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Online Proctoring Manager

Further education program for supporting digital transformation at Higher Education
Institutions

Adaptation of the training course Online Proctoring Manager to the formal learning context: Institutional strategies and approaches

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Introduction

The phenomenon of Online Proctoring, which means part of online assessment allowing for the remote supervision of exams with the aid of a special online proctoring software, is still in its infancy across the Europe's Higher education area. The reasons for a modest penetration of Online Proctoring are manifold: data protection issues, compatibility with educational law, lack of awareness of Online Proctoring among internal stakeholders, such as managerial, teaching and administrative staff and students, and – last but not least – lack of professionals with an interdisciplinary background capable of the development, implementation and coordination of a holistic Online Proctoring strategy at their institutions. This type of professionals refers to an innovative qualification profile Online Proctoring Manager, which needs to be reflected through appropriate training opportunities. Still, neither such type of professionals no corresponding training solutions for their qualification are present.

Against this background, the Erasmus+ project “Online Proctoring Manager – Further education program for supporting digital transformation at HEIs” (PROWIDE, www.proctoring-manger.eu) aimed at developing, testing and establishing a qualification profile and corresponding training program Online Proctoring Manager. The PROWIDE partnership was composed of four HEIs from Germany (Fachhochschule des Mittelstandes), Italy (UNINETTUNO), Latvia (Liepaja University), Turkey (Anadolu University), and company Proctorio that is specialized in developing Online Proctoring solutions and services.

The PROWIDE training program Online Proctoring Manager was designed as guided open online course. It embraced eight modules. Whilst four modules were dedicated to “hard” skills relating to the specific knowledge about Online Proctoring systems, online assessment in general, technological infrastructure and legal frameworks for Online Proctoring, other four modules of the training covered soft skills linked to conflict, change, project and risk management in the organizational context of a higher education institution.

Each module was composed of 2 – 4 units making a total of 27 units. Below the module structure of the Online Proctoring Manager course is depicted:

- M1 Introduction to Technology-Enhanced Teaching and Assessment
- M2 Role and Characteristics of Assessment Proctoring Systems
- M3 Technological Infrastructure
- M4 Legal Frameworks



- M5 Conflict Management
- M6 Project and Risk Management
- M7 Change Management
- M8 Personal and Social Skills.

The training modules consisted of a series of learning videos supported with downloadable PDFs, quizzes for self-assessment, assignment tasks and a final online proctored exam. The workload of the entire training was 6 ECTS.

The training course Online Proctoring Manager was tested with 18 participants who successfully completed all the eight modules and received a Certificate Online Proctoring Manager. Currently the training is freely available as self-paced course at the LMS Moodle of Anadolu University under <https://prowide.anadolu.edu.tr> aiming to support non-formal learning across and beyond the European Union.

On the other hand, PROWIDE partners developed their institutional strategies towards incorporating the training contents of the open course Online Proctoring to the formal learning context. In this manner, the know-how relating to Online Proctoring is supposed to be anchored within different certified educational programs by impacting a higher number of formal students. This approach should reinforce the sustainability of the developed training materials, contribute to raising awareness of Online Proctoring as well as to qualifying professionals enabled to manage the Online Proctoring services at higher education institutions.

The present document outlines four institutional strategies of PROWIDE partner organizations Fachhochschule des Mittelstands, UNINETTUNO, Liepaja University, and Anadolu University towards integrating the training contents of the course Online Proctoring Manager to their formal learning opportunities. Other higher education institutions engaged with the topic Online Proctoring and, in general, Online Assessment, are encouraged to learn from the PROWIDE experiences and to adopt approaches and scenarios laid down in this document at their organizations.



Integration of the OPM course at the Fachhochschule des Mittelstands

The Fachhochschule des Mittelstands (FHM) has elaborated two scenarios towards incorporating the Online Proctoring Manager (OPM) course contents to their formal learning opportunities.

Scenario 1: Integration to the Master's programme New Work & New Learning Management

M.A. programme New Work & New Learning Management is a newly accredited distance learning program, which will be offered at the FHM Online University Campus starting from October 2023.

