Frank Phillips College

Procedures for Assuring Identity of Distance-Learning Students

1. Secure login and password: each student enters a user name assigned by the college upon enrollment that uses a system-generated number that combines the student’s last name with the student’s unique identifier information. The student then enters a password he or she created that is not available to other students or college personnel. If the student forgets the password, The Director of Enrollment Management or her designee can reset the password but cannot view the student’s existing password.
   a. Students accept responsibility for the security of their passwords.

2. Proctored Examinations: Students enrolling in distance-learning courses are required to take examinations under the supervision of a proctor. When students enroll in the Virtual College of Texas network of courses, the FPC liaison attempts to find courses that require proctored testing at the Frank Phillips College campus to ensure that the students enrolled are the students receiving credit. Students must identify themselves in the remote location with an acceptable picture ID card. Faculty must approve the testing site and proctor and these locations may include:
   a. Testing centers at colleges or universities, including sites of Frank Phillips College
   b. Professional testing centers such as Sylvan
   c. Local independent school districts, proctored by a teacher, administrator, or librarian

Frank Phillips College does not charge students for proctoring exams and encourages students to find no-cost centers in their remote locations.

3. Faculty members teaching distance-learning courses have a role in ensuring the identity of the students. Through different methods of engagement, faculty members begin to recognize the student’s voice in such a way that the personal work can be authenticated. Faculty who suspect the students is not creating his or her own work can contact the Vice President for Academic Affairs for support in proceeding with an investigation into the student’s body of work.