TO PROCTOR AN EXAM IN ZOOM:

All University of Iowa faculty, staff and students have access to a Zoom account. Zoom is available as an app on your smartphone and on your desktop. **When proctoring exams via Zoom, both the proctor and student should use the desktop version** rather than the app **and will need a webcam, microphone, sound output via headset or earbuds and a strong Internet connection.** The student's computer should have only one display.

Schedule.
Schedule a meeting in <u>Zoom</u>; allow plenty of time for the student to check in with you at the beginning and also complete his/her exam. If you schedule a new meeting, a link to the Zoom room will be created (you can also use your personal meeting id). Your student will join the meeting by clicking on the link. You can provide the meeting link to the student using the Outlook Calendar tool on the meeting page or copy and paste the invitation into an email manually.

More information at
https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-

Join.
Proctor and student should join the Zoom meeting at the scheduled time. Both parties must have a working webcam, microphone and sound output via headset or earbuds.

More information at
https://support.zoom.us/hc/en-us/sections/201728913-Joining-Starting

Security.
Ask the student to show their student id, surface of the desk they are working on and the room they are working in using the webcam. Remind the student of any proctoring rules for your course.

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View Desktop.

Ask the student to share their computer screen with computer sound selected. Proctor should be able to see/hear the student's webcam, microphone, and their computer screen and sound.

More information at
https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-

Administering an online exam created in ICON Quizzes.

Use this if only one student will complete the ICON quiz: assign the quiz to only that student and secure it with a password. You can then read the password to the student when s/he is ready to begin.

Use this method if more than one student will complete the ICON quiz: have the student login to the course site and locate the ICON quiz. Request remote control of the student's screen to enter the password. After submitting the password, give up remote control of the student's screen.

More information at
https://support.zoom.us/hc/en-us/articles/201362673-Request-or-Give-Remote-Control

Alternative method for administering an exam not created in ICON Quizzes.

If your exam is not setup in ICON Quizzes, but in a document, you may still choose to proctor the exam using Zoom.

❏ Email the exam file to your student once you have verified the student's identity. The student will save the file to his/her computer (while sharing the computer screen) then enter answers in the file and return the file via email. If necessary, the student can use paper to show work/problem solve and take a photo of the paper and submit the image(s) along with the exam.

❏ Confirm submission/receipt of the completed exam file before ending the exam session.

More information at
https://community.canvaslms.com/docs/DOC-9973-4152101242

Exam integrity note: exam questions will be compromised once the student downloads the file to his/her computer. The exam should not be used for future offerings of the course.

Procedure.

Tell the student what procedure to follow if they have a question or a problem during the exam.

Proctor.

The proctor should mute his/her own microphone and turn off his/her webcam during the exam. The student should leave microphone, screen sharing, and camera on for the duration of the exam.

Leaving the Exam.

At the end of the exam, watch the student end the exam and sign out of the application or submit answers for grading using the agreed upon process. Then either party may leave the meeting.

Note: The steps above can be modified depending on particular exam needs.