

Security of online exams, quizzes, and assessments is a major point of concern when it comes to online classes. There are various levels of security that can be implemented depending upon how secure you wish to make the exam, the level of difficulty it takes for you to prepare the exam, and the level of difficulty it is for the students to access the exam. Below you will see the options for administering exams, quizzes, and assessments to online students.

Method of Assessment Delivery and Administration	Mode of Testing	Description & when to use	Security	Student Access Difficulty	Instructor Prep Level	Resources	Cost	Technical challenges
Blackboard	Online	Blackboard is used to create and administer online assessments. Use when instructor and student prefer online exam.	Low	Low	Low to Medium	Blackboard Assessments	None	Do not use "Forced completion". Student needs stable internet.
Blackboard with Respondus LockDown Browser & Monitor	Online	Blackboard's 3 rd party security tools used to help administer online assessments/exams. Use when instructor and student prefer online exams but higher security is desired.	Medium to High	Medium to High depends on student's ability to use technology and equipment (including a webcam and microphone)	Low to Medium	Respondus LockDown Browser & Monitor	None	Students need fast and stable internet to sustain video streaming. Students face needs good frontal illumination.
CASA Monitor	Online	CASA's online monitoring tool. Students unable to commute to campus. Use when instructor and student prefer online exams but higher security is desired.	Medium to High	Medium to High depends on students ability to use technology	Low to Medium	CASA Monitor Guide	None	Scheduling and students need fast and stable internet to sustain video streaming.
Instructor/TA Proctor	Online/Paper	Students able to commute to campus for in person exam. Instructor/TA able to administer exam	High	Low to Medium depending upon student commute	Low to Medium	See information on page 2.	None	Test preparation
CASA Testing Center	Online/Paper	Students able to commute to campus for in person exam. Instructor/TA unable to administer exam	High	Low to Medium depending upon student commute	Medium to High depending upon testing center requirements (See Below)	CASA Testing Center	None	Scheduling and coordinating
UH Online & Special Programs	Paper/May support online exams at times	Students unable to commute to campus due to distance	High	Low to High depending upon student commute	Low to Medium depending upon testing center requirements (See Below)	Online & Special Programs	Fee based	Scheduling and coordinating

Online Non-Proctored Exams

Instructors utilizing self-administered, remote, online, non-proctored exams can choose to use Blackboard tools to prepare the exam with an auto-proctoring component. Visit the links below for helpful guides.

- [Guide to Best Practices for Online Teaching](#)
- [Blackboard Assessments](#)
- [Respondus Exams](#)
- [Respondus LockDown Browser & Monitor](#)
- [Maintaining Academic Integrity](#)

Proctored Exams

Instructors using face-to-face proctoring for online exams must notify the online students of the proctored exam requirement prior to registration to allow for student arrangements ahead of time. The syllabus must include the exact exam dates and a proctoring statement that provides options for taking the exam. If students are close enough to commute to campus for a proctored exam, the instructor must notify students that they will need to come to campus to take an exam with the instructor/TA or CASA. If students are out of town and cannot commute to campus, the instructor should arrange with the UH Online & Special Programs office to assist with proctoring these exams.

Instructor/TA Proctored Exams

If an instructor or TA can administer exams and students can commute to campus for an in-person exam. In that case, the instructor needs to make arrangements for a large enough room or computer lab with an appropriate number of seats.

CASA Testing Center

The CASA Testing Center offers instructors the opportunity to have their proctored exams given outside regular class hours in one of its three testing locations. Contact the **CASA** managers ([Minh Nguyen](#) or [Samantha Stark](#)) to reserve a testing location for your exam date. If the center is unavailable on the requested dates, staff will try to accommodate your request on other available dates. Once a testing center reservation is completed, you will need to use the Respondus LockDown Dashboard to set up the exam in Blackboard. Visit the following page for setting up information: <http://www.instruction.uh.edu/knowledgebase/how-do-i-set-up-an-exam-to-use-lockdown-browser/>

UH Online & Special Programs

Contact the Online & Special Programs office at the beginning of the semester to prepare for semester exams using their proctoring services.

If instructors intend to use the office of Online & Special Programs to proctor out of town exams, then instructors are required to include the following statement in their syllabus:

Exams for this course require proctoring. Information regarding proctoring services for the University can be found on the [Online and Special Programs-website](#). Prior to requesting proctoring services, students should read and understand the outlined proctoring procedures. Students can request proctoring services by completing the [Proctoring Request Form on the](#) website.

Students with questions or concerns can contact OPS at [713-743-3327](tel:713-743-3327) or email proctoring@uh.edu. Online and Special Programs' hours of operation are Monday-Friday 8am-5pm. CST

Testing Information for Students with Disabilities

Students must contact the Center for Students with **DisABILITIES** if they require ADA accommodations for testing. Instructors should also contact Center for Students with **DisABILITIES** if they have any questions regarding granting accommodations to students.