I sent the request form in.

When do I hear back whether my request has been approved or denied?

You will be notified **one week after** you submit your request for remote proctoring.

Your request will be reviewed by the Office of the Vice Provost for Teaching and Learning and evaluated for approval based on, but not limited to:

- Course enrollment
- Exam type
- Staff availability
- Exam's total percentage of the final grade

My request has been approved!

What can I do to prepare for my Zoom proctored exam?

1. **Be sure to schedule a 1-hr private consultation** with one of our Academic Testing Center staff to clarify expectations and commitments for the proctoring service.

2. The UCI Academic Testing Center will guide you in setting up your Zoom meeting and Canvas exams, but please note that time commitment and coordination will be required on the part of the instructor and the students.

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**ZOOM PROCTORING INSTRUCTIONS**

The [midterm / final] will be live proctored through Zoom. The exam(s) will be proctored by live TAs and proctors. You must turn on your camera and leave it on throughout the examination. You will be asked to hold up your student card for identification purposes, and the TA/proctor may also ask you to share your screen at any point during the exam.

Your privacy is important to us. The exam session will be recorded and reviewed only if necessary. The recording will be deleted at the end of the quarter after final grades have been released. If you have any questions about how your privacy is protected while using Zoom, please consult with your instructor.

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I am already using Canvas for my courses.

How should I set up my Canvas exams for the Zoom proctoring service?

1. Canvas supports Zoom integration within your course space. During the consultation, ATC will guide you through setting up the Zoom navigation within your course space. This step is necessary in order to import the Zoom Meeting ID.

2. Students should be given an ungraded survey in the form of a checklist to ensure that they have the appropriate technology required for the proctoring environment. Please see below.
All students should be assigned to an Academic Integrity Agreement in the form of an ungraded survey in Canvas.

ACADEMIC INTEGRITY AGREEMENT

☐ I will not use outside information on the test, such as notes or a textbook, without the express permission of the teacher.

☐ I will not discuss test questions and answers with students who have not taken the test.

☐ I will not engage in any activity involving any Academic Integrity Policy Violations.

☐ I will not engage in any activity that involves attempting to receive a grade by means other than honest effort, and shall not aid another student who is attempting to do so.

All Canvas quizzes should have:

✓ An access code (shared only with the proctors and TAs prior to the exam)

✓ A start date and end date

✓ A start time and end time; be sure to take into consideration the time needed to verify ID and post-exam questions

How will my course TAs be involved in the process throughout the quarter?

Course TAs will be expected to be trained on how to conduct Zoom proctored exams. After the private consultation, course TAs will be invited to a Zoom Proctoring Canvas page in which they will need to complete the training assignment.

This assignment will require the TAs to read through the Zoom proctoring manual as well as the Canvas quizzes setup manual.

Course TAs as well as the instructor will be expected to participate in a live training session to review all aspects and functions of remote proctoring using Zoom and Canvas.

This live training session is expected to take place approximately eight (8) days prior to the exam date.

The teaching team (instructor and TA’s), and the students are expected to participate in a live test run five (5) days prior to the exam date during the regularly scheduled course time. The live test run will last for approximately 15 minutes.

This live test run will ensure that all parties have the necessary equipment and information needed to successfully take the exam on test day.
START HERE

DEADLINE FOR REQUESTS IS OCTOBER 1st
You will be notified regarding your request one week after submitting it.
Your request will be reviewed by the Office of the Vice Provost for Teaching and Learning and evaluated for approval based on, but not limited to:
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- Exam type
- Staff availability
- Exam’s total percentage of the final grade

WEEK 2 - WEEK 3
Course TAs will be expected to be trained on how to conduct Zoom proctored exams. After the private consultation, course TAs will be invited to a Zoom Proctoring Canvas page in which they will need to complete the training assignment.
This assignment will require the TAs to read through the Zoom proctoring manual as well as the Canvas quizzes setup manual.

A WEEK AND A HALF PRIOR TO THE SCHEDULED EXAM
Course TAs as well as the instructor will be expected to participate in a live training session to review all aspects and functions of remote proctoring using Zoom and Canvas. This live training session is expected to take place approximately eight (8) days prior to the exam date.

The teaching team (instructor and TA’s), and the students are expected to participate in a live test run five (5) days prior to the exam date during the regularly scheduled course time. The live test run will last for approximately 15 minutes. This live test run will ensure that all parties have the necessary equipment and information needed to successfully take the exam on test day.

DAY OF THE EXAM
The teaching team will be expected to join the Zoom meeting 15 minutes prior to the scheduled exam time so that Zoom settings and access can be granted by the ATC staff.
FINISH