Rationale of the M.A. programme New Work & New Learning Management

The M.A. study program New Work & New Learning Management aims to enable learners to analyze, design and implement the transformation processes in companies, regardless of the area, towards New Work, which means flexible approaches to the organizational development. The New Learning aspect is an indispensable part of the program in order to bring employees to the same level of understanding and to qualify them. The educational sector (in-company training, vocational education and training, extracurricular and continuing education) is also increasingly drifting in the direction of



these approaches, both to make people fit for the challenges of the future and to transform education companies in the education market to be fit for the future.

The Master's program New Work & New Learning Management provides in-depth knowledge and skills related to theories, models and methods in the field of designing new work environments and work processes, as well as the associated knowledge transfer, instructional design and training, continuing and further education. The learners are expected to strengthen their professional competences beyond the subject-related knowledge as well as to find solutions for problems in the field of work and learning of the future.

Learn more about the program under <https://www.fhm-onlineuniversity.de/new-work-fernstudium/>.

Employment opportunities for the programme graduates

The graduates of the M.A. program New Work & New Learning Management will be able to work in various fields of activity with management responsibilities, such as:

- training and further education,
- the human resources departments,
- education and social services,
- educational counselling,
- research and development departments,
- leading positions of the public and private educational institutions.

Framework of the M.A. programme New Work & New Learning Management

The programme lasts 24 months. The studies in the course can start three times during the calendar year: in October, February, and June. 90 ECTS can be earned upon the successful programme completion. The tuition fee per month amounts to 390 EUR, making a total cost of the programme of 9 360 EUR.

Learning contents

The learning contents are grouped into three competence areas as follows:

- *New Learning competences:*
 - learning formats, learning settings and learning principles in times of change,
 - Instructional design and didactics,
 - **Learning technologies and learning systems.**



- *Management and New Work Competences:*
 - Organizational Models & Leadership Strategies,
 - Agile Project Management,
 - Personnel development and new work models,
 - Digital technologies, education and labour law,
 - Megatrends.
- *Research and practice perspectives:*
 - Study in Practice,
 - Empirical research methods.

Integration of the training course contents Online Proctoring Manager

The OPM contents will be embedded into the module “Learning technologies and learning systems”, which is part of the competence area New Learning. The modules “Learning technologies and learning systems” and “Learning formats, learning settings and learning principles in times of change” are considered elective modules, which means that a student should choose and complete one of the two modules they are interested in. The original OPM course contents and structure will be maintained, though, the term “module” instead of “course” resp. the term “unit” instead of the original “module” will be used.

Delivery strategy

The module will be delivered as a blend of asynchronous self-studies and synchronous online sessions by applying the flipped classroom concept. The students will be expected to autonomously work with the asynchronous study materials. Eight synchronous online sessions (one session per unit of the duration of 90 minutes) will be offered by module facilitator, which will focus on the reflection of the materials, group discussions, questions and answers.

The asynchronous course materials will be provided in English whilst the synchronous online sessions will be facilitated in German. The module facilitator will be Prof. Dr. Tim Brueggemann, who led the PROWIDE project at the FHM and facilitated the pilot course delivery to pilot participants.

The recommended completion time of each unit, including preparation to and taking an exam, will be one week. The expected completion time of the entire module will therefore be nine weeks.

Assessment task



The final assessment task will be designed either as a seminar paper or as a proctored written exam by means of the software Proctorio, which has been already used at the FHM Online University. The students therefore will be allowed to take the exam without leaving home at any time by respecting the default examination period.

Upon completion of the entire module “Learning technologies and learning systems” and successful passing of an exam, 7 ECTS can be earned.

Scenario 2: Stand-alone module Online Proctoring Management under the FHM Pick & Study Program

About the Pick & Study concept

The Pick & Study concept of the FHM Online University responds to the needs of learners towards receiving flexible and personalized further education. The Pick & Study program is considered an individual modular study program for all those who want to be prepared for the dynamically changing professional requirements, who need individual credit points (ECTS) for the recognition of their knowledge at a university, or who just want to improve their qualification in a subject area concerned. Instead of completing the entire study course, learners can choose a module of their specific interest to acquire targeted knowledge, skills and competences.

