TEXAS A&M UNIVERSITY
Mathematics

Student Instructions for Proctored
Online Exams Administered in WebAssign or eCampus

Materials and Devices

- Blank paper.
- TAMU Photo ID (or Driver's License)
- Two electronic devices(*recommended method*): The first device should be a Smartphone/tablet with audio and video and capable of running the Zoom App. The second device must have capability to run the testing platform (i.e, eCampus or WebAssign). The second device does not have to have audio or video capability. A laptop or desktop computer is the preferred type of second device, but any device that meets the Minimum TAMU Computer Requirements will also work.

Overview of Proctoring

On the scheduled day of the scheduled exam, students will use their Smartphone/tablets (or computer with external webcam) to log onto a Zoom meeting. The link for the Zoom meeting will be distributed by individual instructors. Smartphones/tablets/webcams will be used so the proctors can get a good view of (1) the student, (2) the device students are using to take the exam, and (3) any scratch paper used during the exam.

Students will use a second device (computer, tablet, etc.) to log onto the platform used to deliver the actual exam (i.e., eCampus or WebAssign). During the exam, the video on the student's Smartphone/tablet must remain on, but their microphone will be muted to eliminate any disruptive background noise. The proctor will record the video feeds during the exam and students' microphones will be randomly unmuted by the proctor during the exam to listen for any noises in the background. Directions for submitting the exam will be given to the students by the individual instructors.

## Items To Do a Few Days Before for the Proctoring Process

STEP 1 (Download and Sign-in): On your Smartphone/tablet, download the "Zoom Cloud Meeting" App. Once the App is downloaded, open the App and press on link for 'Sign In".
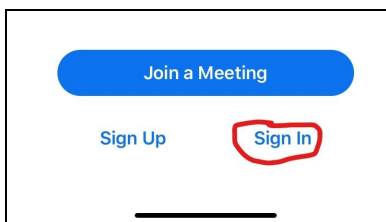
Then you will see options for "SSO". Press on the SSO option.
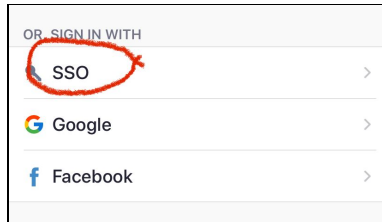
Next you will be prompted to enter your company domain. For Texas A&M University, the company domain is "tamu" (see screenshot below) and then use your TAMU NetID and Password to login. You will have to do the DUO authentication to gain full access into the Zoom App. At this point you should have TAMU Zoom Pro Access on your Smartphone/tablet.
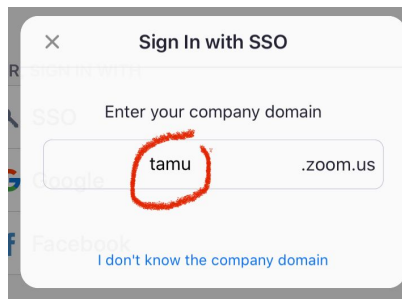
STEP 2 (Practice Joining): From your Smartphone/tablet, click on the following link to join a practice Zoom meeting: https://tamu.zoom.us/j/92259077485. For this practice link, you are joining a session in which the proctor has not logged onto the meeting. As such, you will receive a "Waiting for Host" message, but that is okay because at this point, you know you can now successfully connect to Zoom meetings. Once you know you can successfully connect to a Zoom meeting, you can exit out of the Zoom App.

STEP 3 (Locating Good Testing Environment): Find a good location that has internet access to take the quiz/exam. This should be a quiet, uncluttered room that has a table/desk and a chair. The table/desk top should be clear of any unapproved papers, books, and notebooks. Additionally, the space around you should be clear (i.e., no notebooks, papers, books on the floor) and the environment you select should have privacy where no other people are around.

STEP 4 (Practice Camera Position): Go to the exact location where you will take your quiz/exam (see STEP 3). Sit in the same position you plan to sit for the exam. From your Smartphone/tablet, select the camera and "reverse" the view of the camera so you can see yourself on the camera window. Position the computer, scratch paper, and Smartphone/tablet camera in such a way that in the viewing window of the Smartphone/tablet camera you can see (1) the computer, (2) yourself, and (3) any scratch paper. Below is an example of how the Smartphone/tablet should be positioned so the proctor can get a good view of you and the testing environment. Notice the computer screen, paper, and student are all in clear view.
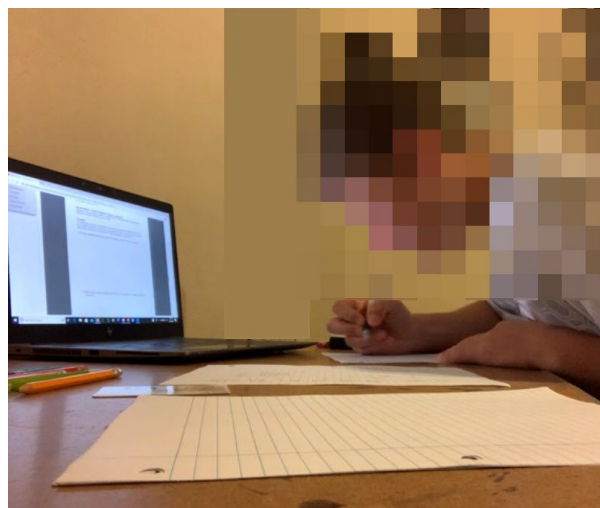
Important Reminders and Best Practices:

