



**CALIFORNIA UNIVERSITY**

O F P E N N S Y L V A N I A

## VERIFICATION OF STUDENT IDENTITY POLICY (Face-to-Face, Blended, and Online Education)

### A. Purpose & Scope:

This policy complies with Section I of the Middle States Commission on Higher Education [Verification of Compliance with Accreditation-Relevant Federal Regulations](#). Compliance of student identity verification for assessment of significant exams within a face-to-face, blended, and online setting in the Cal U Learning Management System (LMS) requires Student Identity Verification.

### B. Definition(s):

Pre-Matriculation - Activities conducted by potential students during the enrollment process prior to admission to the University.

Post-Matriculation - Activities conducted by students admitted to California University of PA and in receipt of a Campus-Wide Identify Number (CWID) and a Cal U Identification Card.

Face to Face Education - Includes all course sections with synchronous meeting times indicated in the class schedule, even if some online course delivery occurs in the university Learning Management System (LMS).

Distance and Online Education - Includes one or more of the following synchronous or asynchronous education technology delivery systems:

1. Internet/IP based video conferencing and/or web-based video conferencing,
2. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices,
3. Telephone, audio, or video conferencing,
4. Online course shells within the Cal U LMS, and
5. External commercial course instruction and evaluation systems (e.g., Pearson MyMathLab) used in conjunction with any of the other technologies herein listed.

**C. Policy:**

The California University of Pennsylvania Verification of Student Identity (VSID) policy applies to all credit-bearing face-to-face, blended, and online education programs and courses. Post-matriculation students receive a unique CWID and password as a secure single-source login to access University systems. These systems include the “Vulcan Information Portal” (VIP), “Degree Works”, and the university LMS. Post matriculation students also receive a Cal U Student ID Card, which displays a color photograph, and CWID of the student.

**D. Procedure(s):**

1. Students must use the standard set of rules to create secure passwords established by the University [Password Policy](#).
2. Students must keep their login credentials and ID card secure and not share this information with anyone. The Cal U [Acceptable Use Policy](#) requires all users (including students) to “Protect user identification, password information, and system from unauthorized use” prohibiting unauthorized use of another user’s account including account sharing.
3. Students must abide by [University Policies](#) related to Academics, Academic Integrity, and Technology Utilization as possible sanctions may occur for all “University Policies” violations. Therefore, students must provide accurate and verifiable information related to their identity throughout their time at the University.
4. Faculty teaching 100% online courses are required to verify student identity for significant exams (including midterms, end-of-semester finals, and graduate-level comprehensive/candidacy exams) per 9.a (below).
5. Faculty teaching face-to-face or blended classes who administer significant exams (midterms, end-of-semester finals, and graduate-level comprehensive/candidacy) online will default to option 9.a. (below). However, students enrolled in F2F and blended classes with an approved accommodation from the Cal U Office of Students with Disabilities will be provided with supervised exam-proctoring upon request either in-class or in the Office of Students with Disabilities.
6. Faculty teaching online or blended classes utilizing third party providers (e.g., MyMathLab) must utilize a system or technology solution that accurately verifies student identity for significant examinations. Third-party providers must include a process for immediately flagging and reporting (to the instructor of record and/or University Technology staff) any identity discrepancies.

7. If a third-party provider is unable to verify student identity, the verification of student identity *will* default to option 9.a. (below) with significant exams (including midterms, end-of-semester finals, and graduate-level comprehensive/candidacy exams) delivered in the Cal U LMS with the “Respondus Lockdown Browser/Monitor” system to verify student identity.
8. All online and blended course syllabi must include a standard statement of *minimum* system requirements to utilize the “Respondus Lockdown Browser/Monitor” system provided in our LMS for verification of student identity. Recommended “Respondus Lockdown Browser and Monitor” language for the UCC approved prototype and class syllabus is provided in the appendix for this policy.
9. Acceptable alternatives for verifying student identity for significant online examinations (including midterm, end-of-semester finals and graduate comprehensive/candidacy examinations include:
  - a) Respondus Lockdown Browser/Monitor (available at no cost to all Cal U faculty). LockDown Browser is a custom browser that locks down the testing environment within the Cal U LMS. Monitor is a companion application for LockDown Browser that uses webcam and video technology and the *Cal U Student Identification Card* or other photo ID (e.g., state driver’s license) to verify identification and prevent academic dishonesty during online exams. Monitor also integrates seamlessly within the Cal U LMS. If, after a proper investigation, there are apparent student identity discrepancies/violations, the University will take the appropriate actions based on the University [Academic Integrity Policy](#).
  - b) Other third-party proctoring and identification verification solutions with university approval.

**E. Information**

For technology questions, please contact UTech Services  
EMAIL: [utechrequests@calu.edu](mailto:utechrequests@calu.edu) and/or by PHONE: 724-938-5911.

For Learning Management System and Instructional Technologies please contact the Teaching and Learning Center  
EMAIL: [tlc@calu.edu](mailto:tlc@calu.edu) and/or by PHONE: 724-938-4168

For pre-matriculation questions, please contact Global Online  
EMAIL: [calugo@calu.edu](mailto:calugo@calu.edu) and/or PHONE: 724- 938-5938 or 1-866-595-6348.