Each module is offered fully online in asynchronous mode and is composed of a series of readings, podcasts, vodcasts, and tests. The studies are completely self-paced allowing for completing the module while working. The start is possible at any time. The workload of each module is equal to 5 ECTS.

Currently, the Pick & Study portfolio counts 15 stand-alone modules, such as Digital value chain creation processes, Agile project management, Clinical Psychology, Content and Online Marketing, Family Law. All modules can be found here: <https://www.fhm-onlineuniversity.de/iwk/pick-study>.

Within the Pick & Study program, two types of the learning recognition are possible:

Certificate of Attendance

The Certificate of Attendance can be issued to learners who are interested in attending a specific module without receiving credit points. For this type of the recognition,



learners do not need to fulfil any admission requirements. To prove the attendance of the module, learners need to complete tests at the end of each subject unit. Learners are free in selecting the date and time of the assessment (assuming it will be completed during the period agreed in the study contract). The number of attempts is unlimited.

Once learners have passed all tests of the module, they will receive a Certificate of attendance to be attached to their personal resume. The certificate will display all study contents included in the module concerned.

For this type of certificate, no examination is required.

A fee to be paid for obtaining the Certificate of attendance amounts to 89,00 EUR.

University Certificate

The option University Certificate can be chosen by learners who are interested in earning credit points for the module they attended. In order to get registered for the option University Certificate under the FHM Pick & Study Program, learners have to fulfil specific admission requirements, such as having a general university entrance qualification, a technical college entrance qualification or vocational training with work experience.

The University Certificate displays the module grade, the course contents as well as the credit points according to ECTS (European Credit and Accumulation Transfer System). This allows for recognizing the university certificate for any regular course of study at the FHM or at other accredited universities in the European Higher Education Area. In this manner, the University Certificate can be considered as a micro-credential.

To obtain the University Certificate, learners have to pass an official university exam after having studied all the module contents. The exam can be conveniently taken online (proctored exam) without leaving home. Each failed exam can be repeated a maximum of two times during the agreed contract period of six months.

A fee to be paid for the University Certificate amounts to 390,00 EUR.

Integration of the training course Online Proctoring Manager to the Pick & Study program



The training contents will be offered as a stand-alone module entitled Online Proctoring Management under the Pick & Study programs. The workload of the module will be slightly reduced and will amount to 5 ECTS, like other modules under the Pick & Study program.

The module delivery strategy will be a mix of asynchronous self-studies available in English, and synchronous online sessions in German language. At least one synchronous online session per unit will be envisaged, which will be offered at the end of each module with the aim to clarify open issues, discuss and reflect upon the learning materials.

The learners will be able to choose between two recognition modalities: Certificate of Attendance and University Certificate. The enrolment, financial conditions and examination will follow the same principle all modules under the Pick & Study Program are offered.



Integration of the OPM course at the Anadolu University

The Anadolu University (AU) has been maintaining three graduate programs in the field of open and distance learning. Two out of these three programs are in Masters' level and the last one is a PhD program offered via the AU graduate school, the Social Sciences Institute. Therefore, the AU elaborated three scenarios towards incorporating the contents of the course Online Proctoring Manager to their formal learning programmes.

Scenario 1: Integration to the online M.A. program Distance Education

The Master's level program Distance Education is offered completely online and intends to train practitioners in the field. The Online Proctoring Manager training will be offered as an elective course as it was developed under the PROWIDE project, including the initial learning outcomes and activities.

The OPM course will be offered in Turkish because a big majority of the students do not have enough English level to complete the course. The Turkish version of the course will be created in the official learning management system of Anadolu University, namely in Canvas (<https://mergen.anadolu.edu.tr/courses/13780>). However, the videos will only have Turkish subtitles and only texts will be translated into Turkish.



The course will continue to be a guided-study one that will be facilitated by the instructor Mine KARAKUŞ YETKİN, PhD. Mine was trained for this mission during the PROWIDE project and also served as course facilitator during the piloting.

The course will be offered during the fall semester as a 14 weeks-long course, of which 12 weeks will be dedicated to learning, one week - to the mid-term exam, and another week - to the final exam. Each of the four first modules (M1 – M4) relating to the subject-specific knowledge about Online Proctoring is expected to be completed within two weeks. Each of the modules M5-M8 dealing with soft skills is expected to be completed within one week. The students must also attend all the 12 weekly synchronous sessions, which will last between 1-3 hours.