- Make sure your Smartphone/tablet is 100% charged and your calculator has enough battery life (if calculators are permitted).
- Plug in your computer during the exam so you don't lose power during the exam.
- Be sure you use the restroom before taking the exam. Leaving the test to use the restroom is not generally permitted.

# Process and Procedures To Take Exam During Scheduled Time

STEP 1 (getting ready): About 20-30 minutes before exam time, get your Smartphone/tablet, the device you will use to take the exam, blank paper, your TAMU ID (or driver's license), and a few writing utensils. Be sure all your devices are fully charged or plugged in so you do not lose connection during the exam. If you are permitted to use a graphing calculator, be sure to clear the memory of your calculator. Reminders about how to clear the memory of your calculator can be found here:

https://www.math.tamu.edu/~kathryn.bollinger/Math140.html.

Get your testing area set-up as described in the "Items to do a Few Days Before the Proctoring Session" section (see previous section of this document). Once your testing environment is set up, you are ready to log onto the session. Be sure you use the restroom before you sit down to take the exam.

STEP 2 (Log on): Use your Smartphone/tablet and log onto the Zoom meeting that was given to you by your instructor. When you log on, you will enter the Main Meeting Room. Your video will be turned on and your microphone will be muted so the proctor can see you in your testing environment, but all disruptive background noise will be eliminated. While in the Main Meeting Room, read any instructions on the screen and wait patiently and quietly until you are moved into your testing room or given verbal instructions about the test. If

you are moved to a Breakout Room for testing, you will see a window similar to the one below. During this time, you will be automatically connected to the testing room.
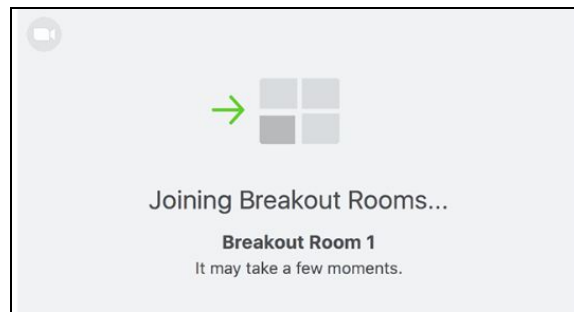
STEP 3 (Scan of Testing Environment and Scratch Paper): When you enter the testing room, your proctor will start the check-in process, which may be done individually, in groups, or as a whole. During this process the proctor may ask you to adjust the position of your Smartphone/tablet so they have a clear view of (1) you, (2) the screen of the device you are using to take the exam, and (3) the paper you are writing on. Additionally, the proctor may ask you to use your Smartphone/tablet to scan your testing area and make sure only permitted items are in your testing environment.

After you have been through the check of your testing environment, the proctor will ask you to hold up the sheets of scratch paper (one in each hand) and show the front and back of the papers to make sure the papers are blank. You should put your TAMU ID (or driver's license) on the table/desk so you can show it to the proctor if needed. If you don't have your TAMU ID (or driver's license) then you can use a government issued ID.

Once you have been through this check-in process, you must keep your video on, stay in the view of the proctor, and wait patiently for more instructions from the proctor.

STEP 4 (Begin the Exam): When all students have been properly checked-in, the proctor will give further instructions to all students in the testing room about the exam and any specifics about turning-in the exam. During the exam the proctor may unmute your microphone at random times and listen to any background noises in your testing environment. The proctor may also make an announcement approximately every 30 minutes or so to remind you to tap the screen of your Smartphone/tablet so it does not go to sleep and lose the video feed. If you need assistance during the exam, you will need to send the proctor a private chat message (through the Zoom App) to get the attention of the proctor.

STEP 5 (Turn-in Exam): When you are done with the exam, send a private chat to the proctor to let them know you are done. The proctor will give you any additional instructions before giving you permission to leave the meeting.

NOTE: The proctoring sessions will be recorded. These recordings will only be used for official University business and are considered educational records, and thereby subject to FERPA.