which classes will include proctoring software use.

Requirements for Faculty Adoption

1. Any instructor wishing to use the software should be required to be **trained** or **certified**. The duration and content of the training should be determined jointly by the Office of Online Education and the Office of Professional Development, in consultation with the Online Advisory Group. This training should include instruction on using the software, best practices to avoid disproportionate impact on various student populations, and alternative methods of assessment and/or proctoring.
2. Instructors should be required to **repeat this training every two years** to remain eligible to use the software.
3. Instructors should sign a **settings acknowledgement** each quarter that they use the software. The acknowledgement should be created by the Office of Online Education together with Disability Support Services to inform/remind instructors which settings have the greatest potential for disproportionate impact on students and should therefore be avoided.
4. No student should be required to use proctoring software in any class, either via **opt-in or opt-out options clearly stated in the syllabus**. Alternative forms of assessment should be made clear to all students in any class using the software, not just those students who actively inquire about alternatives. In any quarter in which more than half of De Anza's classes are "online" (as defined in the Distance Education paperwork, meaning any class that is less than 50% face-to-face instruction), the alternative forms of assessment or proctoring cannot be limited to in-person on-campus assessments.
5. Any class in which the software will be used must indicate this to students before registration begins by including a **proctoring software icon** in the online schedule of classes and stating the use of such software in the class listing **footnotes**.
6. The class **syllabus** should clearly state that proctoring software will be used in the class, which assessments it will be used for, and what alternative options exist for students who do not want to use the software.
7. Instructors in **learning communities** (Puente, Umoja, MPS, EPS, etc.) are strongly discouraged from using proctoring software at all in these classes.
8. Instructors should be available for **immediate response** via email and/or other forms of communication during the **entirety of any assessment** being performed by students under such software to answer questions and provide technical assistance to their students. They should not rely on the Office of Online Education for such services.