

Instructors using Remote Proctor Now for proctored exams


1. First, notify Dr. Trish Trifilo (trifilot@wbu.edu) that you want your students to use this proctoring service. She will enroll you as a user and assign a user name and password
2. Go to www.remoteproctor.com/AdminSite
 - a. select "Wayland Baptist University" as the organization
 - b. put in the user name and password assigned to you
 - c. click 'login'
3. There is a dark blue bar across the top of the page with four tabs containing dropdown menus. Mouse over "exam registration" and choose 'register an exam'.

The screenshot shows the 'Remote Proctor' Admin Site interface. At the top, there is a dark blue navigation bar with tabs for 'Home', 'Reviewer', 'Exam Registration', and 'Administrator'. The 'Exam Registration' tab is active, and a dropdown menu is open, showing 'Register an Exam' (circled in red) and 'Exam Manager'. Below the navigation bar, the 'REVIEW EXAMS' form is displayed. It includes fields for 'School Name' (Wayland Baptist University), 'Exam Name', 'Exam Availability Start/End' (with calendar icons), 'Exam Code', 'Teacher' (UserName), 'Student' (Email), 'Exam Record Start/End Date' (with calendar icons), and 'Reviewed By Organization'. There are also 'Search for Exams' and 'Search for Exam Records' buttons.

4. The page that generates gives you several blanks to fill:

The screenshot shows the 'Remote Proctor' Admin Site interface for 'EXAM REGISTRATION'. It includes fields for 'Organization' (Wayland Baptist University), 'Exam Sponsor' (Trish Ritschel-Trifilo), 'Exam Name' (il Exam (Biol3411 VC01)), and 'Exam Password' (miloboySpring14). There is also a field for 'Approximate Duration of the Exam' (240 Minutes). A dropdown menu asks 'Does this exam require a proctor/invigilator?' with 'Yes' selected (circled in red). Below the form are 'Register Exam' and 'Go to Exam Manager' buttons.

5. Choosing 'Yes' for proctoring (that's this whole purpose) will automatically generate a new page for specifics on time, availability, and exam rules.
 - The number of students question really pertains to information RPNOW needs to determine the number of employees needed to proctor/review your exams. Don't worry about an exact number - but be realistic.
 - On the start and end times allow five minutes on either side of the exam for students to login and get set to take the test.
 - The exam rule states that no resources can be used during the test. If you allow exceptions to that rule this is the place to detail the exception.



Remote Proctor

Home
▶ Reviewer
▶ Exam Registration
▶ Administrator

EXAM REGISTRATION

Organization

Exam Sponsor

Exam Name

Exam Password

Approximate Duration of the Exam: Minutes
(Will be pre populated with organization's default value.)

Does this exam require a proctor/invigilator? Yes
(choose "no" if this is a practice exam)

Notifications

No. of Students
(Approx)

Exam Start Date(ET) *Hour(HH) *Min(MM) *AM/PM AM

Exam End Date(ET) *Hour(HH) *Min(MM) *AM/PM AM

Exam Rule Exceptions(Note: Enter "None" in the Exam Rules textbox, if there are no special instructions for this exam.)

None

Adobe Reader (.pdf) items can be used Powerpoint allowed Word allowed

Calculator can be used Specific Website can be used You may have other people in the room with you and they are allowed to interact with the student

Excel allowed Textbook can be used You may have other people in the room with you, but they are not allowed to interact with the student

Notes allowed

Fill in any exceptions not listed above here. Please be specific (document name, calculator brand/model, etc.)

6. Click on "register the exam" at the bottom of the screen. Your students now can access the exam at the appropriate time.
7. After the exam is completed Remote Proctor Now will review the exams and send you an email upon completion. You will get an email with a link to the confidential exam video review summary. You can view the video using time stamps to determine if violations were truly made.

REVIEW STATUS [EXPAND ALL](#)

Suspicious 1

3/27/2014 9:17:34 PM

- Browsing other websites (2)
- Browsing other websites throughout the exam (1)
- TV or Radio (1)

Rules Violations 2

3/29/2014 10:03:16 PM

- Another computer present in the room (1)
- Someone else in the room (1)
- Talking aloud (1)

3/27/2014 4:16:45 PM

- Photo ID not confirmed (1)

Clean 3

[Hide Detail Report](#)

[Print To PDF](#)

CONFIDENTIAL EXAM VIDEO REVIEW [VIEW VIDEO](#)

Student Name	[REDACTED]
Exam Date	3/27/2014 9:17:34 PM
Review Status	Suspicious

GENERAL COMMENTS

NONE

WEBCAM COMMENTS

Rules Violation 1

TV or Radio (1)

START	FINISH	DURATION
00:02	144:22	144:20

DESKTOP COMMENTS

Suspicious 2

Browsing other websites (2)

START	FINISH	DURATION
02:14	02:31	00:17
02:33	03:09	00:36

Browsing other websites throughout the exam (1)

START	FINISH	DURATION
03:46	N/A	N/A

8. This service costs the student \$15 per test.

9. I always include a tutorial before the test about the idea of a remote proctor - I ask them to pretend they are in a WBU classroom with a proctor.
 - a. what is allowed on your desk and surrounding area??? (nothing but a pen)
 - b. who can you talk to during the test??? (no one)
 - c. can you listen to the radio or music or tablet ??? (no!)
 - d. do you call out to people outside the room??? (no!)
 - e. Then make sure your remote proctor site meets the same standards!**