EXAMS WITH LIVE ZOOM PROCTORING

academic integrity considerations

Zoom can be used to proctor synchronous exam sessions in real time.

about this method

- Zoom offers the opportunity for instructors to proctor their exams in a live setting while recording the exam in case there are concerns.
- Recommended for courses with no more than 25 students per proctor.
- Mimics the feel of the traditional exam setting in that instructors may announce the time remaining, answer questions, and provide test corrections if needed.
- Be sure to confirm the chat settings so that chat feature is only enabled between the host and the participants. Private chats between participants must be disabled so that students cannot communicate with each other during the exam.

setting expectations

- Make an announcement that students must have a webcam.
- Tell students that the exam is being recorded and that they are expected to remain in the frame during the course of the exam and remain muted with video on.
- Give instructions about how to ask a question if you are utilizing chat feature.
- Recommend that they speak with their household about refraining from streaming online content during the duration of the exam to improve internet stability.

suggested testing policy

- When a bathroom break becomes necessary, student should privately chat with the proctor.
- When asking questions, students should privately chat the proctor who may privately reply or pose the question with the response to the larger test taking group.
- When an unexpected disruption occurs, like a household member appearing in the frame or space and causing a distraction, the instructor may privately message the student about the concern.
- If scratch paper is permitted, students should hold the scratch paper up to the webcam at the end of exam for about 10 seconds and take a picture of it, then email it to the instructor before exiting the Zoom meeting.

For questions or consultation, contact EC.Honor@emory.edu