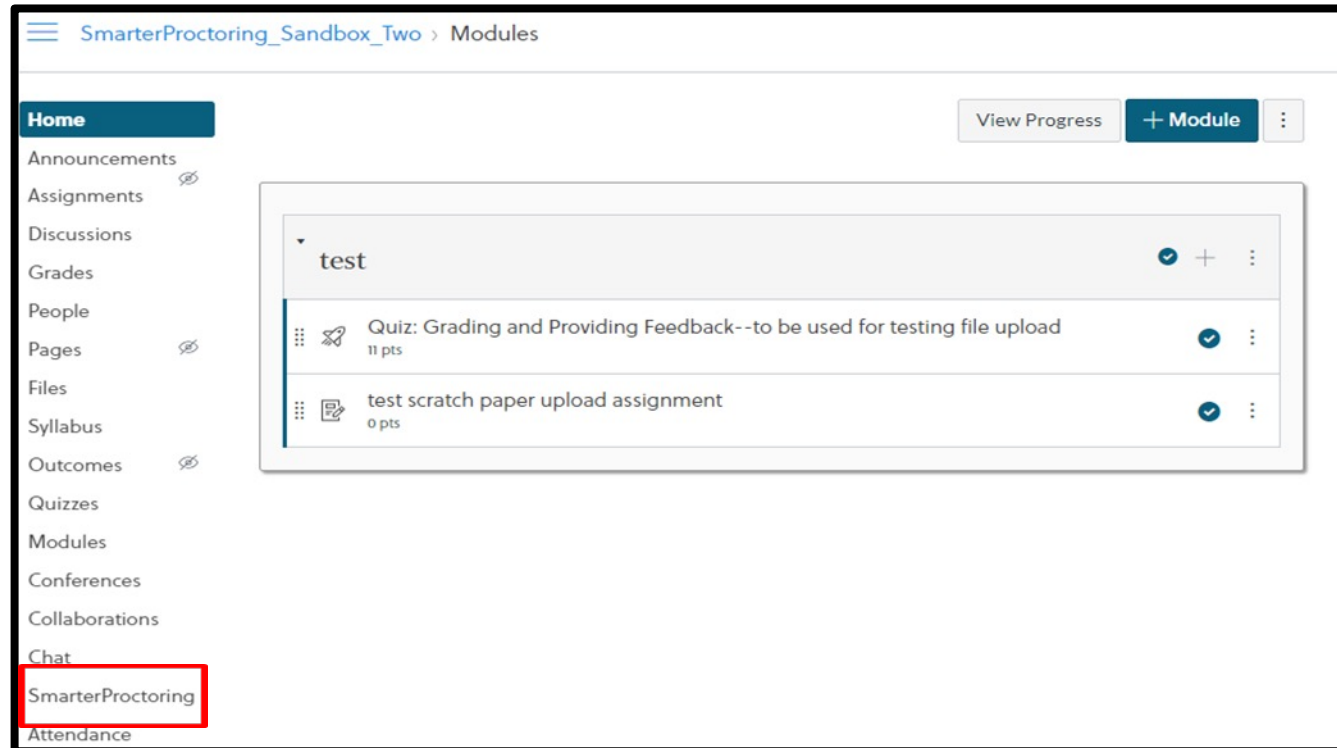


SPRING TERM 2022 SMARTERPROCTORING AUTOMATED STUDENT TESTING EXPERIENCE



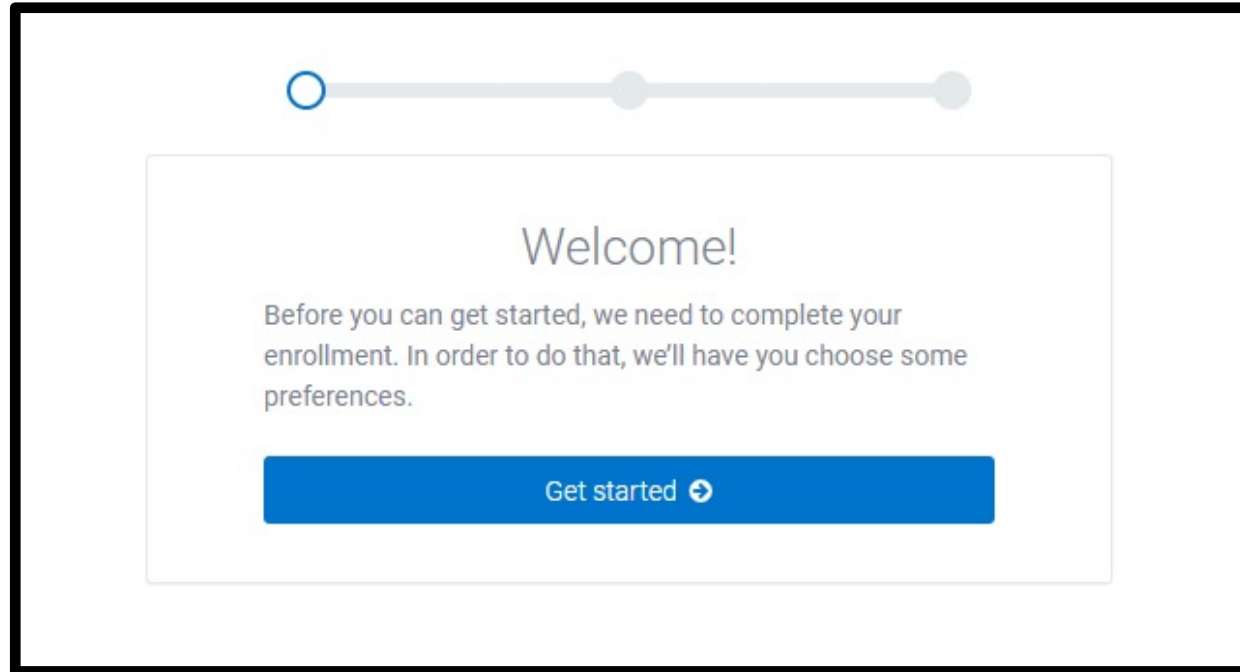
STUDENT TESTING EXPERIENCE: SMARTERPROCTORING AUTOMATED ONLINE

- You will log in to your course in Canvas and select the SmarterProctoring link.



The screenshot displays the Canvas course interface for 'SmarterProctoring_Sandbox_Two' in the 'Modules' section. The left sidebar contains a list of navigation options: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Chat, SmarterProctoring, and Attendance. The 'SmarterProctoring' link is highlighted with a red box, and a red arrow points to it from the left. The main content area shows a 'test' module with two items: 'Quiz: Grading and Providing Feedback--to be used for testing file upload' (11 pts) and 'test scratch paper upload assignment' (0 pts). At the top right of the main area, there are buttons for 'View Progress' and '+ Module'.

