



UNIVERSITY
of HAWAII[®]
SYSTEM

RECEIVED

'10 JUL -8 P4 :04

MEMORANDUM

UNIVERSITY OF HAWAII
PRESIDENT'S OFFICE

June 30, 2010

TO: MRC Greenwood
President, University of Hawai'i

VIA: John Morton
Vice President for Community Colleges

FROM: Peter Quigley
Associate Vice President for Community Colleges, Academic Affairs

SUBJECT: Expand Proctoring Services at a Standardized fee

SPECIFIC ACTION REQUESTED:

It is requested that the President approve the extension of the standardized proctoring fee (University of Hawaii President's memo dated January 29, 2002) to include University of Hawai'i Community College students/prospective students retaking placement tests.

RECOMMENDED EFFECTIVE DATE:

July 15, 2010.

BACKGROUND:

Pursuant to Board of Regents Policy 6-6-c, the Board of Regents has delegated the authority to approve increases or decreases in test proctoring fees to the President. The University already permits (see attached) charging for proctoring services to non-UH students at a standardized fee.

In 1998, the UH Community colleges selected ACT's COMPASS test as the mandatory system-wide placement tool and system-wide testing policies, cutoff scores, and testing procedures were put in place. The cost of the first testing session (proctoring, and test) is free to all applicants. The current policies include conditions under which student may retake the placement tests and a time period (sixty days) that student must wait before retaking.

As a result of the continuing system-wide review and study of COMPASS cut-off scores and procedures, the UHCC Placement Advisory Working Group recommended to the UHCC Vice Chancellors for Academic Affairs, with the concurrence of the Vice Chancellors/Deans of Student Services, that the mandatory sixty day wait period be rescinded so as to not cause any

2327 Dole Street
Honolulu, Hawai'i 96822
Telephone: (808) 956-7471
Fax: (808) 956-3763

M.R.C. Greenwood
June 30, 2010
Page 2

undue delay in student progress through their course of studies. The proposed policy change will include that students/prospective students may request to retest with a proctoring fee of \$25. The extension of a proctoring fee to students retesting is in keeping with policy and practices currently in effect at all UH Community Colleges, e.g. students taking third-party tests such as TOEFL pay a proctoring fee.

ACTION REQUESTED


The University of Hawai'i Community Colleges request approval of an extension of the January 29, 2002 memo to include a \$25 proctoring fee for each occurrence of a student retaking a placement test.

Attachments

- Offer Proctoring Services to Non-UH Students at a Standardized Fee memo dated January 2, 2002
- Proctoring Service Fee for Non-UH Students memo, January 29, 2002
- Proctoring of Exams for Students in UH Distance-Delivered Courses memo dated April 17, 2006

C: VP Johnsrud

Approved/Disapproved:

for 
M.R.C. Greenwood, President

7-8-10
Date



1/14/07 10:24

UNIVERSITY OF HAWAII

1/14/07 10:24
1/14/07 10:24
January 2, 2007

VICE PRESIDENT FOR PLANNING AND POLICY

MEMORANDUM

TO: Evan S. Dohelle
President

VIA: Doane Neubauer
Interim Chancellor, UH Mānoa *[Signature]*

FROM: Coleen O. Sathre *[Signature]*
Vice President for Planning and Policy

SUBJECT: OFFER PROCTORING SERVICES TO NON-UH STUDENTS AT A STANDARDIZED FEE

Recommended Action

Approve proctoring services to non-UH students at a standardized fee.

Recommended Effective Date

January 14, 2007.

Issue/Purpose for the Action

To systematically enable UH campuses to provide proctoring services to non-UH students at a fee that fairly compensates for the service.

Significant Facts/Background

Students who are taking UH courses via distance learning receive free proctoring services at the UH campus/site that is most convenient to them.

There are increasing numbers of requests for proctoring services from students in Hawaii who are in courses provided by non-UH institutions, e.g., the University of Phoenix. These external institutions might arrange for Proctoring or Assessment Agreements with set schedules of fees for specific exams, such as the Western Governors University. For students from institutions without a separate agreement, there needs to be a consistent policy to provide service and a standardized fee assessed throughout the UH system.

