

Dear Students,

This course is participating in the proctoring pilot overseen by the Academic Integrity Working Group (AIWG). The purpose of this pilot is to determine the efficacy of proctoring and develop effective practices for proctoring in-person exams at Stanford. To find more details on the pilot or the working group, please visit the [AIWG's webpage](#).

### **What is Proctoring?**

The AIWG defines proctoring as the act of exam administrators overseeing students taking exams using fair and sensible practices to uphold the Honor Code.

### **The primary goals of the AIWG Proctoring Pilot are to:**

- Determine the efficacy of proctoring at Stanford
- Develop effective proctoring practices that ensure exam environments are fair, equitable, and conducive to academic integrity
- Provide opportunities for Stanford students, staff, and faculty - especially those who are in the pilot - to share their thoughts and feedback

### **The AIWG views the primary roles of a proctor during exams as:**

- Promoting a fair and equitable testing environment
- Enhancing student trust in the integrity of the testing environment by reducing student concerns about unpermitted aid
- Allowing students to focus on their own exam and learning
- Being available to quickly answer questions from students

### **Student Survey Data**

In order to achieve these goals, the AIWG hopes to obtain honest and constructive feedback from the students, TAs, and instructors participating in this pilot through pre and post surveys, as well as some focus groups. While we highly value your input via surveys & focus groups, we want to stress that there is no obligation on your part to do so. Please know that:

- i) Your willingness to participate in surveys and/or focus groups and the feedback you provide will in no way affect your grade in this course; your instructor will have no awareness of whether you fill out surveys, what you said, etc.
- ii) To ensure the privacy of this feedback, the University has contracted with a neutral third party ([Grand River Solutions Consultant Group](#)), to collect anonymous surveys and de-identify all feedback during this process.
- iii) Only the members of the AIWG will be provided access to and analyze the data, nothing will be reported to or used as evidence by The Office of Community Standards
- iv) Any focus groups will be recorded on Zoom and we will delete all video recordings once we have verified transcripts and have completed the analysis
- v) Any data used in the final report will be in aggregate and any potentially identifying information will be removed before sharing; no direct quotes will be used.
- vi) You are not obliged to answer anything you don't want to, but as much information you can provide is invaluable to this process

Confidential Support is always available via the - [Office of the Ombudsperson – University \(Brenda Berlin\)](#)