



MONTANA UNIVERSITY SYSTEM  
OFFICE OF COMMISSIONER OF HIGHER EDUCATION

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To: MUS Chief Academic Officers, MUS Distance Learning Advisory Committee, MUS Chief Information Officers

Date: August 12<sup>th</sup>, 2025

SUBJECT: GUIDANCE ON REMOTE PROCTORING

Students enrolled in courses within the Montana University System may be required to take remote proctored examinations. Proctored examinations promote academic fairness and ensure both the integrity and credibility of course and program assessments. If a faculty member anticipates that remote proctoring of assessments will/may be needed, the faculty member shall consider the following:

- Students will have to pay for electronic proctoring. Please be mindful of the additional financial burden this may place on students.
- Students may have technical limitations that prevent them from utilizing electronic proctoring as a testing option.
- Faculty should consider alternative assessment options.

Faculty who use remote proctoring must adhere to the following guidelines:

- If electronic proctoring is used, students must be notified in the course syllabus.
- If the cost of remote proctoring is to be directly borne by the student, the student must be informed at the point of registration.
- If a student is unwilling or unable to use electronic proctoring, an alternative testing option must be offered (for example, the faculty member may allow that the student use an approved in-person proctor at a pre-approved location).
- Faculty shall not use an electronic proctoring service without prior approval of campus Information Technology.

Kind Regards,

A handwritten signature in blue ink that reads "Joseph W Thiel".

Joseph Thiel

Interim Deputy Commissioner, Academic, Research, and Student Affairs  
Montana University System