Online Proctoring Center Overview

Last Modified on 11/02/2026 2:43 pm CST

The Lone Star College Online Proctoring Center exists to provide secure and equitable online testing services that preserve academic integrity and support student success. Through professional proctoring, standardized processes, and adherence to institutional policies, the Center ensures the validity, security, and credibility of online exams across the College.

The Online Proctoring Center's role is limited to documenting and reporting suspected violations and providing supporting evidence; it does not impose disciplinary actions. As the course instructor, you will determine any further action, including referral to the Office of Academic Integrity.

Types of Courses

For the initial Spring 2027 implementation, the Center will support approved fully-online Lone Star College courses (https://dyzz9obi78pm5.cloudfront.net/app/image/id/6ae8f5ac10e68ed72c025c47/n/proctoring-center-eligible-courses.pdf) in Mathematics, Science, and Accounting.

Types of Exams

The Online Proctoring Center is for **internal academic exams for Lone Star College**. The Center DOES NOT administer state licensing examinations or external exams from other colleges, universities, or testing agencies. Exams supported by the Center include course tests for Mathematics, Science, and Accounting courses, including quizzes, unit exams, midterm exams, and final exams as approved by participating departments.

How Tests Are Proctored

The Online Proctoring Center provides students with the opportunity to complete their exams remotely using Respondus Lockdown Browser & Monitor simultaneously with Zoom. It utilizes multiple zoom breakout rooms, each continuously monitored by a trained proctor. This structure ensures students are actively supervised throughout the entire exam, promoting a secure and consistent testing environment.

Instructors **must be** available to be contacted during the testing dates should there be any issues associated with the exams.

Hours of Operation

The Online Proctoring Center is open for proctoring on the following days, excluding college holidays (https://www.lonestar.edu/academic-calendar.htm).

- Monday through Friday, 8:00 AM to 8:00 PM
- Saturday, 9:00 AM to 2:00 PM
- All proctored exams are limited to 2 hours.

All testing must be complete by the time of closing. For example, the latest a two-hour exam can

start on Monday is 6:00 PM.

Test Scheduling Overview

Here are the main steps for getting your exam proctored by the Online Proctoring Center:

1. Faculty submits the course request for approval
2. Approved course sections are added to RegisterBlast
3. Faculty submits the exam details in RegisterBlast
4. Students fill out the registration form in RegisterBlast
5. Students attend their proctoring session via Zoom
6. Faculty can view exam information in RegisterBlast

Faculty are encouraged to submit course information as soon as the syllabuses are released and no later than 10 days into the semester. Opening exams at the start of the semester will allow students sufficient time to schedule their exams far in advance. Student registrations will be accepted up to 24 hours prior to the desired testing appointment, subject to availability.

Suspected Academic Misconduct

If a proctor observes behavior that may indicate academic misconduct (e.g., repeated off-screen eye movement, use of an unauthorized device, receiving assistance from another individual, or other suspicious activity), the student will be transferred to another Zoom room for further investigation.

The proctor will ask the student to explain the observed behavior and will request that the student perform a second scan of the testing environment to verify compliance with the Online Proctoring Center's testing standards. If no prohibited items or unauthorized assistance are identified, the student will receive a **verbal warning** reminding them to comply with the Online Proctoring Center's testing policies. This warning will serve as the student's **first and only warning**.

If suspicious behavior continues after the warning, the student will be informed that an Incident Report will be completed. The student will return to their assigned testing room and will be permitted to continue the exam.

Academic Misconduct: Post-Test Protocol

Following the exam, the proctor will submit an Incident Report documenting the observed behavior. The lead proctor will review the report and any supporting evidence, including the Zoom recording, to determine whether the incident warrants faculty notification.

If the incident is determined to be of concern, the course professor will receive:

- A summary of the incident
- A video clip of the observed behavior, upon faculty request.

Faculty determine the appropriate course of action, including whether to refer the incident to the Office of Academic Integrity in accordance with the institution's academic integrity policies. The Online Proctoring Center's role is limited to documenting and reporting suspected violations and providing supporting evidence; it does not impose disciplinary actions.

More Information

More information about the Lone Star College Online Proctoring Center will be coming soon.