



South Carolina
Department of Labor, Licensing and Regulation



Real Estate Commission

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Standards for Online Proctoring

Online proctoring must ensure secure and reliable verification of student identity, continuous monitoring of the testing environment. These guidelines outline the procedures, expectations and responsibilities for both students and proctors during online exams.

PROCTOR PREPARATION FOR EXAM

Identification

- Verify the student's identity through photo ID checks or biometric authentication. Examinees must verify their identity with a valid, government-issued photo ID before beginning the exam.

Secure Testing Environment

- Require students to show provide a scan of the room to show the proctor/instructor the desktop/workspace in which the exam is taken. The scan must be thorough, clear, and complete. Enforce restrictions on unauthorized materials, devices, and students in testing space.

Continuous Monitoring

- Proctors should actively monitor students for any signs of academic dishonesty, which may involve video, audio, and screen sharing. Monitor for suspicious behaviors that may indicate an attempt to access unauthorized materials. Follow provider's protocols for reporting and handling exam irregularities. Include any timestamps, descriptions and evidence collected.

Exam Conduct

- Examinees must remain in the camera frame at all times. Leaving the testing area or attempting to access unauthorized materials during the exam prohibited and may result in disqualification.



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Technical Support

- Confirm that students meet technical requirements (camera, microphone, stable internet). Provide support to help students resolve any technical issues before or during the exam.

Communication

- Clearly communicate all exam rules and procedures to students prior to the exam. Students should begin the exam promptly at the scheduled time and follow any specific timing rules. Ensure students understand the consequences of non-compliance with proctoring guidelines.

Note: Providers may implement additional safeguards at their discretion. Please use this information as a foundational guideline when establishing or reviewing standards for your testing areas.