

## Zoom Exam Process

Ann Elliott, Inver Hills Community College

- It is recommended that faculty host a Zoom meeting one week before the exam when students check in, show their testing environment and practice setting up their camera. This will decrease anxiety and head off issues with technology on the day of the exam.
- All students and faculty should be in the testing room 20 minutes early so that faculty have time to check student surroundings
- PROCTOR DUTIES:
  - Send out a Zoom meeting invitation to students well in advance of the scheduled exam time.
  - Start the Zoom meeting 20 -30 minutes early.
  - This meeting should be recorded so you can see if there were any issues with security.
    - Use the waiting room function (now a Zoom default setting) to control who enters.
    - As students join the meeting:
      - Have them identify themselves (student ID or driver's license)
      - Have them show you the environment that they are testing in – request them to create a secure environment if needed (put away books, notes, etc.)
    - students may have:
      - a blank piece of paper
      - a pen or pencil
      - a calculator
      - earplugs or noise cancelling headphones – students must show these to the proctor
    - Have them share/show their computer screen – it should only have one tab open to the D2L exam (Note: you will have to allow students/participants to share their screen. See instructions here: <https://support.zoom.us/hc/en-us/articles/360041591671-March-2020-Update-to-sharing-settings-for-Education-accounts>)
    - Optional step/precaution: have students set up their phone so that you can observe them and the screen at the same time. (Note students may not have access to a phone.)
      - It is ok if pets/kids etc. are around - ***the key focus is that this is not an open-book exam and that the exam is not copied so that questions can be used again in the future***
  - Mute all participants once they have their environment secured – allow them to unmute themselves if need be.
    - Students should use the chat function if they need to communicate with the proctor.
  - Provide the exam password, if applicable, to the students after everyone is secure.
  - Mute yourself as you proctor.
  - When students complete the exam:
    - They should review the results of the exam.

- They should inform the proctor that they are done and show the proctor that they have logged out of the exam.