

**Online Education Initiative (OEI) for the California Community Colleges
Memorandum of Understanding
Between OEI and Selected Colleges Piloting the Proctoring Network**

The following agreement is between Foothill-De Anza Community College District representing the Online Education Initiative project and _____, (herein forward, "Participating College").

Term. The initial Term of the agreement will commence September 1, 2017, and remain effective through June 30, 2018; thereafter, the agreement will automatically renew each July 1. Either party may terminate this agreement with at least 30 days written notice to each other. The agreements outlined herein pertain to all colleges participating in the Proctoring Network.

Project Goal: Create a network by which students are able to complete tests for online courses at a campus within a reasonable distance of home. Participating colleges will maintain consistent practices detailed on this document.

The physical testing facility will be designated by the Participating College, and ideally already in place. Within this document the facility is referred to as "Testing Center," however the actual labeling of the facility/building/room will vary from campus to campus. Colleges are not being asked to change the name of the facility/building/room where testing occurs.

This proctoring service will be available to students free of charge as a condition of participation in the Proctoring Network.

All colleges agree to the following as conditions to participating in the Proctoring Network.

Standards for Testing Centers

Testing Centers must adhere to policies, which maintain high quality operations, ethical practices, and security of testing materials.

Testing Centers must:

- Be available to online students, regardless of students' home campus.
- Maintain reasonable hours to accommodate student schedules.
- Meet requirements of the Americans with Disabilities Act (ADA).
- Promote honesty, integrity, and fairness in all procedures.
- Protect integrity of tests by ensuring vigilant proctoring by trained staff.
- Protect the confidentiality and rights of privacy of examinees, as defined by the Family Educational Rights and Privacy Act (FERPA).
- Be adequately equipped with reliable computer workstations.
- Be physically comfortable and distraction-free.

Staffing of Testing Centers

The Proctoring Network Single Point of Contact (Proctoring SPOC) is responsible for staffing Testing Centers with the highest quality staff available, and providing oversight in the daily functions of the Testing Center.

The Proctoring SPOC will:

- Serve as the primary contact in the Testing Center.
- Maintain reasonable and variable hours to accommodate student need.
- Maintain updated webpage listing campus address, Testing Center location with accompanying map, directions for parking, current operating hours, notation if appointments are required, contact email, and office telephone number.

