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Fifth-Year Interim Report | Document Directory

**Item FR - 4.8.3**

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**Written Procedure for Projected Additional Student Charges**

An institution that offers distance or correspondence education has a written procedure distributed at the time of registration or enrollment that notifies students of any projected additional student charges associated with verification of student identity. **(Federal Requirement 4.8.3)**

**Judgment**

Compliant  Non-Compliant  Not Applicable

**Narrative**

The University of South Carolina Columbia currently has no mandatory additional student charge associated with verification of student identity. If an additional charge for verification of student identify were to be considered, it would have to be approved by the University of South Carolina Board of Trustees and communicated on the University of South Carolina Bursar's webpage prior to implementation.

The university is contracted with Software Secure, a leading company for online proctoring of exams and tests. Specifically, the university leverages Software Secure's technology RPNOW, a "record and review" model for secure online examination delivery and identity verification. In courses where online proctoring is used, students have the ability to use their own webcam-equipped computer, connected to the internet to connect with the RPNOW system. The entire testing experience, including authentication, room security check, and execution of the test experience is recorded and reviewed by proctors employed by Software Secure. In the event of a potential cheating or exam procedure violation, faculty are sent links to time coded video of the potential incident for their review and action with the student. In courses where online proctoring is offered, it is not required and students have the option to be proctored at the university's testing center or at one of the university's statewide testing centers. Students who reside in other states and who are enrolled in distance education courses may request a proctoring service in their area. In these cases, the university will certify and validate the proctoring center, and then distribute printed tests or permit the student to take online tests in the presence of a proctor. For students who choose to use the RPNOW solution a \$15 dollar fee per test for is paid by the student directly to the vendor.