Verifying Student Identity in Online Course Policy:

Approved By and Date:
Board of Trustees, 2-27-17
Executive Leadership Team, 2-2-17

Verifying the identity of the student accessing and participating in an online course is fundamental to the integrity of the course as well as the College. In addition, Kilgore College’s (KC) external accrediting body the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires a consistent procedure to ensure student identity in an online course. The College satisfies these standards with the use of a standard campus-wide learning management system (LMS) requiring the use of a unique student identification number and password.

Verifying Student Identity in Online Course Procedures:

Approved By and Date:
Executive Leadership Team, 11-08-17

1. Each student, upon admission to KC, is assigned a unique student identification number, userid and password.

2. The unique user ID and password are generated using the following schema:
   
   • a. User ID = the first four letters of the last name plus the first four letters of the first name plus the last 4 digits of the student identification number. For example: smitjohn6789.
   • b. Password = “Student” plus the 2-digit month/day of birth. For example: Student0101.

3. The user ID and password are placed into KC’s active directory and used to securely logon/access the student information system portal (myKC), the college network, on-campus computers and the learning management system (Blackboard).

4. Faculty teaching online courses must have 40% of a student’s final grade come from activities completed in a monitored/proctored environment. To accomplish this requirement, instructors have the autonomy to utilize and/or incorporate components that may include, but are not limited to, the following:
   
   • Proctored tests on campus, at a testing center, or via an online test proctoring service.
   • Web conferencing (Collaborate, etc.).
   • Live chats

   Students are notified of potential extra charges associated with proctoring through the registration guide, myKC homepage, and course syllabi.