



**ONLINE PROCTORED EXAMINATION RULES,  
REQUIREMENTS & SANCTIONS  
Fall 2023 / Revised Spring 2024 / Revised Summer 2024**

**SECTION A- Before Entering the Proctored Environment**

- Ensure your computer or laptop meets the minimum system requirements for running zoom smoothly.
- Test your internet connection to ensure it is stable and strong enough to support video streaming.
- Check your webcam, microphone, and speakers/headphones to ensure they are functioning properly.
- Download and install the zoom application on your computer. Make sure it's the latest version.
- Log in to your zoom account using your student email address, and familiarize yourself with its features, such as video settings.
- Choose a quiet and well-lit location for taking your exam, preferably with minimal distraction.
- Clear your workspace of any unauthorized materials, books, notes, or devices not permitted during the exam.
- Close any unnecessary applications or browser tabs on your computer to avoid distractions and conserve system resources.
- Ensure you have a valid University of The Commonwealth Caribbean (UCC) Identification for verification. If you are not yet in receipt of your UCC Identification you must exhibit another valid form of identification (e.g., driver's license, passport) for verification purposes.
- The computer you are using to take the exam should not have more than one display or monitor. (For example, if you usually use a laptop with a monitor connected, disconnect your monitor, and use only the laptop screen.) **Shared screen or desktop sharing is prohibited.**
- You **must close all other programmes** or windows on the computer being used before you begin the exam.
- The following tools are not to be displayed on the menu, task, or status bar of your computer.
  - a). (Not limited to) communication programs such as Skype, Google Meet, Zoom, WhatsApp, Facebook, Instagram, Snapchat, ChatGPT
  - B). No website page(s) other than the exam window is allowed.

**SECTION B- Before Starting the Examination**

- 1) Candidates are required to **familiarize themselves with the Examination Policy- Undergraduate and Graduate Programmes - General Examination Regulations**, which can be found in the student's handbook.
- 2) Candidates are advised to **read carefully the instructions** given on the cover page of the question paper and on the assessment pages.
- 3) No extra examination time will be allowed for late start or for any other reason/s.

If a student encounters any challenges, he/she should immediately contact: [ucconline@ucc.edu.jm](mailto:ucconline@ucc.edu.jm) and

Cc: [examshelpdesk@ucc.edu.jm](mailto:examshelpdesk@ucc.edu.jm) .

- 4) The use of cellular phones and other electronic devices, not limited to smart watches, headsets, headphones, ear pods, or ear buds, are prohibited. They should not be in use or seen on your desk or on your person during the examination.

N.B. **Only candidates completing math-based modules are allowed handwritten submissions or/and to photograph their work for upload.**

- 5) Only Non-Programmable Scientific Calculators, blank paper where permitted, pens, pencils and erasers are allowed while taking the examination.
- 6) Candidates are required to provide a 360 degree, or a complete room scan of their environment.
- 7) Candidates are not permitted to submit their work before one (1) hour after the start of the examination.
- 8) Please upload one completed document comprising all components of your work before the end of the examination.

**[For undergraduate students, in addition to the 2 HOURS given to complete the exam, 10 minutes will be allotted to upload the completed assessment.**

**[For graduate students, in addition to the 3 HOURS given to complete the exam, 10 Minutes will be allotted to upload the completed assessment.**

Write Only Your Identification Number on Each Page of Your Attachments.

### **SECTION C- Exam Room Guide**

The following proctored examination indicates basic rules for “**closed book**” exams.

1. No other person(s) is/are allowed to enter the room while you are taking the proctored exam.
2. The lighting in the room must be bright enough to be considered “daylight” quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must **not** be directly behind you.
3. The desk, floor or walls around you must not have any writing.
4. The room must be as quiet as possible. Sounds such as music or television are not permitted.
5. Candidates are not allowed to wear head gear – including but not limited to hats, tams, caps, or scarves - while taking the exam. An exception is made for headgear worn for religious purposes, in which case, a religious document confirming same must be submitted to the institution upon / during admission. The request must be on the official letterhead of an organised religious group and be signed by the person authorised to do so.
6. The following items **must not** be on your desk or be used during the proctored examination unless the posted rules for the exam specifically permit these materials (not limited to):
  - I. Books (Notebook, Textbooks, Notepad)
  - II. Papers or items with notes (post-it, papers with written or typed notes, / information of any sort.)
  - III. Electronic devices (phones, smart watches, tablets, more than one monitor) which are not required by the assessment.

