

ONLINE PROCTORING MANAGER

# Online training program User Guide

[www.proctoring-manager.eu](http://www.proctoring-manager.eu)

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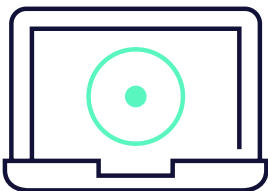
## About the training



The online training program ONLINE PROCTORING MANAGER is a unique educational product that was developed in the framework of the Erasmus+ project **Online Proctoring Manager – Further education program for supporting digital transformation at higher education institutions** (short, PROWIDE).

PROWIDE team embraces teachers, digital learning and online assessment experts from Germany ([Fachhochschule des Mittelstands/Bielefeld](#), [Proctorio GmbH/Unterfoehring](#)), Italy ([Universita Telematica Uninettuno/Rome](#)), Latvia ([Liepaja University/Liepaja](#)), and Turkey ([Anadolu University/Eskisehir](#)) committed to making education flexible and open to all. PROWIDE intends to foster the introduction of fair, safe and reliable online exams at higher education institutions (HEIs) through creating, testing and establishing a training program for qualifying a new type of specialists – Online Proctoring Manager.

## What is Online Proctoring?



Online Proctoring is part of online assessment, which allows for the remote supervision of exams with the aid of a special online proctoring software. Online Proctoring gives students the opportunity to take exams from anywhere and anytime.

## Why Online Proctoring Manager?



Nowadays, online proctored exams are not widely used at HEIs due to many reasons, such as vague legal framework, data protection issues, compatibility with educational law as well as lack of specialists with an interdisciplinary profile who could take over the organization, coordination and implementation of secure and reliable Online Proctoring services. With the training program, PROWIDE team has a solution towards qualifying this type of specialists called Online Proctoring Managers.

## How is the training program Online Proctoring Manager structured?



The training is composed of 8 major modules and a wrap-up module at the end of the program. Each module consists of 2 – 4 units making a total of 27 units. The production of each module was led by a designated PROWIDE partner as follows:

1. Introduction to Technology Based/Enhanced Teaching and Assessment (Anadolu University)
2. Role and Characteristics of Assessment Proctoring Systems (Anadolu University)
3. Technological Infrastructure (Fachhochschule des Mittelstands/ Proctorio)
4. Legal Frameworks (Proctorio)
5. Conflict Management (Liepaja University)
6. Project and Risk Management (Fachhochschule des Mittelstands)
7. Change Management (Uninettuno)
8. Personal and Social Skills (Uninettuno)
9. Training Wrap-up/Evaluation (Anadolu University)

The training modules consist of a series of learning videos supported with downloadable PDFs, quizzes for self-assessment, assignment task and a final exam.

The volume of the entire training is 150 hours, equal to 6 ECTS.

## Which competences can be acquired after the training completion?



Upon completion of the training, attendees will be able to:

- Evaluate the assessment proctoring implementations based on local and universal legal frameworks,
- Demonstrate basic technology skills to be able to manage an assessment proctoring system,
- Discuss the role and general characteristics of an effective, efficient, engaging and enduring assessment proctoring system,
- Manage and solve the conflict that may occur among different stakeholders,
- Working effectively with professors and instructors/teachers who approach online learning, online assessment and assessment proctoring critically,
- Develop and manage assessment proctoring projects efficiently having the risks in mind,

- Adapt an assessment proctoring system or implementation according to requirements of unexpected or future changes,
- Have a deep understanding about effective technology-based/enhanced teaching and assessment,
- Develop the needed soft skills, such as responsibility, negotiation, team working, problem solution.

## How will the training be delivered?



The training will be delivered as an online guided study via the Anadolu University's Moodle platform. Each module will be facilitated by representatives of the project partners except the Module 8: Personal and Social Skills, which requires self-paced learning. The modules consist of learning units that offer asynchronous activities for learning anytime and anywhere, as well as instructions for the synchronous sessions. At least one synchronous session in each module will be conducted in local language. Each module is expected to be completed within 1 week.

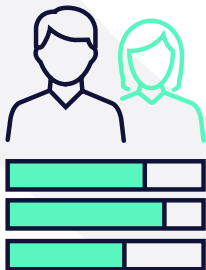
The training will start with the onboarding week giving participants the opportunity to get acquainted with the module instructors, learning environment and peers.

### **!Save the date:**

**On October 17, from 14:00 to 15:00 CEST**

the opening live session of the training program will be jointly offered by the transnational PROWIDE experts!

## Who should attend the training?

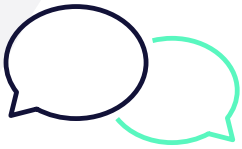


The PROWIDE training program targets beneficiaries from the higher education sector who wish to upgrade their qualification relating to the organization, support and implementation of online proctored exams. Depending on one's current role at HEIs or intentions, the training or its specific modules can be recommended to:

- **Managerial staff:** persons who lead departments or offices or envisage a managerial task at HEI relating to Online Proctoring (mandatory modules: 1, 2, 3, 4, 5, 6, 7, 9);
- **Technicians:** persons with a technical background in charge of ensuring the proper functioning of technical infrastructure for the implementation and execution of e-examinations and proctoring (mandatory modules: 3, 4, 9);

- **Support Staff:** persons working at Examination offices, Departments of Education or similar involved into the organization and implementation of assessment (mandatory modules: 1, 4, 5, 9);
- **Proctors:** persons in charge of monitoring of the actual implementation of the online exams and providing central support (mandatory modules: 1, 2, 4, 9).

## What are the prerequisites for participants?



- Experience in working in higher education;
- Good English skills in reading and listening;
- Interest in online assessment/online proctoring;
- Available time and ability to learn autonomously.

## What is the tuition fee?



The pilot edition of the training is completely free of charge.

## How will the training outcomes be recognized?



6 ECTS can be earned in case participants will take all modules of the training and pass an exam after each module (Moodle-based quiz) as well as a final online proctored exam at the end of the training.

Single ECTS can be earned upon the completion of the modules 1, 2, 3, 4 of the training program, including passing an exam.

Certificates of Attendance will be issued to participants who attended a module concerned without taking an exam.

## How to get registered to the training?



Please fill in the short online form **until October 10, 2022**.

**Registration to the online training program  
„Online Proctoring Manager“**



Our team will be processing your registration and inform you about the selection results by October 14, 2022 at the latest.

Should you be selected, our team will send you the access data to the LMS Moodle and provide you with further technical and administrative support.

## Contact points in PROWIDE countries:



**Germany: Ms Olga Zubikova**  
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[chaydin@anadolu.edu.tr](mailto:chaydin@anadolu.edu.tr)

## PROWIDE training in a nutshell:



- 9 modules designed by international experts
- Mix of live-webinars and asynchronous online self-studies
- Online-proctored final exam
- 6 ECTS
- Certificate Online Proctoring Manager
- Duration: October 17 – December 23, 2022
- Free of charge

Learn more about the project under  
[www.proctoring-manager.eu](http://www.proctoring-manager.eu)

**Looking forward to receiving your registrations!**  
**Your PROWIDE team**