

Panola College Testing Policy
Policy is in effect starting Aug 17, 2026

This policy applies to all Panola College faculty and students. It establishes consistent standards and procedures for testing across all course modalities.

- General Testing Requirements and Rules
- Testing per modality
- Instructor Requirements
- Student Expectations
- Makeup and Retests
- Academic Dishonesty

General Testing Requirements and Rules

Required Activities and Identification

Each course, no matter the modality, is required to have two (2) proctored activities per SACSCOC. For online exams or exams taken at a Panola College testing center or another approved testing location, an ID check is required. If a student fails to provide an ID during the online startup, the instructor will give the student a zero and require the student to retest at a Panola College testing center or approved testing center at another location.

Valid forms of ID include:

- Panola College ID
- State Issued ID or Drivers License
- Passport
- High School ID (Dual Credit Students only)

Proctoring Software

Panola College uses Respondus LockDown Browser + Monitor for online proctoring. All Panola College computers, testing labs, and centers will have the software installed.

Programs requiring alternate software (due to accreditation) must coordinate with their Department Chair and Information Technology Services to ensure installation and updates.

Testing Center and Passwords

When students test in a Panola College Testing Center, instructors must provide the Testing Facilitator with the exam password.

Access codes must now meet these requirements:

- No more than 8-10 characters
- Alphanumeric characters only (letters and numbers)
- No capital letters
- No spaces
- No underscores
- No bold
- Words or phrases that make sense are preferred: goponies is better than a8rlzcy6.
- Or, numbers that are easy to remember: 102030 is better than 28592817.

Testing per Modality

Face to Face Exams

Exams proctored in person through Canvas may use LockDown Browser to add a level of testing security. Closed programs will use the software designated by their Accrediting Body.

Testing labs are equipped with Insight software to monitor all computers from the teaching computer.

Face-to-Face Courses

- When an instructor needs to use scheduled class time for instruction or review, two exams in long semesters and one exam in shortened semesters (8 weeks or less) may be administered outside of the regular class period, provided students are given a minimum of two days to complete the assessment. This option does not apply to the final exam. However, class sessions should not be canceled or shortened for students to complete exams in another location
 - Exams administered outside class time must not exceed the standard class period length
 - Exceptions are made for students with accommodations
- All other major exams, including the final, must be proctored by instructors during instructional time either in the classroom or in a reserved Panola College Computer Lab.

- Instructors will not require students to go to a testing center for anything other than a Major Exam.
 - Mandatory Quizzes at the testing center are not allowed. Students may take the quiz at the testing center on their own but it cannot be required of them.
- Make-up exams may be taken in the testing center

Online Courses

Only two proctored activities are required within your online course. If one of these activities is an exam, the instructor will use the approved Panola College proctoring software unless they are a closed program and have a required software.

- Students are not required to take exams at a Panola College Testing Center unless referred for an Academic Integrity concern.
- Students may choose to test at any Panola College Testing Center on their own if they wish.

Online Exams

If an instructor is using an exam as their required activity within their course, the exam must be proctored with Lockdown Browser + Monitor. Instructors are required to verify each student's identity to ensure the correct individual is taking the exam.

Closed programs - if offering an online exam can use the software designated by their Accrediting Body

All online exams must have at minimum two (2) days to be completed.

HyFlex Courses

Instructors will provide students the option to test either:

1. Face-to-face during scheduled instructional time, or
2. Online, following the online course testing requirements.

Instructors offering both options must create two versions of the exam to meet course requirements.

Hybrid Courses

- 8-Week Hybrid Courses: Instructors may choose to administer exams either in person or online. If testing online, the instructor must follow online course procedures.
 - Exams must not exceed the standard class period length.
 - Online exams must be given a minimum of two days to complete
 - One exam may be given in the testing center, not including the final, and not replacing classtime
- 16-Week Hybrid Courses: Instructors may choose to administer exams either in person or online. If testing online, the instructor must follow online course procedures.
 - Exams administered outside class time must not exceed the standard class period length
 - Online exams must be given a minimum of two days to complete
 - Two exams may be given in the testing center, not including the final, and not replacing classtime

Instructor Requirements

Instructors are responsible for:

- Providing clear instructions to students:
 - Instructor should provide exam instructions and expectations to students on exam homepage
 - Examples:
 - ID required
 - Proper room scan
 - If/what outside materials allowed
 - Notes required for submission
- Providing clear instructions to testing facilitator:
 - Instructors should include what is acceptable (notes, scratch paper, etc) in submission to the testing facilitator.
 - Testing facilitator will not scan notes/scratch paper upon completion of exam (must be picked up within a week after exam close date)

Exams Proctored through Respondus Monitor

- Instructors are responsible for checking and confirming ID
- Providing password to testing facilitator, if necessary
- Review videos for irregularities

Student Expectations

Panola College students are expected to adhere to the Panola College Testing Policy during each proctored exam. Students are expected to do the following:

