



Assessment of the Use of Live Remote Proctoring for NCCA Accredited Programs

There is increasing interest in using live remote proctoring as a delivery method for computer-based testing. **Live remote proctoring is defined as remote proctoring that occurs with a person actively watching a candidate during the time of the test administration.**

On September 30, the NCCA held a virtual information gathering session on remote proctoring with 17 organizations with accredited programs who accepted their invitation. The Commission is now ready to move to the next phase of data-gathering.

CALL FOR PARTICIPANTS

The NCCA is seeking participants for a short-term assessment of live remote proctoring as a delivery method for accredited programs. Participation in the assessment is completely voluntary and will be limited to currently NCCA accredited program.

QUALIFICATIONS FOR PARTICIPATION

- NCCA accredited programs in good standing
- Only one certification program per organization is eligible
- Programs must currently use an exam delivery method other than live remote proctoring, and must continue to use that method while offering live remote proctoring, so data can be collected for the purpose of comparing to live remote proctoring findings.

SELECTION CRITERIA

To ensure that the NCCA community is well represented, sampling criteria will be applied so that diverse programs are selected. Variables to be considered for selecting participating programs include:

- Number of annual examination candidates
- Number of expected candidates available for assessment period testing via live remote proctoring
- Time line in which live remote proctoring can be implemented
- Domestic versus global delivery
- Identification of live remote delivery vendor to be used. To fully evaluate all options, no more than 2 programs per live remote proctoring delivery vendor will be selected.
- Industry represented

CONDITIONS OF PARTICIPATION

Selected organizations will be allowed to implement live remote proctoring for their identified certification program on a time limited basis. The purpose is to collect data that will be used to complete a modified NCCA application. Only selected Standards will be assessed with the participating organization providing an abbreviated NCCA accreditation application including documentation and evidence for each of the 12-15 Standards identified for the time-limited assessment. For comparison purposes, data will be needed for both delivery via live remote proctoring as well as other delivery method(s) used.



Participating organizations will be required to sign a Consent to Participate Form which includes assurances from NCCA that current accreditation status for the program used for the time-limited assessment will not be impacted as a result of participation in the assessment. Based on the results of the assessment, the NCCA will use the results to determine whether exam delivery via live remote proctoring provides a comparable experience to other delivery methods. The assessment will be conducted as follows:

1. Participants will allow live remote proctoring during the data gathering period and will suspend live remote proctoring during NCCA's review of the assessment data.
2. Following its review of the time-limited assessment, NCCA will publish whether, and under what conditions, certification programs may include live remote proctoring in an accredited certification program.
3. If NCCA disallows live remote proctoring or if the participating program's use of live remote proctoring does not meet NCCA's stated criteria for permissible live remote proctoring, the participating program must fully cease its live remote proctoring to maintain the program's current accreditation status.

CONFIDENTIALITY

In compliance with NCCA Policy on Confidentiality, all information submitted in connection with this time-limited assessment is deemed to be confidential, except for that which is already in the public domain. The NCCA may disclose de-identified, aggregated data for research purposes.

**Applications and consent to participate must be submitted online via
<https://www.surveymonkey.com/r/nccaliveremoteproctoring>
no later than Wednesday, November 13, 2019.**

Applications submitted after this date will not be considered.

If you have any extenuating circumstances that affect the timeline of this project but would still like to participate, feel free to submit your application and include an explanation.



Application to Participate in Assessment of Live Remote Proctoring

The NCCA is seeking participants for a short-term assessment of live remote proctoring as a delivery method for accredited programs. Participants will be limited to current NCCA-accredited programs and only one certification program per sponsoring organization will be eligible. Participation in the assessment is completely voluntary and there is no risk to the program's current accreditation status for participation.

Implementation of live remote proctoring must begin by January 31, 2020. A completed self-assessment based on 12-15 NCCA Standards must be completed by June 30, 2020 with at least 50 examinations delivered using live remote proctoring and at least 50 using an alternative method of proctoring for the same version(s) of the exam.

If you have any extenuating circumstances that affect the timeline of this project but would still like to participate, feel free to submit your application and include an explanation.

Name of organization:

Name of NCCA accredited program that will be used for assessment:

Number of annual examination candidates:

Number of candidates that can be expected to test during the assessment period:

Number of those candidates expected to test by live remote proctoring during the assessment period:

Expected date by which live remote proctoring can be implemented:

Will live remote proctoring be used for domestic only or international delivery:

Live Remote Proctoring Delivery Vendor (anticipated vendor):



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Consent to Participate In Assessment of Live Remote Proctoring

_____ (name of organization) (“Participant”) agrees to participate in the NCCA time-limited assessment of the use of live remote proctoring for the following certification program: _____ (the “Accredited Program”). Participant agrees to implement live remote proctoring by January 31, 2020, using a remote proctoring vendor identified to the NCCA in advance. Participant agrees to comply with NCCA guidelines for assessment participation. Participant understands that participation in the assessment program in accordance with those guidelines will not jeopardize the accreditation status of the Accredited Program. Participant also agrees to provide NCCA a completed self-assessment for the Accredited Program by June 30, 2020, based on 12-15 NCCA Standards identified by NCCA, including data and information from at least 50 examinations delivered using live remote proctoring and at least 50 of the same version(s) of the examination using an alternative method of proctoring that meets NCCA Standards. Participant understands that the assessment period is limited and that testing via live remote proctoring is confined to the dates of the assessment period. Participant agrees to suspend live remote proctoring for the Accredited Program at the end of the assessment period. Participant understands that Participant may use live remote proctoring after that date for NCCA-accredited programs only if NCCA publishes criteria approving live remote proctoring under its Standards, and to the extent Participant’s certification programs using remote proctoring conform to those criteria.

In compliance with its Policy on Confidentiality, all information submitted in connection with this time-limited assessment is deemed to be confidential, except for that which is already in the public domain. I understand that the NCCA may disclose de-identified, aggregated data for research purposes.

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