4.8.1 demonstrates that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (a) a secure login and pass code, (b) proctored examinations, or (c) new or other technologies and practices that are effective in verifying student identification.

 X Compliance   ___ Partial Compliance   ___ Non-Compliance

Narrative:

Chattahoochee Valley Community College (CVCC) authenticates that the student registered in a distance learning course is the same student who participates in and completes the course and receives the credit by verifying the identity of a student using the following methods:

1. Creating unique login credentials.
   As stated in the [Distance Education Policy Manual](#), student information is safeguarded by unique login credentials. These credentials are created by the Blackboard Administrator in Blackboard, using a unique username and password for each student in Blackboard and based on information that should only be known by the student taking distance learning classes. Through a continuously-posted [announcement](#) in Blackboard, each student is encouraged to change his Blackboard password. [Emails](#) are also sent through Pirate Mail each semester to all students encouraging each student to change his password.
2. Providing current photo ID.
   When registering for courses for the first time and before being admitted to CVCC, new students are required by State Board Policy [801.01](#) to provide a current primary photo ID, such as a state-issued driver's license, U.S. passport, or U.S. permanent resident card. The Admissions office also keeps a copy of the ID on file in the student's permanent record.
3. Encrypting traffic.
   Blackboard uses a Secure Socket Layer (SSL) certificate to ensure all traffic between the user and server is encrypted reducing the possibility of student information being compromised.
4. Verifying identity of distance education student using Respondus Monitor.
   Chattahoochee Valley Community College has partnered with Respondus, Inc. to beta test the software product Respondus Monitor. Respondus Monitor is a software product that provides authentication for student identity while enabling the student to take online exams in non-proctored environments. Each student uses his own computer with a standard webcam to record assessment. When the student accesses a quiz that requires the use of Respondus Monitor, the student is instructed to start the webcam, deliver a visual introduction, and speak toward the camera.
   Respondus protects the online privacy of those who use Respondus Monitor using the following methods to limit access to video sessions:
   a. Respondus Monitor uses industry standard SSL (Secure Socket Lay) or TLS (Transport Layer Security) encryption to transfer information.
   b. Respondus Monitor sessions can only be recorded and accessed through a Blackboard course.
   c. Only users with instructor credentials for the Blackboard course (e.g., instructors, Blackboard administrators) will be able to view the video sessions.

d. Video URLs are "one-time use" and will not function if copied.

SUPPORT DOCUMENTATION
Distance Education Policy Manual
Password Change Request posted on Blackboard
Blackboard Password Reset Reminder Email to Students
State Board Policy 801.01: Admissions: General