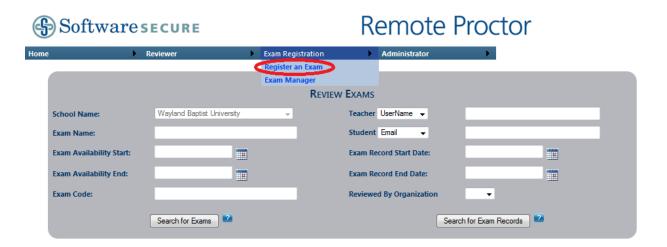
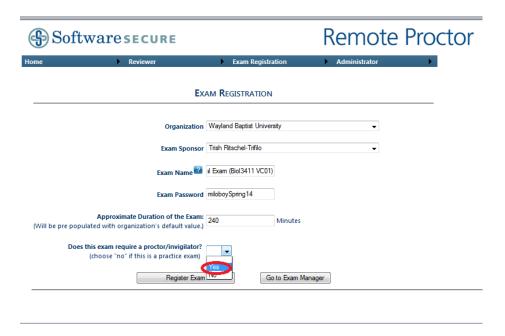
Instructors using Remote Proctor Now for proctored exams

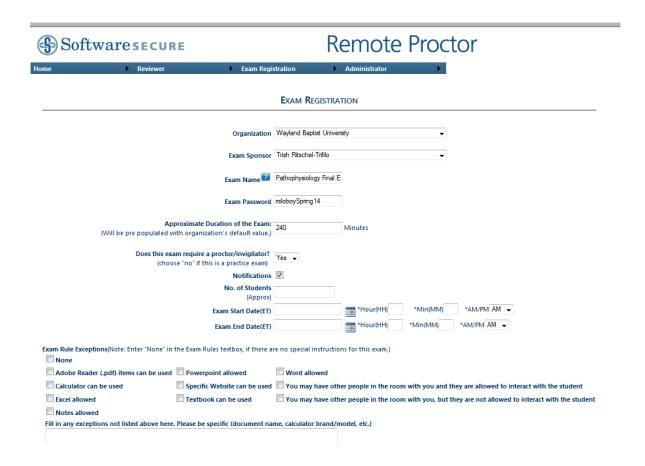
- 1. First, notify Dr. Trish Trifilo (trifilot@wbu.edu) that you want your students to use this proctoring service. She will enroll you as a user and assign a user name and password
- 2. Go to <u>www.remoteproctor.com/AdminSite</u>
 - a. select "Wayland Baptist University" as the organization
 - b. put 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'.



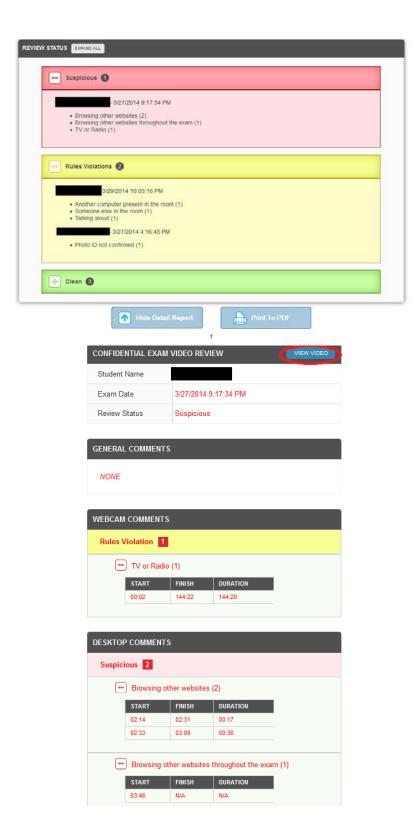
4. The page that generates gives you several blanks to fill:



- 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.



- 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.



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!