## SECTION D- Examination Conduct

1. **Photo ID-**Candidate must verify your identity using a valid photo ID that has your name and photograph on the same side. The name must match the full name you use as a student at UCC.
2. **Attire-** Candidate must dress as though you were in a face-to-face examination setting.
3. Candidate must not use headphones, ear buds, or any other type of listening equipment.
4. **Leaving Room-** Candidates are advised that they **SHOULD NOT** leave the room after starting the examination or otherwise focus their attention elsewhere; this will be interpreted as an attempt to cheat. In the case of an emergency, the proctor should be advised that the student is leaving the room. **If the candidate leaves the room or is offline in excess of two (2) minutes the examination will** be aborted.
5. **Talking-** Candidates are not allowed to communicate with any other individuals during the examination.
6. **Eating-** Candidates are not allowed to eat or drink during the examination.
  - **Prescribed Medications-** If an exception is made for prescribed medications, permission must be granted. Student should advise their Programme Coordinator in writing *before* the examination date and submit the request accompanied by the relevant substantiating documentation.
  - **Prescribed Food-** Please note that if you *medically* require food, drink, or a break during an examination, you must request a special accommodation at least one month prior to your scheduled exam by completing and submitting the appropriate documentation to your Programme Coordinator.
7. **Cell Phones-** The use of cellular phones and other electronic devices, not limited to smart watches or ear pods or ear buds, is prohibited and should not be used or seen during the examination.
8. **Disability-** If you have a disability and need additional time or specific accommodation to take the examination, please contact your Programme Coordinator at least one month in advance for information regarding your request. **The UCC Examination Unit must approve your request and make any adjustment(s) before you start your examination.**

## SECTION E- Academic Misconduct And Sanctions

UCC expects students to conduct Academic Activities with integrity and intellectual honesty. Academic misconduct is a serious offense that can result in a variety of sanctions, including but not limited to, warnings, resit, failure of the course, or programme, and/or suspension from UCC. Alleged violations brought to the attention of Academic Affairs, will be investigated, if found in breach, the student will be subject to disciplinary Sanctions (*See Table A- Academic Integrity Policy*). The process for the investigation, adjudication and appeal is set out in the *Student Handbook 2022-2023*, pages 73-74.

<b>Table A- Academic Integrity Policy</b>		
<b>Academic Integrity Violation</b>	<b>Characteristics/Examples of Violations</b>	<b>Sanctions</b>
<b>Category 1-Violations:</b> <ul style="list-style-type: none"> <li>▪ Violations are minor.</li> <li>▪ Violations occurring for the first time, in the first semester of a student's course.</li> <li>▪ Violations for a small portion of the student's course grade.</li> </ul>	<ol style="list-style-type: none"> <li>1. Extent of copied material considered so slight that it does not justify disciplinary proceedings or a penalty.</li> <li>2. Engaging in collaboration on an assignment even when the rules were unclear.</li> <li>3. Involves collaboration or poor citation practice.</li> <li>4. Student not appreciating the rules of academic writing</li> <li>5. A limited material or copied text expressing ideas or concepts taken from the work of others in the student's own words but without</li> </ol>	<b>Students are likely to:</b> <ul style="list-style-type: none"> <li>▪ Written warning Letter</li> <li>▪ Sit an Alternative Exam</li> <li>▪ Sit on-line Plagiarism Tutorial/ and or Information Literacy Course.</li> <li>▪ Write a reflection paper.</li> <li>▪ Grade reduction.</li> </ul> <p><b>NB. Category 1 Repeat offenders will</b></p>

