



Student Identity Verification Policy:

In compliance with the provisions of the Department of Education, concerning the verification of student identity in distance learning, SUMMA University has drafted this policy and will periodically evaluate its process to confirm that a person who has accepted admission to the university is the same student that participates in, completes, and receives credit for a course. To authenticate identities, we will use one or more of the following methods for verification:

- Secure login with username and password.
- Periodical phone calls with the student.
- New or emerging technologies and practices that are effective in verifying student identification.

All methods of verifying student identity must protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information, and the Privacy Policy.

Personally identifiable information collected by the university may be used as the basis for identity verification. This information may include a combination of the following:

- Student ID number.
- Student Driver's License or passport.
- Student Birth Date.
- Last 4 digits of the student's Social Security Number.
- At least 2 other pieces of information such as the student's email address on file, date of birth, address, or username.

Identity verification process:

Each student is assigned a unique username and password to log into the university learning management system. Students are responsible for providing their complete and true identity information in any identification verification process.



All users of the university platform are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited. It is against university policy for a user to give someone his or her password or allow others to use his or her account. Users are responsible for any and all users of their account. Users are responsible for all activity on their accounts.

Faculty teaching courses through distance education methods hold primary responsibility for ensuring that students comply with the university identity verification policy. As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to design courses that use assignments and evaluations that support academic integrity.

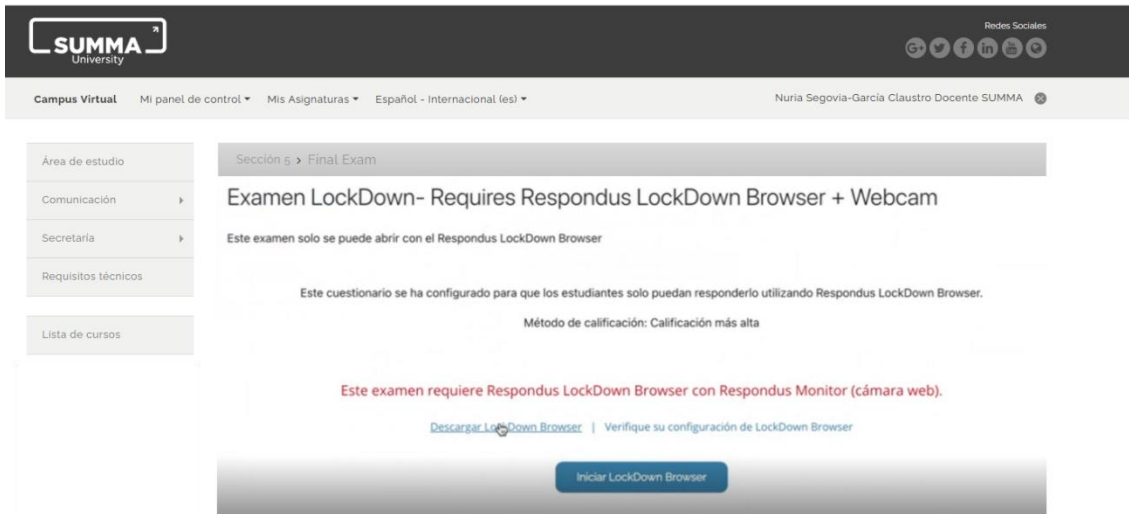
Proctored Assessments:

For the proctored assessments, the school has a license of the proctoring tool Respondus Monitor and LockDown Browser to administer proctored evaluations. Respondus Monitor is a fully automated proctoring solution that allows the students to use a webcam to record themselves during an online exam. Afterward, flagged events and proctoring results are available to the instructor for further review.

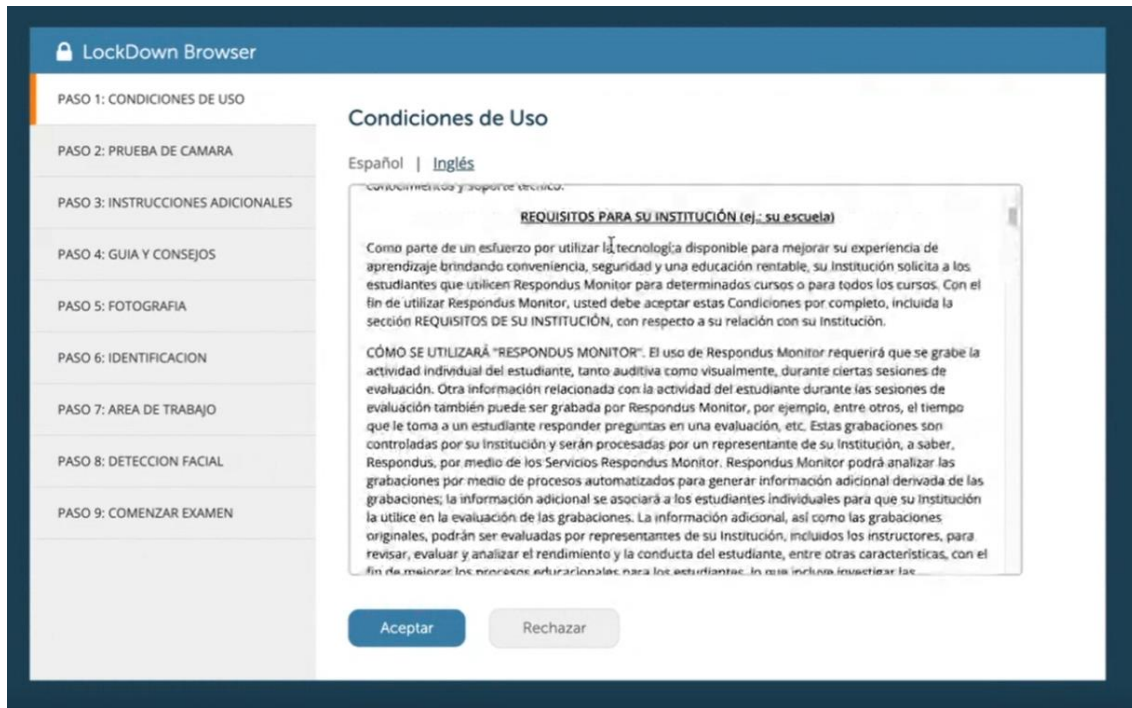
The software is integrated into the LMS Moodle to administer proctored assessments and is configured in each course to monitor the student's identity throughout the program and is used as a validation tool in case of cheating or plagiarism.

The proctored assessments are performed on a monthly basis, this is to guarantee the academic integrity of the student and provide a reliable learning outcome of the graduate student.

Below is a sample of the information displayed to the students before accessing a proctored assessment:



Before the proctored assessment, students must accept the terms of use and configure the tool:



Faculty members and platform administrators can access the Respondus reports to verify flagged events or other issues.

When students are configuring the LockDown browser tool and the Respondus Monitoring tool, they must have an active webcam and provide a photo and ID before

taking the test. This information is accessible and monitored by the proctors on a monthly basis.