The course will be coded as “UZ05XX”. The course code will officially be set in July 2023 by Anadolu University Social Sciences Institute.

The students will have to complete all the eight modules and get a successful score (65 points) from all the end of module tests and the final exam. As long as the PROCTORIO supports, the final exam will be conducted as proctored exam. If PROCTORIO cannot continue to support the course, an alternative proctoring system will be integrated.

Inclusion of this course into the Online Distance Education Program will be recommended by the Distance Education Department at Open Education Faculty of Anadolu to the Social Sciences Institute. Later, the Institute’s permission will be needed to include this course into the formal program. Each student who elects this course will have to pay 600TL (approx. 28 Euro) according to the national and institutional regulations. Those who successfully complete the course will receive 6 ECTS, recognized in the masters’ program. They will also receive a certificate of completion from Anadolu University.

For more information about the online Master’s Program on Distance Education, visit: <https://abp.anadolu.edu.tr/en/program/programProfili/1871/8>

Scenario 2: Integration to the M.A. program Distance Education

The M.A. program Distance Education is a face-to-face program, which targets to train academicians and researchers in the field of distance education. The Online Proctoring



Manager Training will be offered as an elective module following the initial course structure, including the learning outcomes and activities.

The OPM module will be offered in English as a hybrid guided course. In other words, the module will be basically offered in a face-to-face mode, but online participation will be available for those who would not be able to attend on-campus sessions. Meanwhile, the module will employ a flipped classroom model: the students will have to independently study the asynchronous online contents outside the classroom and then come to the class to discuss and acquire more practical skills. The students must also attend 12 hybrid sessions, which will be organized on a weekly basis either face-to-face or virtually and will last between 1 to 3 hours. The asynchronous contents will be offered via the current Moodle environment, which is accessible under <https://prowide.anadolu.edu.tr>.

The module will be facilitated by Mine KARAKUŞ YETKİN, PhD. She was trained for this purpose and served as OPM course facilitator during the piloting of the training.

The module will be offered during the spring semester as a 14 weeks-long course, of which 12 weeks will be dedicated to learning, one week – to the mid-term exam, and another week - to the final exam. Each of the four first units relating to the subject-specific knowledge about Online Proctoring is expected to be completed within two weeks. Each of the units dealing with soft skills is expected to be completed within one week.

The students will have to complete all the modules and get a successful score (65 points) from all the end of module tests and the final exam. As long as the PROCTORIO supports, the final exam will be conducted as proctored exam. If PROCTORIO cannot continue to support the online exam, an alternative proctoring system will be integrated.

The module will be coded as “UZ05XX”. The official code will be set in July 2023 by Anadolu University Social Sciences Institute. The incorporation of this module into the Distance Education Program will be recommended by the Distance Education Department at Open Education Faculty of Anadolu University to the Social Sciences Institute by July 2023. Later, the Institute’s permission will be needed to include this module into the formal program.



The students will not pay any special fee for attending this module. Those who successfully complete the course will receive 6 ECTS, recognized in the Masters' program. They will also receive a certificate of completion from Anadolu University.

For more information about the face-to-face/blended Master's Program on Distance Education: <https://abp.anadolu.edu.tr/en/program/programProfili/989/8>

Scenario 3: Integration to the PhD program Open and Distance Learning

The Open and Distance Learning is a PhD level program at Anadolu University, which is offered in face-to-face mode. Its main goal is to train academicians and researchers in the field of open and distance learning. One of the courses offered in this program is "UZE632 Assessment in Open and Distance Learning" coordinated by Prof. Dr. Alper Tolga KUMTEPE.

The students enrolled in this program will be required to complete all the activities of the first four modules of the original Online Proctoring Manager course, which are:

- M1 : Introduction to technology-enhanced teaching and assessment
- M2 : Role and characteristics of assessment proctoring systems
- M3: Technological infrastructure for Online Proctoring
- M4: Legal frameworks for Online Proctoring.