- You will first need to fill out SmarterProctoring's registration page by selecting **Get Started**.



- In the SmarterProctoring dashboard, you will identify which exams are open to you and which ones are closed.

When an exam is not yet open

Your exam is not yet open.

This exam opens 6/23/2020 at 4:00am EDT and closes 6/30/2020 at 4:00am EDT, please come back to take the exam during that time.

When an exam is open and can be taken

Your exam is open until 5/31/2020 at 4:00am EDT.

Please click Start exam below to begin your exam.

[Start exam ↗](#)

If an exam is already closed and was not taken

This exam is now closed.

Please contact your instructor if you still need to take this exam.

If the exam has been completed and there are additional attempts allowed

Thank you for taking your exam!

You have 9 attempts remaining for this exam.

[Retake exam ↗](#)

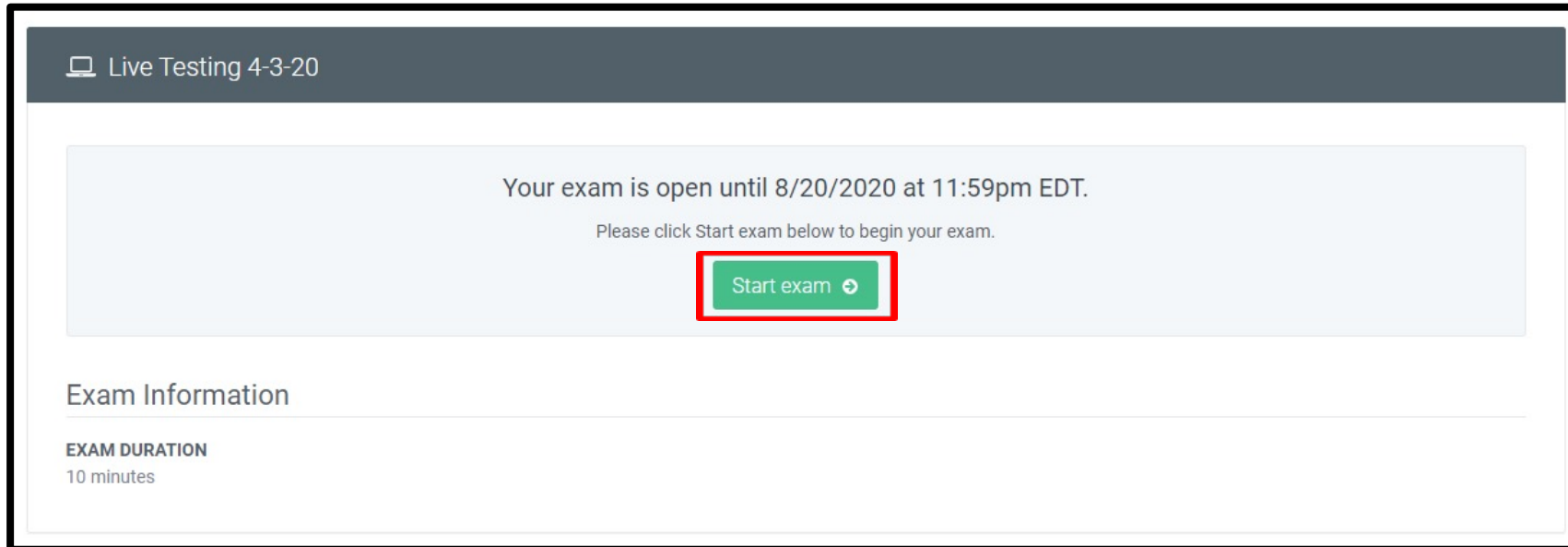
If the exam has been completed and no additional attempts are allowed. The title of the card simply shows completed.

