Verifying Student Identity in Online Course Policy

Approved by and date:
Board of Trustees   02/27/2017
Executive Leadership Team   02/02/2017

Policy:

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.

Procedures:

Approved by and date:
Executive Leadership Team   08/05/2019

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

b. The unique userid and password are generated using the following schema:

 1. Userid = 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.
 2. Password = "Student" plus the 2-digit month/day of birth. For example: Student0101.

c. The userid 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).

d. Faculty teaching online courses may use a variety of methods to ensure integrity of instructional assessment. To accomplish this requirement, instructors have the autonomy to utilize and/or incorporate components that may include, but are not limited to, the following:

 1. Proctored assessments on campus, at a testing center, or via an online test proctoring service. (limited to no more than two per course)
 2. Web conferencing (Collaborate, etc.).
 3. Live chats.

Because proctoring fees are included in applicable course fees, students will not incur any additional expense from KC for the proctored administration of assessments. If students choose to have assessments proctored by other entities, those entities may assess applicable fees.