# Distance Education Student Identity Verification Procedure

There are two federal laws that have a direct effect on distance education courses at TCR. The first is "FERPA", the "Family Educational Rights and Privacy Act" of 1974. (Sometimes this is called the "Buckley Amendment.") FERPA requires that educational records be treated in a very specific way to ensure the privacy of students and their records. The second is the Higher Education Opportunity Act of 2008. Portions of this law require that schools have procedures in place to make sure the student who is doing the work in an online class is the student getting credit for doing the work. In addition to having specific guidelines for protecting an online student's privacy, we also have guidelines in place to help ensure the student registered for the class is the one doing the work.

## Privacy

The following steps will be taken to protect student privacy while participating in courses using distance education delivery methods.

- Email will not be used as a method for providing students with their grades.
- Grades will not be posted in any public space on the internet.
- Student grades will be posted only in the appropriate Learning Management System (e.g., Canvas, CIMA, Navigate).
- Final grades will be submitted to the Registrar's Office for permanent storage in the records database.
- No personally identifiable information is visibly displayed within a distance education course unless the student voluntarily provides the information through a discussion forum or other means of interaction within a course.
- Students are encouraged to use only college email or course communication tools for communication.
- Personally identifiable information residing within the course is restricted to LMS administrators and is not shared with any source outside of TCR.
- Every student registered in a distance education course at the college receives a unique login. The identification number assigned to students allows them access to their course content which resides within the college LMS. Students are responsible for setting their own password during the account creation process. The students also have access to change their password at any time after that. No TCR staff has access to student or staff passwords.

More information about FERPA can be found at the U.S. Department of Education's ED.gov site.

## Authentication

The following steps are taken to help ensure the students who do the work are the ones getting the credit for the class.

- Access to course material requires students to use an assigned login and password.
- Instructors will use techniques to limit cheating on exams such as:
    - Randomized questions
    - Multiple questions from pools

    - Time limits on exams
    - Limited availability of exams
    - Proctored exams
- Instructors will also use instructional techniques to limit cheating such as:
    - Writing assignments
    - Discussion forums
    - Plagiarism training
- Instructional staff reviews academic integrity policies and expectations prior to the beginning of all coursework each academic term.
- Students are required to accept the submission statement: "This assignment is my own work, except where I have acknowledged the use of the works of other people."
- Instructors and administrators use statistical information to make sure the students' work is completed in a reasonable amount of time including average time to complete assignments and average grades achieved.
- Instructors and administrators can use data collected by the LMS log in files to check the student's IP address during proctored exams.
- Proctored exams use a password to access the exam. The password is provided to the proctor.

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