



## Student Guide for Online Proctoring

### 1. Purpose

This Student Guide explains how online proctoring works at GMBS and defines student responsibilities, technical requirements, permitted resources, and rules of conduct during proctored assessments. The objective is to protect academic integrity while ensuring a fair, consistent, and transparent assessment process in a fully online environment.

### 2. What Online Proctoring Is

Online proctoring is a method of supervising an assessment remotely to confirm:

- the student's identity,
- compliance with assessment rules (e.g., closed-book vs. open-book),
- the integrity of the assessment environment.

Depending on the course and assessment design, GMBS may use one or more of the following:

- Live remote proctoring (real-time supervision),
- Recorded proctoring (session is recorded and reviewed),
- Automated proctoring features (system flags unusual behavior for review).

### 3. When Proctoring Is Used

Online proctoring may be applied to:

- Final exams and graded tests,
- High-stakes module quizzes,
- Selected assessments requiring identity verification.

Students will be informed in advance (via the course area/LMS and/or assessment instructions) whether an assessment is proctored and what rules apply.

### 4. Student Responsibilities

Students must:

- Read and follow all assessment instructions and proctoring rules.
- Ensure they have the required technology and a suitable testing environment.
- Present valid identification if required.
- Cooperate with verification steps (environment scan, identity check, etc.).
- Complete the assessment independently unless collaboration is explicitly permitted.



Non-compliance may result in interruption of the exam, invalidation of results, or an academic integrity investigation.

## **5. Technical Requirements (Minimum)**

Students are responsible for meeting these minimum requirements before the exam:

### **Device**

- Desktop or laptop computer

### **Internet**

- Reliable broadband connection
- Sufficient bandwidth for video streaming

### **Hardware**

- Working webcam (built-in or external)
- Working microphone
- Speakers or headphones (as permitted)

### **Software**

- Internet browser (Chrome/Edge/Mozilla) and required permissions (camera/microphone)
- Any required add-on or secure browser tool (if applicable)
- Ability to close background applications during the exam

## **6. Preparing for the Exam (Required Steps)**

Students should complete the following at least 24 hours before the exam:

### **1. Confirm the exam format**

Time window, duration, allowed materials, identification requirements.

### **2. Complete the system check**

Camera, microphone, browser compatibility, internet stability.

### **3. Prepare the testing space**

Quiet room with good lighting.

Clear desk/table (only permitted items).

Position camera so your face, hands, and work area are visible where required.

### **4. Prepare identification (if required)**



A valid ID document matching the student record.

#### 5. **Plan time**

Start early to handle technical checks.

Ensure uninterrupted time for the full duration.

#### 7. **Testing Environment Rules**

Unless otherwise stated in assessment instructions:

##### **Permitted**

- The computer used for the exam
- Basic stationery
- Water

##### **Not permitted**

- Other people in the room
- Phones, smartwatches, tablets, second computers
- Notes/books unless the exam is explicitly open-book
- Headphones/earbuds unless explicitly allowed
- Additional screens/monitors unless explicitly permitted

Students must remain in view of the camera and avoid behavior that could be interpreted as receiving assistance.

#### 8. **Identity Verification and Room Scan**

Proctoring may include:

- Identity verification (ID check or authentication steps),
- A brief room scan (showing desk/work area and immediate surroundings),
- Confirmation that prohibited items are not present.

Refusal to complete verification steps may prevent the exam from starting and may be treated as non-compliance.

#### 9. **During the Exam: Conduct Expectations**

Students must:

- Follow proctor instructions (if live proctoring is used).
- Keep their face visible and remain seated where required.



- Avoid looking off-screen repeatedly or leaving the camera view.
- Not communicate with anyone (in-person, phone, messaging, or other apps).
- Not use external resources unless explicitly permitted.

If technical issues occur, students must follow the guidance in Section 12.

## **10. Breaks, Leaving the Room, and Interruptions**

Rules vary by assessment, but typically:

- Leaving the room may be prohibited or may require proctor approval.
- Unexplained absence from camera view may be flagged.
- If an emergency occurs, students should document what happened and notify GMBS immediately after the exam.

## **11. Privacy, Data Protection, and Recordings**

Where recording or monitoring is used, GMBS applies strict controls:

- Proctoring data is used solely for identity verification and academic integrity assurance.
- Access is restricted to authorized staff and/or approved service providers.
- Data is retained only for the period necessary to manage results, appeals, or integrity investigations.
- Students may request information on data handling and their rights under applicable data protection rules.

## **12. Technical Issues and What to Do**

### **Before the exam**

- Run the system check again.
- Restart the device.
- Switch to a wired connection if available.
- Close all unnecessary applications.

### **During the exam**

- If the proctoring tool disconnects: reconnect immediately and follow on-screen instructions.
- If video/audio fails: check permissions and reconnect.
- If the exam platform freezes: take a screenshot (if possible), note the time, reconnect, and continue.



### **Important**

- Students should document issues (screenshots, timestamps).
- Students must notify GMBS (or the designated support contact) as soon as possible after the exam if the issue affected performance.

### **13. Academic Integrity and Irregularities**

The following may trigger flags and review:

- Presence of additional persons,
- Use of prohibited devices/resources,
- Attempting to bypass proctoring controls,
- Suspicious screen activity or repeated off-screen behavior.

If an irregularity is suspected:

- The assessment may be paused or terminated,
- The case may be referred under the Academic Integrity/Plagiarism and Misconduct procedures,
- The student may be asked to provide an explanation and/or evidence.

### **14. Reasonable Adjustments and Accessibility**

Students requiring accommodations (e.g., extended time, assistive technology, alternative verification methods) must request support in advance according to GMBS procedures. Approved accommodations will be applied confidentially and consistently.

### **15. Student Support and Contact Point**

For any questions or technical issues related to online proctoring, students must contact GMBS Support at [support@gmbs.mt](mailto:support@gmbs.mt). When submitting a request, please include::

- Course and assessment name,
- Date/time of exam,
- Description of issue,
- Screenshots or evidence (where applicable).