Federal Requirement 4.8

15. An institution that offers distance or correspondence education documents each of the following: (Federal Requirement 4.8)

4.8.1 demonstrates that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (a) a secure login and pass code, (b) proctored examinations, or (c) new or other technologies and practices that are effective in verifying student identification.

X Compliance   ___ Non-Compliance

4.8.1 – Verification of Student Identity in Distance or Correspondence Education

Narrative:

Chipola College has procedures in place to accurately verify identification and protect the privacy of students registered in distance learning classes. Chipola has no baccalaureate, AA, AS degrees, or certificate programs offered exclusively online. Currently, only 68 classes from all college programs are offered online. Therefore, the distance education at Chipola College is relatively small.

At Chipola, distance education is a form of learning/teaching that takes place where the majority of the instruction occurs via the Internet ([1]). The purpose of Chipola College Distance Learning is to provide accessible, affordable, quality educational opportunities for area citizens through the use of technology ([2]). Chipola College offers online classes each semester. Until June 30, 2013, Chipola College used Desire2Learn (D2L) as its learning management system. Beginning on July 1, 2013, the college began using Canvas. ([3]) Both systems allow students and faculty to participate in learning by creating a virtual classroom. System access can be accomplished from anywhere in the world via the World-Wide-Web. Instructors use the system to post syllabi, handouts, assignments, as well as send announcements, e-mail their students, post discussion forums, online examinations, and post grades. The Guidelines for Online Courses ([4]) have been developed to govern the development of courses for online delivery.

Verifying Identity at Registration: At the time of registration, students registered in online classes are given a unique username and password. Prior to the start of classes each semester, all students receive an "eLearning Letter" from the Director of eLearning with instructions on how to log into the Canvas system ([5]). Online students are required to read and verify the Academic Honor Code within Canvas the first week of class ([6]). The Chipola College Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college
community; and (3) foster a high sense of honor and social responsibility on the part of students. To assist students with maneuvering through their classes, the Canvas Student Tutorial is included as a link on the main page of the Chipola College website and referenced in the eLearning Letter to all students.

Verifying Identity During Tests: Testing is offered to students in three formats (1) testing online, (2) proctored testing, and (3) using Proctor-U. Testing can be done online through the Canvas system which requires a unique username and password. This testing is done through randomized, timed tests. Instructors can also require students to take a proctored exam at the Chipola Testing Center. Upon entering the Testing Center, students are required to show a photo ID. The test is administered by the Testing Center staff in the testing area. The Testing Center maintains the integrity of the test and is responsible for returning all test materials to the instructor. If the student cannot come to the Chipola Testing Center, it is the student’s responsibility to secure proctors by the following process: (1) complete the Off-Campus Proctor Approval form, (2) have it signed by the proctor, and (3) send it to the Director of eLearning for approval. By signing the off-campus proctor approval form, the proctor agrees to the specific testing conditions by requiring the student to provide a photo ID and to ensure the testing conditions are met. Proctor-U is also available for students who cannot come to the Chipola Testing Center or find an approved testing site or proctor.

Chipola College does not offer correspondence education -- defined by SACS as “courses where instructional materials are provided by mail or electronic transmission” (1). However, Chipola does offer courses occasionally by Directed Individual Study (DIS) to accommodate individual students--usually a student who needs a course to graduate but cannot take the class when offered in the current schedule. These students are monitored closely by instructors who meet regularly with them individually and give face-to-face exams. Individual Study (IS) is provided to accommodate two or three students when the traditional class is cancelled due to low enrollment. It is primarily taught face-to-face.

Chipola College continues to seek out and identify effective methods to verify student identity.

Distance Learning: Verifying Student Identify

During Registration: The narrative above describes how Chipola ensures that the student who registers in an online course is the same student who participates in and completes course requirements and receives credit by requiring a secure username and password login, a signed Academic Honor Code, and student orientation guide.

Verifying Identify During Tests: The narrative above also describes how the D2L (through June 30, 2013) and Canvas course management systems require unique usernames and passwords. Though testing is sometimes done through randomized and timed tests, most major exams are proctored exams at the Testing Center, where college-issued photo ID’s must be presented. Narrative also describes the process used to secure test proctors off-campus or through Proctor-U, an independent testing service.
Documentation:

[1] SACS Distance and Correspondence Education Policy Statement
[2] Chipola College Catalog – Self Directed Study Programs
[3] CANVAS Login Page
[5] eLearning Letter to Online Students
[7] Canvas Student Tutorial
[8] Chipola Testing Center
[9] Off-Campus Proctor Approval Form
[10] Proctor-U