TWO-DEVICE REMOTE EXAMSOFT PROCESS

Exam plan:

- Exam will be given using Examsoft in secure-mode (lockdown browser for security and equity)
- Students will require their laptop (to take the exam) **and a 2nd device** with a camera (laptop, tablet, smartphone) for ZOOM proctoring.
- Zoom proctoring will be recorded.
- Students must inform course administrator if they choose to take the exam on campus, proctored instead of off-campus zoom proctored by a predetermined deadline. Any students using zoom proctoring MUST take the exam off-campus. The only option for on-campus exam is in room proctoring.
- Students must follow on campus protocols and be symptom free to participate in on-campus exam.
- Students with ADA accommodations will follow individual ADA process through Student/Learning Accommodations Services.

Day(s) before the exam:

- Students should test their 2nd device to ensure zoom functions and that they are comfortable sending chat messages using that device
- Students should set up their exam space so that they have good access to power and ethernet/wifi, and plug in both devices
- Course Administrator will send ExamSoft instructions and Zoom links to students which they will open on their 2nd device. Administrator will set up an alternative host in the event that a zoom connection is

lost so that the session continues. Sessions will be preset to disable private chat (this will allow the proctor to be able to contact all students, and individual students can contact the proctor).

Day of exam:

- Students login to zoom at least 15 minutes before start of exam and set display on speaker view to see slides clearly.
- Students ensure that their full name is displayed on their zoom screen (host can rename if the student is unable)
- Orient device camera on the workstation area, turn off microphone and mute audio
- Virtual backgrounds are not permitted so students should plan ahead to ensure their own privacy
- Proctor will share his/her screen showing slides with Examsoft information (including the exam password and submission instructions) and begin the recording.
- If scratch paper is permitted, students will show their blank paper over zoom before the exam begins
- Proctor will send a chat message to students to let you know which proctor is working with you
- Proctor will let individual student know if any adjustments are required to your screen
- Student use private chat to communicate with proctor regarding any questions or to request to step away for a bathroom break.
- If students lose the zoom connection after starting the exam, don't panic and continue with your exam
- If an exam requires a calculator students should use the calculator in exam soft (this will be allowed by the Administrator in advance).
- Administrator will take down the ExamSoft slides once all students have started the exam and will have access to Exam information for late arrivals

September 28, 2020