![Mountainland Technical College logo] **MOUNTAINLAND** TECHNICAL COLLEGE

PROCESS

DISTANCE EDUCATION STUDENT IDENTITY VERIFICATION PROCESS | STANDARD 2

Last Reviewed

10/15/2025

Executive Staff Review

11/03/2025

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1. **Process Purpose**

   Mountainland Technical College (MTECH) verifies that the student who registers for a distance education or hybrid course is the same individual who participates in, completes, and earns credit for the course. In compliance with the Council on Occupational Education (COE) Standard 2.E.3, MTECH follows established procedures for confirming student identity. The college uses secure authentication and proctoring methods to ensure that all coursework and assessments are completed by the enrolled student and meet accreditation requirements.

2. **Definitions**

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

   Council on Occupational Education (COE) - Mountainland Technical College's (MTECH's) accrediting body.

   Student Information System (SIS) - a software system used to manage student data and processes.

3. **Definitions**

   Council on Occupational Education Handbook of Accreditation (2025 Edition), Standard 2.E.3

4. **Stakeholders**

   4.1   The Technology Department maintains security of student login systems and access controls

   4.2   Faculty and Testing Center employees ensure identity verification occurs during testing and other designated course activities.

4.3 Instructional Administration oversee compliance with this process and verify that identity verification methods remain effective and consistent with COE requirements

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5. Student Identity Verification Methods

5.1 Secure Login Credentials

Each student is assigned unique credentials for the MTECH SIS, Canvas, and institutional email. Credentials are centrally managed by the Technology Department and are protected under institutional security policies.

5.2 Photo Identification for Proctored Exams

Students must present a valid photo ID for all exams administered in MTECH Testing Centers. Testing sessions are verified in person by staff and restricted to institutional networks or approved locations.

5.3 Remote Proctoring (as needed)

When on-site testing is not feasible, MTECH uses Respondus LockDown Browser and Respondus Monitor to authenticate student identity and monitor testing through video capture and environmental review.

5.4 Instructor Verification

Faculty may verify student identity through direct communication (such as virtual meetings or interactive assignments) when appropriate to course design.

6. Privacy and Data Protection

All methods used for identity verification comply with applicable federal and state privacy regulations. Student data, images, and recordings collected for verification purposes are securely stored and used only for authentication and accreditation compliance.

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7. Revision History

Last Reviewed	Executive Staff Approval
3/16/2021	3/22/2021
11/18/2022	no changes	6/5/2023
1/3/2024	1/16/2024
10/15/2025	11/03/2025