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@jccmi.edu