

VIRTUAL TEST PROCTORING FACT SHEET

TEST INTEGRITY

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

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

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 of the recording will be kept with the Testing Lab through the end of the term.
- Student Testing Agreements are filled out by the proctoring staff and must be signed by the student before the start of each exam.

TESTING OPTION 1: ZOOM

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

- The proctor will have the student share their screen. The proctor will then watch the student as they move through their exam.
- It offers the unique ability for the proctor to input a password for the test using the "remote control" option.
- For more information about Zoom and its features, take a look at 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 proctor always stays in possession of the exam. The proctor will share their screen with the student so that 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, take a look at the Microsoft [support page](#).

GROUP TESTING

We do not have access to an online 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@iccmi.edu