Texarkana College

PROCEDURES TO VERIFY THE IDENTITY OF THE DISTANCE LEARNING STUDENT

Purpose and General Information

Under Federal Requirements compliance, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that: *The institution that offers distance or correspondence education demonstrates that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (a) a secure login and pass code, (b) proctored examinations, or (c) new or other technologies and practices that are effective in verifying student identification.*

As such, the purpose of this document is to outline the steps Texarkana College takes to effectively provide this verification. This policy applies to all credit distance learning courses and programs offered at Texarkana College.

Procedures for Assuring Distance Learning Student Identity:

a) Secure Login and Password: Each student is assigned an eight digit T number at the time of initial registration. This student ID becomes the unique identifies for the student throughout his/her academic career at Texarkana College. Each student is also given a unique password that identifies him/her to the Web services offered. Students are responsible for their own data and accounts. Students must not allow any person to use their passwords or to share their accounts. It is the student's responsibility to protect their account from unauthorized use by changing passwords periodically. The system requires students to change passwords every ninety (90) days.

b) Proctored Examinations: Instructional policies or expectations from receiving institutions may require distance learning courses to implement supervised, proctored examinations. Students must identify themselves to the remote testing center or the on-campus Testing Center with a current picture ID card. A Texarkana College ID is preferred. If a student is using an off-campus proctor facility, they must fill out the Proctor Request Form found of the Distance Education @ TC link on the College's web page.

An acceptable proctor must be one of the following:

- Educational administrator or librarian at a community college, university, or high school

- Librarian at a public library
- Learning Center, ESO, or an officer of higher rank than the student, if in the military
- College, university, or private testing center

The proctor cannot be:

- a student of Texarkana College
- a relative of, direct supervisor of, employed by, coworker of, nor live at the same residence as the student
- a part-time or graduate student of a college or university

New techniques or technologies intended for distance learning student verification must be reviewed and approved by the Vice-President of Instruction prior to implementation of the process.