The students must also take and get at least 65 points at the end of module tests to be able to fulfil this requirement. In return, the students will receive 2 ECTS for completing all the four units. In addition, they will receive a digital badge for each module they complete. Those students who do not complete all the requirements will be failed at this part of the course.

The modules will be offered as self-paced online learning studies from the current Learning Management system Moodle <https://prowide.anadolu.edu.tr>, but the instructors will be monitoring the students' progress.

The instructor has already examined the training and accepted to include these modules into his course.



For more information about PhD Program on Distance Education, visit:

<https://abp.anadolu.edu.tr/en/program/programProfili/990/8>

For more information about the course “UZE632 Assessment in Open and Distance Learning”, visit: <https://abp.anadolu.edu.tr/en/ders/tanitim/198928/47>

Integration of the OPM course at UNINETTUNO

UNINETTUNO’s strategic management considers the training contents of the original course Online Proctoring Manager more suitable as stand-alone continuing education offerings rather than integral modules under academic programs. Therefore, the university plans to accommodate the training course in the field of Vocational Education and Training (VET). For this purpose, the cooperation with MAG, the academic spin-off of UNINETTUNO, is intended.

About MAG

MAG (**M**ultimedia, **A**cademic, **G**lobal) is the academic spin-off of UNINETTUNO that works in the lifelong learning sector and offers various continuing education courses reflecting the needs of current labour market. In MAG, the UNINETTUNO’s excellence approach to distance education is complemented by the experience of major companies, defining a highly effective training potential for the employment.

MAG seeks to enhance the academic training activities of UNINETTUNO by applying an educational approach based on modularity, use of multimedia, interactivity, community-based learning, dynamism, and monitoring of learners’ progress.

The mission of MAG is:

- to develop employees’ skills without limits of space and time;
- to design advanced and effective models for the skills transfer;
- to provide orientation and training towards new job opportunities.

Learn more about MAG under <https://www.uninettunomag.com/en/chi-siamo.aspx>.

Course Online Proctoring Manager at MAG



MAG is expected to integrate the entire course Online Proctoring Manager to their current course catalogue and publish at the learning platform (view under <https://www.uninettunomag.com/en/catalogo-corsi.aspx>). No external approval is required. The internal approval of the MAG company board will be sufficient since the course will be considered as exploitation of an university project.

Upon completion of the course, the students will receive a Certificate Online Proctoring Manager issued by MAG.

Additionally, thanks to the agreement between MAG srl and UNINETTUNO, the students will have the opportunity to convert the certificate in ECTS. In case the students complete all the eight modules of the course, they will earn 6 ECTS.

Learning objectives and learning outcomes

Upon completion of the course, the students will be able to:

- Understand and articulate the basics of e-assessment and Online Proctoring,
- Analyse and apply technologies and procedures beyond Online Proctoring,
- Evaluate the legal aspects connected to Online Proctoring,
- Resolve conflict situations between different stakeholders which might arise when implementing Online Proctoring services,
- Anticipate, evaluate and manage risks associated with the implementation of Online Proctoring projects.

Registration to the course

Learners interested in attending the course can enrol in directly from the course platform <https://www.uninettunomag.com/en/catalogo-corsi.aspx> by filling in the default registration form. Once the registration procedure is completed, the Course Secretariat will check the request. If a learner meets the requirements, the registration will be confirmed, and a learner will receive an email with the necessary instructions for access.

Course delivery

The course will be delivered fully online by focusing on the asynchronous learning activities. The synchronous sessions will be implemented under the modules M1 – M4 helping students reflect upon the course materials or ask additional questions. These sessions will be facilitated by UNINETTUNO instructors who were trained for this mission in the scope of the PROWIDE project.



The synchronous sessions as well as course learning materials will be offered in Italian language.

Assessment task

At the end of each module, the students will pass through a multiple choice tests developed under the original course edition. The final exam will be designed as web-based multiple choice test, too, covering between 40-45 questions from all the eight modules of the course. The 60% of the correct answers will be the threshold to consider the test as passed. If the student fails, he will be redirected to study the respective module/course again before being allowed to retry. There is not a maximum number of attempts, provided that the student repeats the study. The system allows to track that.

