

# VIRTUAL PROCTORING FACT SHEET

## TEST INTEGRITY

Live proctoring offers a unique ability to watch the environment and stop inappropriate actions before they happen.

- The Testing Lab can no longer accommodate an entire class. The Testing Lab is here to help the student who cannot attend the course's designated testing day/time or do not have technology that meets the needs for testing.
- The Virtual Testing Lab has limited capacity virtually. Testing dates and times are offered on a first come, first served basis.
- We can no longer accommodate unlimited testing times, but we do not allow a maximum of four-hour blocks.
- To keep our integrity standards high, all proctoring requests must be submitted 48 business hours before the start date.
- The materials you allow on the Faculty Proctoring form ([found here](#)) are communicated to the student 12-24 hours before their exam.
- We cannot provide the same security as a lockdown browser.
- All tests are by appointment and must be scheduled, in advance, by the student.

## EVERY STUDENT EVERY TIME

Live proctoring provides a set of standards for each proctoring session.

- Student must show a picture ID before the start of each exam.
- Students will provide an untimed environment check, unlike Respondus.
- All exams will be recorded, and copies kept with the Testing Lab through the end of the term.
- Student Testing Agreement forms are filled out by proctoring staff and signed by the student before the start of each exam.
- Students will be randomly selected to fill out a five-question survey.

## TESTING OPTION 1-ZOOM

Zoom offers the ability for live proctoring using any Learning Management System (LMS), like JetNet.

- Testing proctor will have the student share their screen. The proctor will then watch the student as they move through their exam.
- It also offers the unique ability to input passwords, using the "remote control" option.
- For more information about Zoom and its features, go to the Zoom [support page](#).

## TESTING OPTION 2-MICROSOFT WORD via ZOOM

Using a Microsoft Word document students can complete essays or short answer exams.

- The testing proctor always stays in possession of the exam. The student is unable to retain a copy of the exam. Exam integrity is kept intact.
- Students can use the drawing function which includes *Ink to Math*.
- For more information about the *Ink to Text* or *Ink to Math* tool, go to the Microsoft [support page](#).

## GROUP TESTING

We do not have access to a platform that supports group testing at this time. However, we can offer the following supportive services:

- We would be happy to assist a faculty member who uses an LMS like Moodle and would like an additional proctor.
- The Testing Lab will continue to support and proctor specialized exams, such as Kaplan. Please contact us with special testing requests at [TestingLab@jccmi.edu](mailto:TestingLab@jccmi.edu)