

Math 231 Summer Final Exam Proctoring Policy

1. Mandatory Proctoring Requirement

To maintain the academic integrity of the Math 231 curriculum in an era of widespread AI-assisted academic dishonesty, **all Math 231 students taking the course during Summer of 2026 must complete their final exam in a proctored, in-person environment.**

2. Proctoring Options

Students must select one of the following five options for their final examination:

- **Option 1: On-Campus at Lehigh.**
 - Test at Lehigh University at a time scheduled by the registrar.¹
- **Option 2: Collegiate Testing Center.**
 - Students living at least **75 miles** outside the Lehigh area may test at a collegiate testing center. Consult the [NCTA Proctoring Network](#) for locations which have explicitly signed up to provide this service, or consult your local university testing center directly. *Students are responsible for any associated fees for this option.*²
- **Option 3: Public or Collegiate Library.**
 - Students who are not eligible for Option 1 and don't have an available NCTA proctoring network location within 75 miles may test at their local library, provided a **full-time professional librarian** agrees to proctor.
- **Option 4: Delayed In-Person (Makeup Period).**
 - Any student may choose to take their final on the Saturday before Fall classes begin upon their return to Lehigh's campus. Student transcripts will reflect an incomplete which will be replaced by their final grade when their exam is completed and graded.
- **Option 5: Accelerated Summer Exception (Zoom + Oral).**
 - Reserved **only** for students needing Session I results for Session II prerequisites who are not eligible for Option 1 or Option 2. This involves a live-monitored written exam via zoom (taken at the registrar approved time) followed by a recorded oral defense with a TA or instructor.

3. Additional Logistics

- **Universal Oral Verification:** While the oral component is a mandatory requirement for students taking the exam online (Option 5), **the instructional team reserves the right to require any student, regardless of proctoring method, to answer oral follow-up**

¹ Likely (but not yet confirmed) to be Friday, July 3rd at 1pm for Summer Session I, and Saturday, August 15th at 8am for Summer Session II.

² Students with documented financial need for whom these fees would be a burden should reach out to the Financial Aid Office and inquire about the emergency aid fund.

questions before a final exam grade is awarded. This serves to verify that the written work aligns with the student's conceptual understanding.

- **Proctor Eligibility:** For Options 2 and 3, proctors must be professional staff members (no student workers, relatives, or personal tutors) using an **official institutional email address** (.edu, .gov, or .org); personal domains (e.g. Gmail/Yahoo) are not accepted. Students must submit a link to the testing center or library website verifying their credentials. Proctors will also be asked to attest that they do not have a personal relationship with the student.
- **Zoom Requirements (Option 5 Only):** Students must utilize two devices. One device displays the exam; a second device (smartphone/tablet) must provide a **wide-angle view of the student's hands, workspace, and primary screen**. Students must perform a 360-degree "room scan" for their proctor to ensure no unauthorized materials (smartwatches, secondary monitors, or AI-enabled devices) are present.
- **Mandatory Filing:** By the end of **Week 1**, all students must submit a **Proctoring Intent Form** via the CourseSite indicating their intentions for testing. By the end of **Week 3**, students selecting Options 2 and 3 must submit a separate **Proctor Verification Form** including the proctor's name and a verified **professional institutional email address** (.edu, .gov, or .org). Failure to meet either deadline will result in the student defaulting to **Option 4** (the end-of-summer makeup).
- **Testing Window:** Students taking the exam with an alternative proctor must complete the exam during the registrar approved exam window³. Exams should be returned immediately after they are completed, and will not be accepted after the Monday following exams.
- **"Proctor No-Show" Contingency:** In the event that a scheduled proctor (Option 2 or 3) fails to appear or a testing center closes unexpectedly, the student will **default to Option 4 (End-of-Summer Makeup)**. Students must email the instructor immediately (within 30 minutes of the scheduled start time) when the proctor fails to appear to be eligible for this option.

³ Friday July 3rd- Sunday July 5th for Summer Session 1 and Friday August 14th-Saturday, August 15th for Summer Session 2.