Scheduling

The stand-alone course Online Proctoring Manager can start at any time, no specific schedule will be set. The recommended average time for the whole course completion will be four weeks. Though, no strict deadlines are usually put in place, since MAG is committed to guarantee as much time and spatial flexibility for learners as possible.

Fees

The students will need to pay about 200 € for attending the course and receiving certificate of completion. Additionally, 100 € need to be invested for paying exam services and ECTS awarding.



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Integration of the OPM course at the Liepaja University

The Liepaja University (LiepU) intends to formalize the training contents of the course Online Proctoring Manager through **Blended Intensive Programme** (BIP), which is currently being developed at LiepU with the support of Erasmus+ funds.

About BIP

BIPs are short, intensive programmes offered by the Erasmus+ program 2021 - 2027 that employ innovative ways of learning, teaching and training for students and staff by stressing the online cooperation. BIPs allow for groups of higher education institutions to jointly develop blended mobility curricula and activities for students as well as academic and administrative staff.

BIPs' overarching goal is to contribute to establishing a European Education Area with a global outreach, which means to foster employability, social inclusion, civic engagement, innovation and environmental sustainability in Europe and beyond by enabling students from all study fields and at all study cycles to have the opportunity to study or train abroad as part of their studies.

The specific objectives of this action are:

- to expose students to different views, knowledge, teaching, research and work methods in their study field in the European and international context;
- to develop students' transversal skills such as communication and language skills, critical thinking, problem solving, intercultural and research skills;
- to foster students forward looking skills, such as digital and green skills enabling them to tackle ongoing and future challenges;
- to facilitate personal development such as the ability to adapt to new situations and self-confidence.

These objectives are supposed to be accomplished through developing transnational and transdisciplinary curricula as well as innovative ways of learning and teaching, including online collaboration, research-based learning and challenge-based approaches with the objective of tackling societal challenges.



Requirements for a BIP

The BIP should be developed and implemented by a partnership consisting of at least three higher education institutions (HEIs) coming from at least three EU Member States and third countries associated to the Programme.

Each BIP partnership must embrace one coordinating and receiving HEI, and at least two partner HEIs. A coordinating HEI can be a sending or receiving organisation in a BIP. BIPs can be open to students and staff from sending HEIs outside the partnership, but the receiving HEI must be one of the partnership organisations. The participating HEIs must hold a valid Erasmus Charter for Higher Education (ECHE).

The full overview of BIPs and associated eligibility criteria can be found in the Erasmus+ Programme Guide (1).

Typical structure of a BIP

The BIP usually consists of a short-term physical mobility abroad combined with a compulsory virtual component serving to facilitate collaborative online learning exchange and teamwork. The duration of the physical component is between 5 and 30 days, but there is no limitation on the duration of the virtual component.

BIP at LiepU

Liepaja University started their activities with BIPs since 2022, which means that at the moment for Liepaja University it is a quite new tool, but with a lot of potential. Liepaja University has a possibility to implement 10 BIPs within three years. It is expected that in the nearest future the number of BIPs will increase.

The LiepU believes, the BIP is a very suitable tool for the sustainable offer of the OPM course elaborated within the PROWIDE project, which might not only increase the transnational cooperation, but also promote the new contents and assessment methods among students with different backgrounds. Thus, the LiepU team elaborated a framework allowing to offer the OPM course within a BIP, which is explained below.

BIP “Online Proctoring Manager”



The partnership for the first iteration of the BIP “OPM” will be consisting of three institutions, which will be LiepU, Anadolu University and the FHM. The LiepU will be operating as coordinating and receiving institution.

Later on, the partnership might be extended by further HEIs wishing to benefit from the OPM course contents and transnational student exchange.

The BIP will be organized as a three-week intensive training activity. The first week of the activity will be conducted physically at the premises of the LiepU in Liepaja, Latvia. The second and third training week will be offered online as a mix of asynchronous self-studies and synchronous live sessions to discuss open questions and round up the training.

The BIP course will cover all the eight modules of the initial OPM course. However, the contents of the course will be revised and squeezed by reducing the overall course workload to 3 ECTS. The “hard” skills under the modules M1 – M4 relating to the technical and legal issues, will represent about 70% of the curriculum, whilst 30% of the course will be dedicated to the transversal skills reflected in the modules M5 – M8.

