EXAMS WITH LIVE ZOOM PROCTORING

academic integrity considerations

Zoom can be used to proctor synchronous exam sessions in real time, but has limitations to consider:

1 Students may access resources on their computer or off camera without detection.

2 Action occurring outside the camera frame will not be visible.

3 Students may communicate with each other through other texts, emails, or other means.

about this method

- Offers the opportunity for instructors to proctor their exams in a live setting while recording the exam in case there are concerns.
- Recommended for courses with no more than 25 students per proctor.
- Mimics the feel of the traditional exam setting in that instructors may announce the time remaining, answer questions, and provide test corrections if needed.
- Better suited for open-book exams with higher order questions, but it won't deter a lot of typical cheating behaviors for more traditionally structured exams.

setting expectations

- Make an announcement through Canvas or include on your syllabus that students must have a webcam.
- Tell students that the exam is being recorded and that they are expected to remain in the frame during the course of the exam and remain muted with video on.
- Give instructions about how to ask a question if you are utilizing chat feature.
- Recommend that they speak with their household about refraining from streaming online content during the duration of the exam to improve internet stability.

suggested testing policy

- When a bathroom break becomes necessary, students should privately chat with the proctor.
- When asking questions, students should privately chat the proctor who may privately reply or pose the question with the response to the larger test taking group.
- When an unexpected disruption occurs, like a household member appearing in the frame or space and causing a distraction, the instructor may privately message the student about the concern.
- If scratch paper is permitted, students should hold the scratch paper up to the webcam at the end of exam for about 10 seconds and take a picture of it, then email it to the instructor before exiting the Zoom meeting.

For questions or consultation, contact EC.Honor@emory.edu

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Live Zoom proctoring is most effective when proctors have a clear understanding of the tool.

active proctoring

- Similar to the traditional exam setting, active proctoring should be deployed during a live Zoom proctoring session.

- Attendance should be taken during the exam.

- Throughout the exam, be sure to check on students and their positioning. Imagine walking around the room to observe students, instead, you can imitate this by reviewing the gallery view.

- Monitor the chat box so that you can support students who have questions or are experiencing problems during their exam.

- When making announcements during the exam, post them in chat when possible so that students, who have their volume turned down, do not miss the information being shared.

setting up Zoom for the exam

- If you are utilizing chat feature, restrict the communications to the appropriate setting. It is recommended that chat feature is only enabled between the host and the participants.

- Place your Zoom meeting in "Gallery Mode" to ensure that your recording will include each student's window.

- You may ask the student to present their Emory ID to the webcam they are using at the start of the exam. It is recommended that this instruction is communicated ahead of the exam so they may have it ready. Prompt them at the start of the exam to do so.

- Press record before the exam begins. You may record on the cloud or locally on your laptop.

closing the Zoom after the exam

- Pull up the chat function or press Alt+H.

- Save the chat log by selecting the button with the ellipsis in the chat box and choosing "Save Chat."

- Ensure the recording is saved before exiting by identifying the file location based on your choice at the beginning of the exam (on the cloud or locally on your laptop).

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