

**Georgia College & State University**  
**College of Health Sciences**  
**School of Nursing Policies & Procedures**

<b>Policy/Procedure Title: Graduate Online Testing Policy</b>	
Policy #3000	Referenced in MSN & DNP Handbooks
Applies to	<input type="checkbox"/> BSN <input type="checkbox"/> RNBSN <input checked="" type="checkbox"/> MSN <input checked="" type="checkbox"/> DNP <input type="checkbox"/> Faculty
NFO Initial Approval Date: 4/29/19	Policy Committee Review Dates (every 3 years):  NFO Approved Revision Dates:

**Policy Statement:** The U.S. Department of Education requires colleges and universities to verify the identity of online students. It also requires that they ensure that the student who registers in an online education course or program is the same student who completes the course or program and receives credit for the course or program. Therefore, the following policy has been adopted.

**Policy:** Students in an online course or program are required to use the School of Nursing approved online digital proctoring services and learning platform for all testing and submission of coursework. Students requesting accommodations must contact the accommodations office and submit the appropriate documentation to the course faculty during the first week of classes each semester. For further information, refer to the University policy at <https://www.gcsu.edu/disability/policies-and-procedures-students>.

**Procedures:**

Students will be provided with an orientation to both the approved digital online proctoring service & the Georgia College learning platform during face to face orientation.

Access to the digital online proctoring service requires the use of a Georgia College Photo ID and one additional form of photo ID at the onset of testing. The Georgia College Photo ID is issued during the face to face immersion orientation at the beginning of the program. A report from the digital online proctoring service is received by the course faculty after the completion of a test and is reviewed for any deviations from the established procedures.

Access to the approved Georgia College online learning platform requires the use of a Georgia College unify password. Students create the unify password at the beginning of the program during the face to face immersion orientation. Students receive periodic notifications from the

university about the requirements for changing their password to ensure that it remains a secure password via their bobcats student email. Official university communication uses students bobcats student email.

Students who do not attend the face to face orientation will be required to make individual arrangements for orientation.

See the attached instructions for the current approved digital online proctoring service.