

To request proctoring please visit: keep-teaching.ucr.edu/proctoring

Request Form (16 days)

Proctoring request must be submitted a minimum of 16 days prior to exam.



Required Request fields:

- Course ID
- Enrollment
- TA support
- Exam type (e.g. essay in iLearn, MC in iLearn, written, etc.).
- Date/Time
- Length of exam
- Level of proctoring required
- Instructions for students -restrictions, open book, time limit etc. (e.g. student authentication only, full recordings, special accommodations for select students)

Review (13 days)

Form submissions will be reviewed by UCR proctor staff.



Submissions evaluated based on:

- Course enrollment
- Exam type
- Staff availability
- Total percentage of the final grade

Approval (12 days)

Zoom session will be created by UCR proctoring staff.



Upon Approval:

- Link will be provided to Instructor along with instructions and announcement for student requirements.
- Resources for student accommodations will be included.
- Registration required Zoom meeting.
- Pre-assign breakout rooms using CSV from iLearn Grade Center export if discussion sections are to be proctored by TAs.
- Consultation will be scheduled with Instructor as well as training session with TAs and Instructor.

Student Survey (11 days)

Students will be provided with a survey in the form of a checklist to ensure that they have the appropriate technology required for the proctoring environment.



Proctoring Environment:

- Computer with internet access
- Webcam
- Microphone
- Valid student ID
- Isolated testing environment
- Link to test session will be included (using face-to-face schedule).

Instructor Consult (10 days)

Proctor team rep. will meet with Instructor to configure test settings and coordinate logistics.



Logistics:

- Test creation and test options
- Time/date availability
- Student access/accommodations
- Technology needs
- Establish pre-assigned breakout groups as well as penalties for potential infractions

Training Session (8 days)

Library staff works with Instructor and TA's to prepare for actual session.



Session Preparation:

- Roles
- Responsibilities
- What to expect
- Scenarios
- What to look for
- Test equipment
- Necessary hardware/software will also be provided (i.e. headsets, webcams, screen capture software. Private folder will be established within Google Drive for shared resources).

Communication (7 days)

Instructions will be sent to the instructor to post within iLearn as a student announcement.



Announcement includes:

- Exam date/time
- How to access
- Expectations
- Requirements
- Link to Test in Run
- All visual, audio and textual information that may need to be made available to students during the exam will be made available to TAs in Google Drive (images within exam, embedded audio, exam password, etc.).

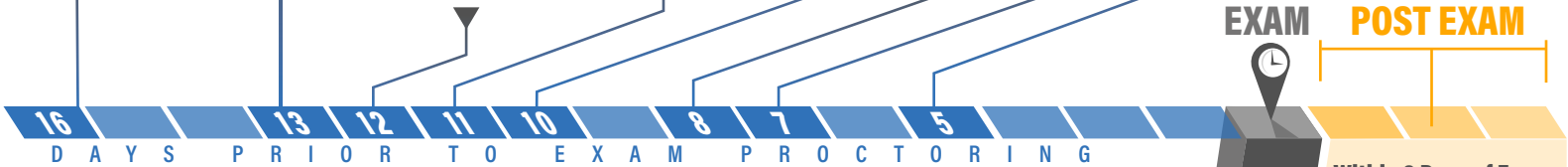
Test in LMS (5 days)

Zoom test with students, TA's and Instructor in LMS.



Testing:

- Ensure access
- Test equipment
- Pre-assigned breakout groups
- Ideally test run should occur 1 week prior to actual exam.



- TAs login and are promoted to co-hosts 15 minutes prior to exam
- Instructor makes general announcements: Ensures that full names are displayed, video is enabled, and IDs are ready to be presented.
- Students must first text chat privately with their TA within the breakout room if they need assistance during the exam. If TAs cannot resolve they can either request for support to join from the main session or direct students to leave the breakout room to seek support in the main session.
- Pre-assigned breakout rooms are initiated by UCR proctor staff. Instructor and UCR proctor staff will remain in the main session as support. The Instructor can be granted host privileges temporarily if they would like to checkin on the individual breakout rooms.
- TAs will ask students to display their UCR identification next to their faces within clear view of their webcams.
- TAs will verify identities and take a screen shot for reference.
- TAs will share files privately via Zoom chat if students identify an inability to access.



- TAs will make final announcements and provide password to the exam within the Zoom chat. Exam may be made unavailable or password changed after students have accessed within the proctored environment. Instructor will notify proctoring staff to broadcast announcement to all breakout rooms 1 minute prior to closing access. TAs must request assistance for support from the main session during this time if they have students who still need access.
- Students who enter the main session after the test has been made unavailable will be greeted by the Instructor. The Instructor will advise the proctoring staff on what accommodations can be made for the student within iLearn i.e. provide new password, reduced time, reduced score, etc.
- Students who experience technical issues will be directed to the main session for support. If they lose connection they will rejoin via the main session and may need accommodations within iLearn. UCR proctor staff will have instructor level access at the course level to provide these accommodations e.g. additional attempt, new password, more time, etc.



- Students may be asked by their Instructor or TA at any point within the exam to share their screen, show their surroundings (with webcam), adjust their webcam etc. via private chat in Zoom. TAs will pin video and record or screenshot suspicious activity for reference. TAs may request assistance from the main session and proctor staff or Instructor may join breakout room to verify suspicious activity (frequent or prolonged loss of eye contact, any appearance of communication, sudden changes within testing environment).
- Upon completion of the exam, students will notify their TA via private chat in Zoom, at which point they will be asked to show their IDs again prior to returning to the main session in Zoom. Once back in the main session, proctor staff will verify that the student submission has been completed (within iLearn) prior to granting them permission to leave Zoom. The Instructor may choose to close the exam at a specific time at which time all remaining students will be asked to submit their attempts. UCR proctor staff can verify that there are no attempts in progress after the deadline.

LIVE PROCTORING

Within 3 Days of Exam

- Instructor, TAs and UCR proctor staff remain in session after all students have left to share any incidents that need to be documented.
- TAs will be instructed to upload all screen recordings to pre-established folders in Google Drive (main folder course_id and sub folders TA names and sections).
- TAs will label all files using student IDs. Exact times of potential infractions will be documented and combined with direct links to images/video recordings for the Instructor to review.
- Any infractions will be noted and follow-up reports will be conducted (via iLearn and Zoom) and submitted to the appropriate folder within Google Drive.
- Reports will be provided to the Instructor and penalties will be determined with the Instructor based on potential infractions identified.
- Students will be notified if infractions are verified and enforcement of grading policies are required.