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<b>Academic Integrity Violation</b>	<b>Characteristics/Examples of Violations</b>	<b>Sanctions</b>
	<p>appropriate citation.</p> <p>6. A limited material or copied text referenced in the bibliography but not properly cited or not in quotation marks</p> <p>7. Limited collaboration between students as evidenced by structure, source or copied text; or where the written work is original throughout.</p> <p><b>Online Proctored Exam Infractions:</b></p> <p>8. Students not willing to share their screen</p> <p>9. Leaving room without informing Proctor</p> <p>10. Candidate’s internet service is frequently interrupted for in excess of two (2) minutes.</p> <p>11. Students leaving Room more than <b>2-10</b> mins</p> <p>12. Noisy Background</p> <p>13. Frequently looking away from screen &amp; typing</p> <p>14. Notebook on Desk</p> <p>15. Paper on the ground</p> <p>16. Disruptive, Loud outburst, drinking</p> <p>17. Voices/sound heard in background</p> <p>18. Accessing another device (eg. headset)</p> <p>19. Submitted Script via email</p> <p>20. Student looking away from screen</p> <p>21. Using Smart Watch</p> <p>22. Left the room multiple times</p> <p>23. Extensive similarity</p> <p>24. Script sent to Program Coordinator</p> <p>25. Loss of connectivity, offline or computer restart in excess of mins.</p> <p>26. Television and or radio in use or turned on.</p> <p>27. Candidate is using abusive language out loud or in the chat.</p> <p>28. Candidate changes space during the examination.</p> <p>29. Reading the questions aloud or speaking aloud.</p> <p>30. Improper placement of the webcam so that it does not provide ideal viewing for the proctor.</p> <p>31. The lighting is inadequate or too strong for the proctor to see.</p>	<p><b>attract Category 2 penalties.</b></p>
<p><b>Category 2-Violations:</b></p> <ul style="list-style-type: none"> <li>▪ Violations are dishonest in character.</li> <li>▪ Violations for a significant portion of the assignment or course grade.</li> </ul>	<p>1. Plagiarism- All types of plagiarism.</p> <p>2. Unauthorized collaboration-</p> <p>3. Possessing unauthorised aids</p> <p><b>Online Exam Infractions:</b></p> <p>4. Possessing unauthorised aids</p> <p>5. Accessing another online device</p> <p>6. Students Leaving Room for more than 10 mins</p> <p>7. Phone in use, on person and/or ringing</p> <p>8. Multiple online infractions</p> <p>9. Noisy environment or dark room.</p>	<p><b>Students are likely to:</b></p> <ul style="list-style-type: none"> <li>▪ Mark of zero</li> <li>▪ Failure of assignment/course</li> <li>▪ Resubmit the assessment for a capped course mark. Cap maybe set at the passed mark.</li> <li>▪ Placed on disciplinary probation.</li> <li>▪ Grade reduction</li> </ul> <p><b>NB. Category 2 Repeat offenders will attract Category 3 penalties.</b></p>
<p><b>Category 3-Violations</b></p> <ul style="list-style-type: none"> <li>▪ Violations are flagrantly dishonest in character.</li> <li>▪ Violation impact a major or essential portion of the course work.</li> </ul>	<p>1. Plagiarism- extensive copying and pasting from secondary (published or unpublished) sources (including Internet) without citation.</p> <p>2. Collaboration-</p> <p>3. Possessing unauthorised aids for assignments.</p> <p>4. Cheating- Extensive copying during an exam or quiz.</p>	<p><b>Students are likely to:</b></p> <ul style="list-style-type: none"> <li>▪ Mark of zero</li> <li>▪ Failure of course</li> <li>▪ Resubmit the assessment for a capped course mark. Cap maybe set at the passed mark.</li> <li>▪ Denial of access to courses</li> </ul>

