

Guidelines for Proctoring at SUNY New Paltz

To maintain integrity of assessments, while at the same time, acknowledging costs and concern for data and personal privacy, faculty should carefully evaluate and consider the appropriateness of using proctoring services. To assist faculty in that evaluation, faculty are encouraged to consult the [Proctoring Best Practices](#). When proctoring is essential:

1. Faculty should limit the number of proctored assessments to high stakes assessments with limited alternative testing options.
2. Faculty should minimize costs by identifying the least expensive proctoring options that can meet the proctoring need.
3. Faculty must indicate the proctoring requirement and any applicable fee in the course schedule and syllabus.
4. When choosing a proctoring service, faculty must select one that meets accessibility requirements. Where there is a need for accommodations not met through the proctoring service, faculty should coordinate with the Disability Resource Center.