Memo to: Evan S. Dobbie
Via: Deane Neubauer
January 7, 2002
Page 2

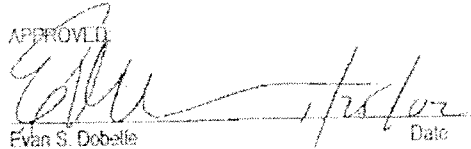
Currently only two UH campuses provide proctoring services to non-UH students at a fee. Those two campuses have different fees. Other campuses provide the service but do not charge, and others do not provide the service.

It is in the best interest of the UH system to have a consistent policy to provide the service and to have a standardized fee. The Chancellors have reviewed this request and support its implementation.

Action Recommended

It is recommended that the University of Hawai'i campuses provide proctoring services to non-UH students contingent on the availability of campus staff and facilities, and that the proctoring fee be set at \$25 per hour or any fraction thereof.

APPROVED


Evan S. Dobbie

1/7/02
Date



UNIVERSITY OF HAWAII

VICE PRESIDENT FOR PLANNING AND POLICY

January 29, 2002

MEMORANDUM

TO: Interim Chancellor Neubauer
Senior Vice President and Chancellor Tseng
Senior Vice President and Chancellor Tsunoda
Chancellor Pearman

FROM: Colleen O. Sathre *(Handwritten Signature)*
Vice President for Planning and Policy

SUBJECT: PROCTORING SERVICE FEE FOR NON-UH STUDENTS

President Evan S. Dohelle has approved the system-wide recommendation that the University of Hawaii provide proctoring services to non-UH students contingent on the availability of campus staff and facilities and that the proctoring fee be set at \$25 per hour and any fraction thereof.

Please transmit a copy of the approved action memo to campus cashiers and offices that are responsible for proctoring services on your campuses. Thank you for your assistance with this matter.

Enclosure

- c: System Academic Affairs Council
- Vice President Ching
- Vice Chancellor Miser
- ✓Paula Mochuda

Handwritten notes:
cc: King, Kameh
M... ..



UNIVERSITY OF HAWAII

Linda K. Johnsruud
Interim Vice President for Academic Planning and Policy

April 17, 2006

MEMORANDUM

TO: Council of Chancellors
FROM: Linda Johnsruud [Signature]
Interim Vice President for Academic Planning and Policy
SUBJECT: PROCTORING OF EXAMS FOR STUDENTS IN UH DISTANCE-DELIVERED COURSES

It has been brought to the attention of the Chief Academic Officers that the practice of offering test proctoring to students enrolled in distance-delivered courses is not consistent across all UH campuses.

It was recently reported that a CC campus declined to proctor an exam because the course was from a baccalaureate-granting campus; FURTHER, a baccalaureate-granting campus declined to proctor an exam of one of its enrolled students, because the student requested proctoring for a CC course. A review of the UH DL Proctoring Office Information website (http://www.hawaii.edu/dl/faculty/prep/proctor_office.html) indicates that one baccalaureate-granting campus restricts proctoring for only their courses and one baccalaureate-granting campus is not listed.

Relevant Policy

ES.204, pp. 17-18 states, "For distance learning programs, off-site and on-site students should be given equal consideration, e.g., a 'UH Mānoa student' is both the student physically present in a Mānoa classroom and the student registered through a University Center on another island. Similarly, it is the responsibility of the receiving site to support the legitimate needs of the student physically on its campus, notwithstanding the fact that the degree/certificate the student is pursuing will be conferred by a sister campus."

In addition, a memo from Colleen Sathre to Evan Dobbelle, dated January 2, 2002 regarding Offer Proctoring Services to Non-UH Students at a Standardized Fee, states that "Students who are taking UH courses via distance learning receive free proctoring services at the UH campus/site that is most convenient to them."

Requested Action

The Chief Academic Officers request that the Chancellors recommit all UH campuses and education centers to mutual, intercampus support of test proctoring for UH students enrolled in distance-delivered courses offered by any campus in the UH system and review the proctoring services on their own campus.

In addition, regular communication among those directly involved in providing proctoring services is needed. Topics include the review of policies, agreements, available forms, and the current provision of services. The Distributed Learning Advisory Council (DLAC) has offered to facilitate this process. Thank you.

cc: David Lasser, DLAC, [Signature], Chief Academic Officers, TEL (808) 956-1075 • FAX (808) 956-8119