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	<p>5. Cheating- Permitting another</p> <p>6. Student extensively copy during a quiz or exam</p> <p>7. Altering a graded exam or quiz for re-grade.</p> <p>8. Fabricating data for a Lab or research paper.</p> <p>9. Falsification- Presenting false excuse to miss a class or absence from a assignment, exam, quiz, to receive unfair advantage.</p> <p>10. Ignoring lecturers' instructions regarding the unauthorized use of certain AI tools is a serious.</p> <p>11. Submit as your own someone else's unpublished work, either with or without permission.</p> <p>12. Submit work which has already been assessed / graded.</p> <p><b>Online Exam Infractions:</b></p> <p>13. Multiple online infractions</p> <p>14. Browsing local computer or other websites.</p> <p>15. Using any form of artificial intelligence application or tool to aid or complete an assessment.</p> <p>16. Insertion of previously completed responses or any form of plagiarism.</p> <p>17. Copying exam content on paper or on the computer.</p> <p>18. Covering the camera / webcam.</p> <p>19. Not focusing the camera on your face and desk.</p> <p>20. Inappropriate or questionable behaviour (such as looking away from the computer screen or leaving the room).</p> <p>21. Inappropriate materials on the desktop (for example, "post-it" or "sticky "notes).</p> <p>22. Using a computer or phone calculator is not allowed by the examination rules.</p> <p>23. Opening Instant Messaging or another computer-based application.</p> <p>24. Having additional person(s) in the room (including children) or speaking to someone else in the room during the examination; candidate asking for or receiving help from someone else.</p> <p>25. Taking pictures, screenshots, or video recordings of the screen.</p> <p>26. Using another computer or a second monitor.</p> <p>27. Noisy environment or dark room. Inappropriate or questionable behaviour (such as looking away from the computer screen or leaving the room).</p> <p>28. Inappropriate materials on the desktop (for example, "post-it" or "sticky "notes).</p> <p>29. Using a computer or phone calculator is not allowed by the examination rules.</p> <p>30. Opening Instant Messaging or another computer-based application.</p> <p>31. Having additional person(s) in the room (including children) or speaking to someone else in the room during the examination; candidate asking for or receiving help from someone else.</p> <p>32. Taking pictures, screenshots, or video recordings of the screen.</p>	<ul style="list-style-type: none"> <li>▪ Suspended for at least a semester.</li> <li>▪ Placed on disciplinary probation.</li> <li>▪ Reduction of course grade that cannot be replaced or retake class.</li> <li>▪ Reduce the degree classification at the end of the programme by one class (<i>as decided by Examinations Committee</i>)</li> </ul> <p><b>NB. Category 3 Repeat offenders will attract Category 4 penalties.</b></p>

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<b>Academic Integrity Violation</b>	<b>Characteristics/Examples of Violations</b>	<b>Sanctions</b>
	33. Using another computer or a second monitor.	
<p><b>Category 4-Violations</b></p> <ul style="list-style-type: none"> <li>▪ Violations are flagrantly dishonest and serious breaches of professional integrity.</li> <li>▪ Multiple repeat offences.</li> </ul>	<p>34. Plagiarism- Limited copyright and pasting from secondary sources without citation.</p> <p>35. Second Violation, especially after suspension</p> <p>36. Violation committed by a graduate student</p> <p>37. Cheating- Sitting exam for another person or writing exam for another person</p> <p>38. Changing /assisting to change any assignment or course grade on Lecturer’s record or Institution system.</p> <p>39. Replacing the name on another’s assignment and submitting as it as one’s own (Reproduce someone else’s assessment paper)</p> <p>40. Purchasing work (written or electronic paper) or soliciting to do.</p> <p>41. Selling or distributing previously administered exams, assignments and other records.</p> <p><b>Online Exam Infractions:</b></p> <p>42. Failure to comply with proctor requests and/or instructions (For example, to display ID, the candidate fails to perform a room scan or yield in conducting actions that may be classified as a breach of the examination rules).</p> <p>43. Improper/Invalid/No ID provided, or expired ID provided.</p> <p>44. ID does not match the name on the proctor’s examination list.</p> <p>45. ID does not match the candidate’s Photo ID (unable to be verified by proctor).</p> <p>46. Unauthorised examination material (such as reference materials – notebook / textbook / note pads / any material typed or written, smart or electronic devices present).</p>	<p><b>Students are likely to</b></p> <ul style="list-style-type: none"> <li>▪ Suspension</li> <li>▪ Expulsion, permanent separation from institution.</li> <li>▪ Placed on disciplinary probation.</li> <li>▪ Denial of degree</li> <li>▪ Bar against readmission</li> <li>▪ Revocation of credentials or failing programme (<i>as decided by Examinations Committee</i>).</li> <li>▪ Other sanctions as deemed appropriate.</li> </ul>

*Policy- Academic Integrity Policy*

*Updated July 2024*