CAMERA/AUDIO USE & ONLINE ASSESSMENT

QUESTION	ANSWER	WHAT YOU CAN DO	RESOURCE/S
Can I require my students to turn on their cameras during an online synchronous session?	Yes, faculty can require students to turn on their cameras during a synchronous online course to demonstrate mastery of learning or demonstrate understanding of a concept. Students will be notified in registration that camera use may be required for synchronous online courses. Faculty will not require students to show their settings (i.e., removing a Zoom filter, asking to scan surroundings, etc.) Students who express a need for disability accommodation should be referred to BMAC and faculty should not require them to turn on their cameras until further consultations with BMAC. If testing requires on-camera use, ATS recommends Respondus LockDown Browser and Monitor for proctored exams. However, please note that these resources are not compatible to run on assistive technology software available to BMAC students, and should be disabled for those students.	If a student is enrolled in an online course, the instructor can: • Clearly state in the syllabus the on-camera requirements for a course. • Encourage students to contact Academic Technology Services (ATS) at ATS-help@csulb.edu for support and appropriate technology resources. • Faculty are encouraged to develop alternative assessments for online courses that do not require camera use. • Ask students to add their photo to their Zoom account.	• Assessment of Student Learning in Fall 2020; Remote Proctoring Services [PDF] • CSULB's Provost's message on Remote Proctoring for Online Assessment • Office of Academic Programs Graduate Studies Memo • Academic Technology Services • Bob Murphy Access Center (BMAC) • Alternatives to High Stakes Assessments Chart [PDF] • Student Conduct and Ethical Development office

Can I prohibit or ban students from using headphones while taking an online synchronous session or test/exam/assessment?	No, there may be factors that may lead to equity and accessibility issues for your students.	• If you are concerned with students using headphones to cheat in your course, reach out to Student Conduct and Ethical Development Office to determine possible alternatives and to learn more about student rights. • Reach out to BMAC@csulb.edu and learn more about certain factors that can impact accessibility issues.	• Bob Murphy Access Center (BMAC) • Student Conduct and Ethical Development office
I am thinking about using a proctoring tool in my class, what do I need to take into consideration?	If remote proctoring services will be used, strong efforts need to be made to ensure that resource issues (e.g. technology, hardware/software, accessibility, finances) do not impact students' ability to perform. ATS recommends, Respondus LockDown Browser and Monitor for proctored exams. However, these are not compatible to run on assistive technology software available to BMAC students, and should be disabled for those students.	• Do not require students to show their settings (i.e., removing a Zoom filter, asking to scan surroundings, etc.) • Faculty are encouraged to develop alternative assessments for online courses that do not require camera use. • Become familiar with the CARES Act and encourage students to contact the Division of Student Affairs and visit the CARES ACT website to learn more about ways in how CSULB is working in bridging the digital divide (e.g., laptop program, outdoor wi-fi, student virtual labs and Open Access computer labs). • Inform your students about open labs on campus. • Understand how to adjust the extended time for students requiring exam accommodations.	• Assessment of Student Learning in Fall 2020; Remote Proctoring Services [PDF] • Cares Act • Open Labs on Campus • BMAC-Exams@csulb.edu • Alternatives to High Stakes Assessments Chart [PDF]