For post-matriculation questions, please contact Academic Records  
EMAIL: [academicrecords@calu.edu](mailto:academicrecords@calu.edu) and/or PHONE: 724-938-4435

For Financial Aid questions, please contact Financial Aid at  
EMAIL: [finaid@calu.edu](mailto:finaid@calu.edu) and PHONE: 724-938-4415

For Placement Testing questions, please contact the Placement Testing Center (724)  
938-5779.

**F. Effective date: 07-23-2019**

**Adopted: 07-23-2019**

**by: President's Cabinet**

**Amended Date:**

## **Verification of Student Identity Policy**

### Appendix

#### Recommended Language for the UCC Prototype Syllabus

#### **System Requirements for course syllabi:**

- Windows: 10, 8.1 (Windows 10 is recommended)
- Mac: OS X 10.10 or higher (Current macOS version is recommended)
- iOS: 10.0+ (iPad only – if enabled by your instructor). Current iOS version is recommended.
- Administrative privileges (Required to installed hardware/software)
- Web camera (internal or external) & microphone
- A broadband internet connection

**Note 1:** Respondus monitor will not work on Chromebooks.

**Note 2:** Students enrolled in an online degree program, may receive a one-time increase to their financial aid cost of attendance to assist with the purchase of a computer. The student must purchase the computer and provide a signed copy of the purchase receipt before the cost of attendance increase will be made. The increase will be for the exact amount of purchase price. The cost of attendance increase does not indicate an increase in financial aid. It can allow the student to borrow more resources to assist with the computer purchase.

#### **Procedure to access the quiz (secure via Lockdown browser)**

- **Video instructors for instructors**  
[https://www.youtube.com/watch?time\\_continue=6&v=bF27uqRWiJA](https://www.youtube.com/watch?time_continue=6&v=bF27uqRWiJA)
- **Instructions for set-up a quiz in Lockdown browser in D2L (TLC made)**  
<https://youtu.be/qOmMIaHh174>

- **Installation directions for students**

Click on the Quiz. Under the quiz requirements is a link to download and install the Lockdown Browser file. This software will permit you to access the quiz in a secure way.

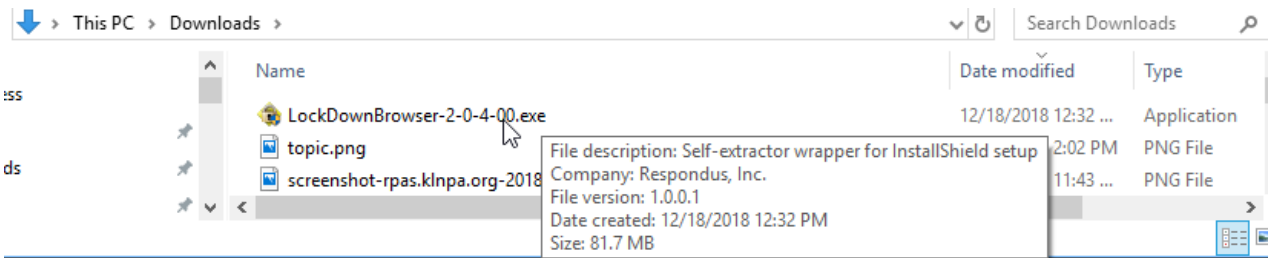
### Quiz Requirements

You must use the Respondus LockDown Browser to take this quiz.

[Download and install the latest version of LockDown Browser](#)

Launch LockDown Browser

- **Depending on your current browser settings, you may need to go into your download folder to open and run the file in order to install the software.**



- **After the program is installed, go back to the quiz requirements (under the quiz tab) and select Launch LockDown Browser.**

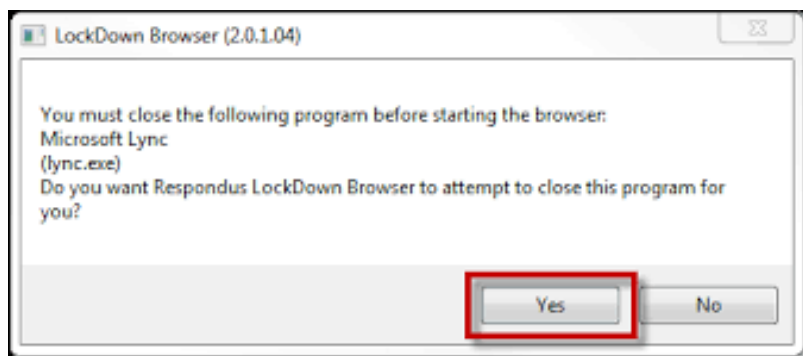
### Quiz Requirements

You must use the Respondus LockDown Browser to take this quiz.

[Download and install the latest version of LockDown Browser](#)

Launch LockDown Browser

- **Important Note:** If you have any communication programs opened (i.e. email, skype, screen capture, etc.), Lockdown Browser will inform you that the programs must be closed. It is advisable to close **these programs before you launch** Lockdown Browser.



- **Taking the quiz**

Once you open LockDown Browser, the program will guide you through a series of hardware testing to make sure your webcam is working properly. In addition, you will be asked to take your picture and to show a Photo ID (see privacy statement). After the hardware testing, your quiz will begin. Please select the Submit button when finished.

- **Resources**

D2L Brightspace v10.4 Download and Install Respondus LockDown Browser [video](#)

Student Perspective (LockDown Browser & Respondus Monitor) – [video](#)

**For instructors -** [https://www.youtube.com/watch?time\\_continue=6&v=bF27uqRWiJA](https://www.youtube.com/watch?time_continue=6&v=bF27uqRWiJA)