- Show a valid ID
 - Students are **required** to present a photo ID when prompted. The preferred IDs are the college student ID with photo or the current driver's license with photo.
 - Credit cannot be given for an exam without an ID presented. The student will need to retake the exam.
- Complete a correct room scan/desk scan (if required); an incomplete room scan can result in the instructor not reviewing the test and the student being required to retake the exam in the testing center.
- Students taking an online exam must replicate a secure testing environment as much as possible. This includes:
 - Testing in a quiet environment
 - No one else should be in the room while you are testing
 - Testing at a table or desk
 - Students are not allowed to take their exam in bed.
 - Limit distractions as much as possible
 - Remove any materials that are not allowed
- Student must remain visible during duration of testing
 - This includes taking a test in a well lit area
 - Dark rooms are not acceptable and will result in the student having to retest
 - Student must have shoulders and full head visible in camera.
- Close all applications except Canvas on your computer and turn off any additional monitors connected to your computer.
- Turn your PHONE OFF and put it away--it should not be near your testing location.
- Your WEBCAM and MICROPHONE must be ON for the duration of the exam.
- No headphones or ear buds are allowed.

Any violation may result in a zero, requiring the student to retake the exam, and possible loss of online testing privilege.

Technical Requirements for Proctoring Software

Operating System

- **Windows:** 11 and 10 [Details](#)
- **Mac:** macOS 12 to 26.0+
- **iOS:** 12.0+ (iPad only). Must have a compatible LMS integration. [Details](#)
- **Chromebook:** [Details](#)

Memory

- Windows: 75 MB permanent space on the hard drive
- Mac: 120 MB permanent space on the hard drive

Browser

- LockDown Browser is a client application that is installed to a local computer. Both the Windows edition and the Mac edition of the browser are based on Chromium, Google's open source framework. Students do NOT need Google's Chrome browser installed; nor will this version affect a Chrome browser that's already installed.

Find your system specifications

- Windows: <https://www.youtube.com/shorts/efp7T2K9Pis>
- Chromebook: <https://www.youtube.com/shorts/br0TDmF2kj8>
- Apple: <https://www.youtube.com/shorts/MHAm3tWZAdM>

Makeup Exams and Retests

Instructors can require a student to take any makeup exams or retests for any modality (face to face, online, hybrid, and hyflex) in an approved Panola College Testing Center. An instructor may also administer a makeup or retest if deemed necessary.

If a student reports a technical issue with Respondus LockDown Browser or Monitor, they must:

- Bring their laptop to be examined, or
- Schedule a support session with the Digital Learning Team (if using a PC)

Failure to comply will result in all future exams being administered in a testing center until the issue is resolved.

Academic Dishonesty

Online Student Conduct

Students must maintain academic integrity and a distraction-free testing environment during all online proctored assessments.

Violations of the Student Code of Conduct or instances of academic dishonesty may result in:

- Loss of online testing privileges (proctored in person for all courses)
- Failing the assignment or course
- Other disciplinary measures per the syllabus and student handbook

Decisions requiring face-to-face supervision for future exams are final after review by the Director of Digital Learning.

The appeal of a course grade resulting from online scholastic dishonesty shall be conducted in accordance with the student academic appeals process.

Academic Testing Irregularities Review Process

1. Instructor Review and Notification

- The instructor reviews the test and documents any suspected irregularity.
- The instructor notifies the student of the concern, shares relevant findings, and communicates any initial determination and consequences.
- The instructor completes the Panola College Academic Testing Irregularities Report Form and adds supporting documentation.

2. Dean's Office Notification

- The instructor submits the Panola College Academic Testing Irregularities Report Form and supporting documentation to the appropriate Dean's Office.
- The Dean's Office notifies the student of the reported testing irregularity and any institutional consequences, which may include loss of online testing privileges.

3. Student Response (Initial Level)

- The student may accept the instructor's determination, at which point the matter is considered resolved.

- If the student disagrees, they may submit for an additional review within a designated timeframe.
- 4. **Testing Facilitator Review (First Review)**
 - Upon student request for an additional review, the Testing Facilitator reviews the Panola College Academic Testing Irregularities Report Form, documentation, and any available testing recordings or data.
 - The Testing Facilitator makes a determination and communicates the outcome to both the instructor and the student.
- 5. **Director of Digital Learning Review (Final Review)**
 - If the student disagrees with the Testing Facilitator's determination, they may request a final review by the Director of Digital Learning.
 - The Director reviews all documentation and prior findings and issues a final decision.
- 6. **Final Resolution**
 - The decision of the Director of Digital Learning is final for the testing irregularity process.
 - If the outcome impacts the student's final grade, the student may pursue the institutional grade appeal process once grades are posted.

Future Semesters

A student who loses online testing privileges may regain them by completing the Academic Integrity Canvas Course.

If the student commits a second offense, they will permanently lose online testing privileges at Panola College.

The Dean's office will send notification to instructors each semester of students on the list.