



DISTANCE EDUCATION STUDENT IDENTITY VERIFICATION PROCESS | STANDARD 2

Last Reviewed

1/3/2024

Executive Staff Approval

1/16/2024

1. Process Purpose

Mountainland Technical College (MTECH) has a process in place to determine that a student who registers for a distance education program or course is the same student who participates in and completes the program or course and receives the academic credit.

2. Definitions

Canvas - The learning management system used by students and faculty for distance education.

3. Process Statement

Distance Education students and faculty are provided secure access to Canvas, where coursework is provided. Testing is monitored following procedures that ensure that the student taking a test is the same student enrolled in the class.

4. Stakeholders

Stakeholders are students, faculty, and administrators.

5. Canvas Login

Each student's Canvas account is created when they apply through the Student Portal. The same password for the Student Portal is used for Canvas and each student's assigned College Gmail account. Log-in credentials can only be changed and controlled within the student information system (SIS) or the student portal.

6. Testing

Tests can be administered in one of the three following ways:

- 6.1 In a proctored testing center at one of the MTECH campuses, using Lockdown Browser software. Tests administered are limited by an IP address filter so they can only be taken from an MTECH location.
- 6.2 In a physical classroom, testing is proctored by the instructor and controlled by giving a passcode to the student.
- 6.3 During extenuating circumstances, such as a pandemic, tests can be taken off-campus using Respondus Monitor software to verify student identity which can help to deter cheating. Students taking tests using the Respondus Monitor software have video footage and other limiting factors in place to ensure the test is taken securely. This video footage is viewed by instructors to ensure integrity in testing.

The Program Director and/or Program Coordinator must ensure MTECH instructors are using approved testing methods appropriate for their programs.

7. Revision History

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3/16/2021	3/22/2021
11/18/2022 no changes	6/5/2023
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