		• Reach out to BMAC-Exams@csulb.edu about Respondus features related to BMAC students.	
I have decided to use a proctoring tool for my online class, however, do students have the right not to share their screens or turn on their cameras while using the proctoring tool during an assessment?	No, online students do not have the right to turn off their cameras or not share their screens, when asked. Therefore, faculty can require students to turn on their cameras during a proctored assessment. Faculty will not require students to show their settings (i.e., removing a Zoom filter, asking to scan surroundings, etc.) If testing requires on-camera use, ATS recommends Respondus LockDown Browser and Monitor for proctored exams. However, please note that these resources are not compatible to run on assistive technology software available to BMAC students, and should be disabled for those students.	• Faculty must clearly state in the syllabus the on-camera requirements for a course. • Encourage students to contact Academic Technology Services (ATS) at ATS-help@csulb.edu for support and appropriate technology resources. • Faculty are encouraged to develop alternative assessments for online courses that do not require camera use. • Refer students to BMAC who express a need for disability accommodation. Faculty should not require students with disabilities to turn on their cameras until further consultations with BMAC.	• Assessment of Student Learning in Fall 2020; Remote Proctoring Services [PDF] • CSULB's Provost's message on Remote Proctoring for Online Assessment • Academic Technology Services • Alternatives to High Stakes Assessments Chart [PDF] • Bob Murphy Access Center (BMAC)
Do students with a disability have the right not to share their screens or turn on their cameras while using a proctoring tool during an assessment for either an online or face-to-face mode of instruction?	Students who express a need for disability accommodation should be referred to BMAC and faculty should not require them to turn on their cameras until further consultations with BMAC.	• Include in your syllabus a disability statement providing students information on how to request accommodations through the Bob Murphy Access Center (BMAC) and the best way in how to work with you throughout the semester. • Work with BMAC to set up accommodations for your student(s).	• Office of Academic Programs Graduate Studies Memo • Bob Murphy Access Center Exam Faculty Resources

If I use Zoom as my proctoring tool, can I enforce students to turn on their cameras or share their screens during an assessment?	Yes, faculty who use Zoom as their proctoring tool, can require students to turn on their cameras and share their screens during a proctored assessment. Faculty will not require students to show their settings (i.e., removing a Zoom filter, asking to scan surroundings, etc.)	• Faculty must clearly state in the syllabus the on-camera requirements for your course. • Encourage students to contact Academic Technology Services (ATS) at ATS-help@csulb.edu for support and appropriate technology resources. • Faculty are encouraged to develop alternative assessments for online courses that do not require camera use. • Students who express a need for disability accommodation should be referred to BMAC and faculty should not require them to turn on their cameras until further consultations with BMAC.	• Assessment of Student Learning in Fall 2020; Remote Proctoring Services [PDF] • CSULB's Provost's message on Remote Proctoring for Online Assessment • Office of Academic Programs Graduate Studies Memo • Academic Technology Services • Bob Murphy Access Center (BMAC) • Alternatives to High Stakes Assessments Chart [PDF]
If I cannot provide an alternative assessment for a high-stakes exam such as a Master's comprehensive exam or a placement exam, what should I do?	For high-stakes exams such as a Master's comprehensive exam or placement exams that cannot transition to an alternative assessment format, then the student may request an accommodation to take the exam in a quiet room on campus but will need approval from the Dean. Virtual and/or in-person proctoring appointments may be available on a limited, case-by-case basis for BMAC students.	• Work with your college Dean to find a quiet place on campus where your student(s) can take the high-stakes exam. • For registered BMAC students, please contact BMAC-Exams@csulb.edu for more information.	• CSULB's Provost's message on Remote Proctoring for Online Assessment

Instead of using an online proctoring tool (e.g., Respondus Monitor) for assessments, what other types of assessments can be used for my class?	CSULB recommends minimizing high-stakes exams as much as possible during alternative mode of instruction Consider using alternate assessments in your class such as: • Timed short exams • Open book exams • Projects • Papers • Presentations • e-Portfolios	• Work with Academic Technology Services instructional designer/s to develop alternate assessments that can be used in your course and built inside the learning management system. • Refer to ATS website to learn more about delivering online assessments and the High Stakes Assessments Chart. • Faculty may review appropriate alternative assessments for BMAC students who are in need of exam alternatives by contacting BMC-Exams@csulb.edu	• Assessment of Student Learning in Fall 2020; Remote Proctoring Services [PDF] • CSULB's Provost's message on Remote Proctoring for Online Assessment • Delivering Online Assessments • High Stakes Assessments Chart [PDF]

