

## **POLICY ON THE USE OF VIDEO CAMERA(S) TO PROCTOR QUIZZES AND EXAMS**

This Policy sets forth the internal guidelines and requirements for the use of video camera(s) to proctor University quizzes and exams on campus. This Policy applies to all University on-campus colleges and schools. This Policy does not affect other University policies on the use of video cameras, such as policies on videotaping conferences or lectures, videotaping for research purposes, or videotaping for safety or security, or University policies relating to on-line education or other non-campus activities.

1. All requests to use video camera(s) to proctor quizzes and exams must be approved by the Academic Dean of the School (or his/her designee) and, in the case of a camera or other system which is connected to the University's network, the IT Academic Systems Committee. Installation of any video camera only may be done by the University's Security Department.
2. Video cameras to proctor quizzes and exams only may be used to encourage academic honesty, and to monitor classroom areas when quizzes or exams are being administered.
3. In general, video cameras only may be used for real-time monitoring and should not record. Allowances to permit recording will be made on a case-by-case basis by the Academic Dean of the School (or his/her designee) and (as applicable) the IT Academic Systems Committee.
4. The instructor should give all students written notice of the intention to use video camera(s) to proctor a quiz or exam prior to the quiz or exam.
5. In all classrooms that are equipped with one or more video cameras, signs that are clearly visible must be posted on the door and read: "This area may be subject to electronic surveillance."
6. All operators of the video cameras (as well as all others with access) must maintain and protect student information pursuant to the requirements of the Family Educational Rights and Privacy Act ("FERPA"). Access to the video cameras and any video records must be limited to those who legitimately need such access on behalf of the University.
7. In cases of suspected academic misconduct, the relevant video records (if any) may be disclosed to (i) the instructor of the course and/or (ii) relevant University administrators involved in the student judicial process. If a student is accused of academic misconduct based on evidence recorded by a video camera, the student will be provided an opportunity to view the video records that support the allegation of academic misconduct. If the accused student desires that other individuals be present for such viewing, the student will need to sign a FERPA release form in which the student gives consent for these individuals to view the video records. No other disclosures of video records may be made without the prior approval from the Office of the General Counsel.
8. Recordings (if any) of all video-proctored quizzes and exams should be maintained for a period of one (1) year. In cases of academic misconduct or alleged academic misconduct, the full video recording of the quiz or exam should be preserved in the office of the Academic Dean of the School (or his/her designee) for a period of three (3) years following the end of the applicable student's attendance at the University.
9. Cases of alleged academic misconduct that are identified through the use of video camera(s) will be handled in accordance with the University's applicable campus disciplinary procedures.
10. The storage of any data, procedures for data transfer and other technology related to the video cameras shall comply in all instances with the University's IT and security policies, and other applicable University policies.