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## VIRTUAL PROCTORING POLICY

California Pacific Charter Schools (“CPCS” or “Charter School”) adopt this Virtual Proctoring Policy to apply to students enrolled in CPCS. Virtual proctoring must be facilitated by a CPCS teacher or other qualified staff member.

### ONLINE PROGRAM METHODS OF VIRTUAL PROCTORING

The following guidelines apply to students enrolled in the CPCS Online Program. This program offers the option for only virtual teacher facilitated proctoring options.

Virtual proctoring may be administered via the school’s virtual proctoring rooms or through a teacher’s individual virtual room. Students may request and arrange individual proctoring with their teacher.

#### Local Assessments

Students in grades TK-8 must have their local assessments proctored by a CPCS teacher or by their parent/guardian following the parent/guardian proctor policy. No outside materials or resources may be used on local assessments.

#### Final Exams

Students in grades 9-12 must have all A-G course final exams proctored by a CPCS teacher. An outside proctor other than the parent/guardian may be used if a proctoring affidavit is on file. Students may use course notes (digital and paper) on final exams.

### INDEPENDENT HOME STUDY PROGRAM METHODS OF VIRTUAL PROCTORING

The following guidelines apply to students enrolled in the CPCS Independent Home Study Program. This program offers the option for in person and virtual teacher facilitated proctoring options as appropriate.

Virtual proctoring may be administered through a teacher’s virtual room as group or individual proctoring sessions as appropriate. Students may request and arrange individual proctoring with their teacher.

#### Local Assessments

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## VIRTUAL PROCTORING POLICY

Students in grades TK-12 must have their local assessments proctored by either their teacher or by their parent/guardian following the parent/guardian proctor policy. No outside materials or resources may be used on local assessments.

### Final Exams

Students in grades 9-12 must have all A-G course final exams proctored by their teacher. An outside proctor other than the parent/guardian may be used if a proctoring affidavit is on file. Students may use course notes (digital and paper) on final exams.

### Decision to Proctor Assessments Virtually

The teacher will take the following into consideration when deciding whether to proctor an assessment virtually in lieu of an in-person meeting

1. Student/parent/guardian comfort level and ability to complete a virtual session successfully
2. Student/parent/guardian technological capabilities
3. Student/parent/guardian has a computer with a camera, microphone, and access to a strong reliable WiFi signal. Assessments must be completed on a computer for full functionality.
4. Whether the student will need more than one session to successfully complete the assessment
5. Whether the student has any assessment supports/accommodations written into an Individual Education Plan (IEP) or 504 Plan (504) that will need to be provided
  - a. If so, the teacher will clearly communicate the appropriate accommodations/supports to the parent/guardian before the scheduled appointment to virtually proctor
6. Current health and safety guidelines from the school, county, and state regarding the permission for face to face interactions

## TEACHER VIRTUAL PROCTORING PROCEDURE

*Applies to students in the Online and Independent Home Study programs.*

### Prior to Assessment

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1. Teacher will communicate with the student and parent/guardian to schedule the assessment dates and record on the school's proctoring sheet
2. Teacher will send the virtual proctoring room link and other preparation information to the student and parent/guardian prior to the scheduled assessment date

**During the Assessment**

1. The teacher will
  - a. record the proctoring session using virtual room tools
  - b. will verify the student's identity using a photo ID, birth certificate, prior knowledge of student from face to face interactions, or other appropriate documentation means prior to giving student access to the assessment
  - c. will ensure that the student's entire face and immediate surroundings are visible on camera during the entire assessment prior to giving student access to the assessment
  - d. will ensure student can share their screen and that the screen remains shared during the session
  - e. will ensure volume is turned on so that everything can be heard throughout the assessment
  - f. will actively monitor entire assessment
  - g. will document and initial student attendance and completion of the assessment on the school's applicable proctoring sheet
  - h. will remove student access to any assessment a student does not finish during that session
2. The student
  - a. will be fully dressed in school appropriate attire
  - b. will not have or use any paraphernalia or other inappropriate items while on camera
  - c. may not receive any outside assistance on the assessment, including reading of questions, help with sounding out words, etc.
  - d. may take breaks as needed
  - e. may not use a cell phone or other electronic device during the assessment
  - f. will have all other browsers and tabs closed, except for virtual notes on final exams
  - g. will have desk cleared, except for scratch paper and paper notes on final exams
  - h. will notify the teacher when they have completed the assessment for verification prior to leaving the virtual room

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3. Parent/guardian may be present in home/testing location, but may not assist with assessment other than to help with technology
4. In the event that a family does not adhere to these guidelines, an alternative proctoring session will need to be scheduled to allow enough time for the test(s) to be completed within the assessment window

**PROCESS FOR ADDRESSING INCIDENTS OF ACADEMIC DISHONESTY****First incident:**

1. If a student is suspected of academic dishonesty or receiving inappropriate support:
  - a. The assigned administrator will evaluate all incidents of academic dishonesty and determine the appropriate course of action.
  - b. The teacher will:
    - i. immediately stop or block the student's assessment and document on the proctoring sheet
    - ii. notify the student's teacher(s), parent/guardian and the assigned administrator
    - iii. setup or reach out to the homeroom teacher to setup an academic dishonesty meeting with the parent and student to review consequences
  - c. The student will:
    - i. attend a conference with their teacher to discuss the infraction and assessment expectations
    - ii. If it was a local assessment, be required to retake the subject of the assessment in which the academic dishonesty took place with the teacher as the proctor
    - iii. If it was a final exam, receive 0 points and no opportunity to redo the assessment

**Second incident:**

1. If a student is suspected of academic dishonesty or receiving inappropriate support a second time on the same assessment or course:
  - a. The assigned administrator will evaluate all incidents of academic dishonesty and determine the appropriate course of action.
  - b. The teacher will:
    - i. immediately stop or block the student's assessment and document on the proctoring sheet

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- ii. notify the student's teacher(s), parent/guardian and the assigned administrator
  - iii. setup or reach out to the homeroom teacher to setup an academic dishonesty meeting with the designated administrator, parent, and student to review consequences
- c. The student will:
- i. If it was a local assessment, be required to retake the subject of the assessment in which the academic dishonesty took place with the teacher as the proctor
  - ii. If it was a final exam in the same course, receive 0 points on the exam and an F in the course

**Students with Special Education and 504 Plans**

If the student is an identified Special Education student, including a student with an Individual Education Plan (IEP) or a 504 Plan (504), the teacher will notify the student's case manager along with the designated administrator, and comply with all provisions of applicable law in addressing any student conduct concerns, including cheating.

**Grievance Procedure**

The following procedure is established to ensure that the student's or the parent/guardian's grievances are addressed fairly by the appropriate persons in a timely manner. The school prohibits discrimination against students/families on the basis of disability, race, creed, color, gender, gender identity, national origin, or religion.

*Student/Parent/Guardian Disagrees*

If a student or parent/guardian is accused of cheating, inappropriate support, or other forms of academic dishonesty and the student or parent/guardian disagrees:

1. The student and parent/guardian will address the assigned school administrator in writing with the reason for the grievance, including why they believe the accusation is not accurate/appropriate.
2. The designated school administrator will investigate and respond with a written determination within ten (10) working days of receiving the grievance.
3. If the concern or grievance is not resolved, the student and parent/guardian may, within ten (10) working days, request a review with the governing board.
4. The board shall investigate and respond to the student and parent/guardian within ten (10) school days after the review. The decision of the board will be accomplished by a vote of a simple majority and the decision shall be final.