BIP participants

Students eligible for the BIP OPM must be enrolled at institutions that will be part of the BIP partnership. The course might be recommended to students from Masters’ and PhD programs in the field of Educational Technologies, Open and Distance Learning, ICT/Digital Technologies, Social Study programs.

The relevant prerequisite will be good English skills, since the course will be offered in English, and basis knowledge of management of educational processes at HEIs. In addition, the ability to work in the group as well as independently is expected, as the second and third week of the course will be offered online focusing on asynchronous self-studies.

The maximal number of participants of the BIP is 25 students.

Course delivery strategy

The face-to-face training week will be coordinated by trained LiepU instructors who have been trained for this mission as part of the PROWIDE project. Participants are expected to engage intensively with the proposed content and learning activities over the course of five days, investing a minimum of seven hours per day in the training.



In the second and third weeks, students are expected to learn online. A total of five one-hour synchronous online sessions will be provided with international instructors from Germany, Latvia, and Turkey. The remaining learning time will be dedicated to online self-study. This includes reviewing instructional videos and accompanying materials, as well as completing individual and group assignments. It is recommended to invest approximately 25 hours per week in self-study.

Final assessment, certification and recognition

The final assessment task will be designed as an asynchronous multiple choice test and implemented as an online proctored exam supported with Proctorio software. The corresponding negotiations with Proctorio GmbH have already taken place. The LiepU team will finance the associated costs for online proctoring from the BIP funds.

Students will have two attempts to pass the exam. Those who successfully passed the exam will receive a Certificate of Completion and earn 3 ECTS. Those, who did not pass an exam, will obtain a Certificate of Attendance without ECTS.

The Certificate will be issued by the coordinating institution LiepU. The participating BIP partners are committed to recognize the earned ECTS under their study programs.

Financial support

The financial support is calculated based on the lump sum principle and will depend on the number of the students. The coordinating institution will receive 400 EUR Erasmus+ funds per participant. The funds can be used for co-financing travel and living costs in Liepaja during the physical activity on spot, organizing online proctored exams, staff remuneration.

Summary

The efforts of the PROWIDE partners towards formalizing the Online Proctoring Manager course contents at their institutions showed a wide range of opportunities, which are summarized below:

The FHM will be running two-fold strategy by including the OPM course contents to the module "Learning technologies and learning systems" of the distance Master's degree programme New Work & New Learning Management as well as offering the OPM



course as stand-alone online module with the possibility to earn 5 ECTS and receive the FHM certificate under the Pick & Study program offered by the FHM Online University.

The AU will be integrating the OPM course contents (partially or fully) to three running programs, which are online M.A. programme Online Distance Education, full-time M.A. program Distance Education, and PhD program Open and Distance Learning.

UNINETTUNO will accommodate the OPM course in the VET sector targeting employees working in the higher education sector. The OPM course will be offered as a continuing education course in cooperation with the UNINETTUNO academic spin-off MAG, with the possibility to obtain a certificate and earn 6 ECTS.

The LiepU will transform the OPM course to a Blended Intensive Program (BIP) under Erasmus+ in cooperation with two further Europe's HEIs, and offer the three-week intensive blended course to students from the BIP partnership coming from different study fields. 3 ECTS can be earned as a result of the BIP, which are expected to be recognized by sending institutions.

These strategies clearly demonstrate:

- the commitment of the PROWIDE partnership to sustain the developed course contents and project's key message relating to providing training opportunities for qualifying a new type of a professional;
- the expected impact of the course transformation: a higher number of HEI and VET learners will be impacted by the modernized curricula and learn about online proctoring;
- the transferability of the course contents, which can be reused, apart from HEI sector, under VET and intensive blended programs.

The PROWIDE partnership is glad to contribute to the modernization of the educational curricula within different learning and training contexts and hopes that the present experience can also be valorized by other educational institutions wishing to adapt the OPM course contexts to the their institutional strategies.

References:

- 1) Erasmus+ Program Guide: Version 1 (2023): 23-11-2022.