CLASS RECORDING

QUESTION	ANSWER	WHAT YOU CAN DO	RESOURCE/S
Do students need to be informed if the class session is going to be recorded?	Yes, faculty must inform students every time class session will be recorded.	• Include a statement in your syllabus informing your students that class sessions will be recorded. • Before class, inform your students through email that the class session will be recorded. • If recording in Zoom, participants will be asked to acknowledge and accept that recording will occur.	• CSU Virtual Learning Student Privacy Rights- Frequently Asked Questions [PDF]
What is the best way to inform my students that there will be recorded class sessions throughout the semester?	Faculty are advised to share with students the purpose of recording the session, and how the recording will be used.	• Include in your syllabus if there are going to be any recorded sessions. • Make it clear in your syllabus the purpose of recording class sessions.	• CSU Virtual Learning Student Privacy Rights- Frequently Asked Questions [PDF]

	Include information in your syllabus as well as use the learning management system (e.g., class email and announcements) to inform your students when a recorded session will take place.		
If a student does not want to be recorded during a class session, what do I do?	Faculty can require students to turn on their cameras during a synchronous online course. Students will be notified in registration that camera use may be required for synchronous online courses.	• Faculty must clearly state in the syllabus the on-camera requirements for a course. • Provide access to the recorded session through the learning management system and to class session instructional material/s.	• CSU Virtual Learning Student Privacy Rights- Frequently Asked Questions [PDF]
Can I share the class session recording outside of class with others not enrolled in the class?	No, faculty should provide the same level of privacy in the virtual instruction they provide in person and consider the recording to be a private record for the registered members of the class only.	• Follow campus guidelines	• CSU Virtual Learning Student Privacy Rights- Frequently Asked Questions [PDF]
How long should students enrolled in my class have access a class session recording?	All class session recordings can be erased after the final exam of the course. Therefore, after the final exam students should no longer have access.	• Provide your students with a confidential and private link to access to the recording/s.	• CSU Virtual Learning Student Privacy Rights- Frequently Asked Questions [PDF]

DISABILITY ACCOMMODATIONS

QUESTION	ANSWER	WHAT YOU CAN DO	RESOURCE/S
I have a student with a disability, who should I work with to provide accommodations for this student regarding online assessments?	Students with disabilities must be granted accommodations to which they are entitled for tests.	• Include in your syllabus a disability statement providing students information on how to request accommodations through the Bob Murphy Access Center (BMAC) and the	• Assessment of Student Learning in Fall 2020; Remote Proctoring Services [PDF]

	Contact the Bob Murphy Access Center for information on providing your student/s with accommodations.	best way in how to work with you throughout the semester. • Work with BMAC to set up accommodations for your student(s).	• Bob Murphy Access Center Exam Faculty Resources
I have decided to use a proctoring tool (e.g., Respondus Monitor) and I also have a student who identifies with having a disability, could this be an issue?	Yes, possibly, especially if the student is using assistive technology (e.g., screen reader). Students who express a need for disability accommodation should be referred to BMAC and faculty should not require them to turn on their cameras until further consultations with BMAC. If testing requires on-camera use, ATS recommends Respondus LockDown Browser and Monitor for proctored exams. However, please note that these resources are not compatible to run on assistive technology software available to BMAC students, and should be disabled for those students.	• Encourage students to contact Academic Technology Services (ATS) at ATS-help@csulb.edu for support and appropriate technology resources. • Consider using alternative assessments (e.g. timed short exams, open book exams, projects, papers, presentations, e-portfolios) in place of high-stake assessments. • Work with Academic Technology Services (ATS) in building the assessment or an alternative assessment inside the learning management system. Contact beachboard@csulb.edu or canvas@csulb.edu to get started. • Work with BMAC to set up accommodations for your student(s).	• Academic Technology Services • Assessment of Student Learning in Fall 2020; Remote Proctoring Services [PDF] • Bob Murphy Access Center Exam Faculty Resources
If I have a student who identifies with having a disability and can not provide an alternative assessments for a high-stakes exam such as a Master's comprehensive or placement exam, what should I do?	Virtual and/or in-person proctoring appointments may be available on a limited, case-by-case basis for BMAC students.	• For registered BMAC students, please contact BMAC-Exams@csulb.edu for more information.	• Bob Murphy Access Center (BMAC)