Sample Automated (Completed)

Session Details

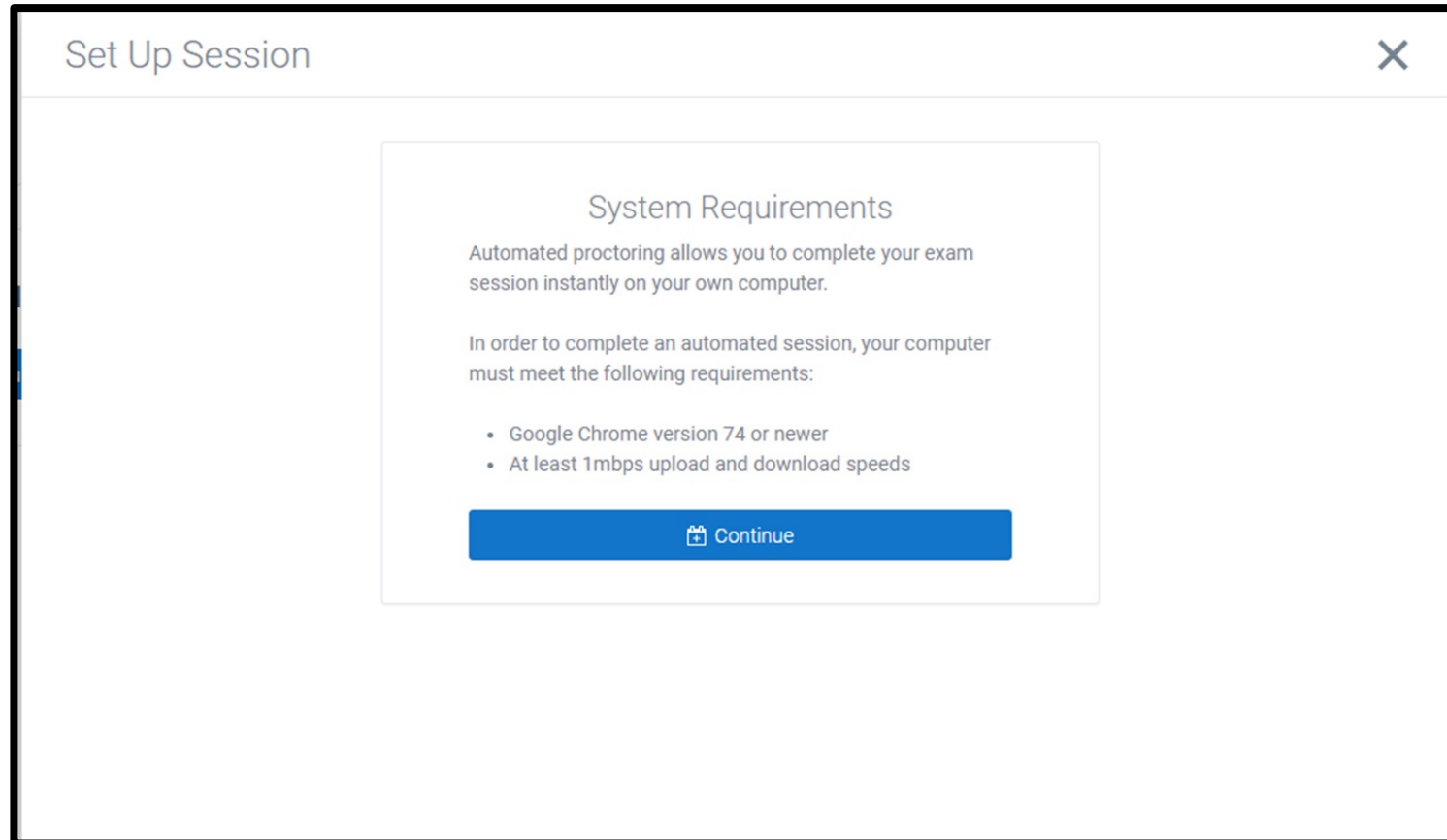


- Next, you will select the exam that you would like to take and click on **Start exam**.
- You should pay close attention to the exam due date and time to ensure that you have enough time to complete the exam before it is scheduled to close.

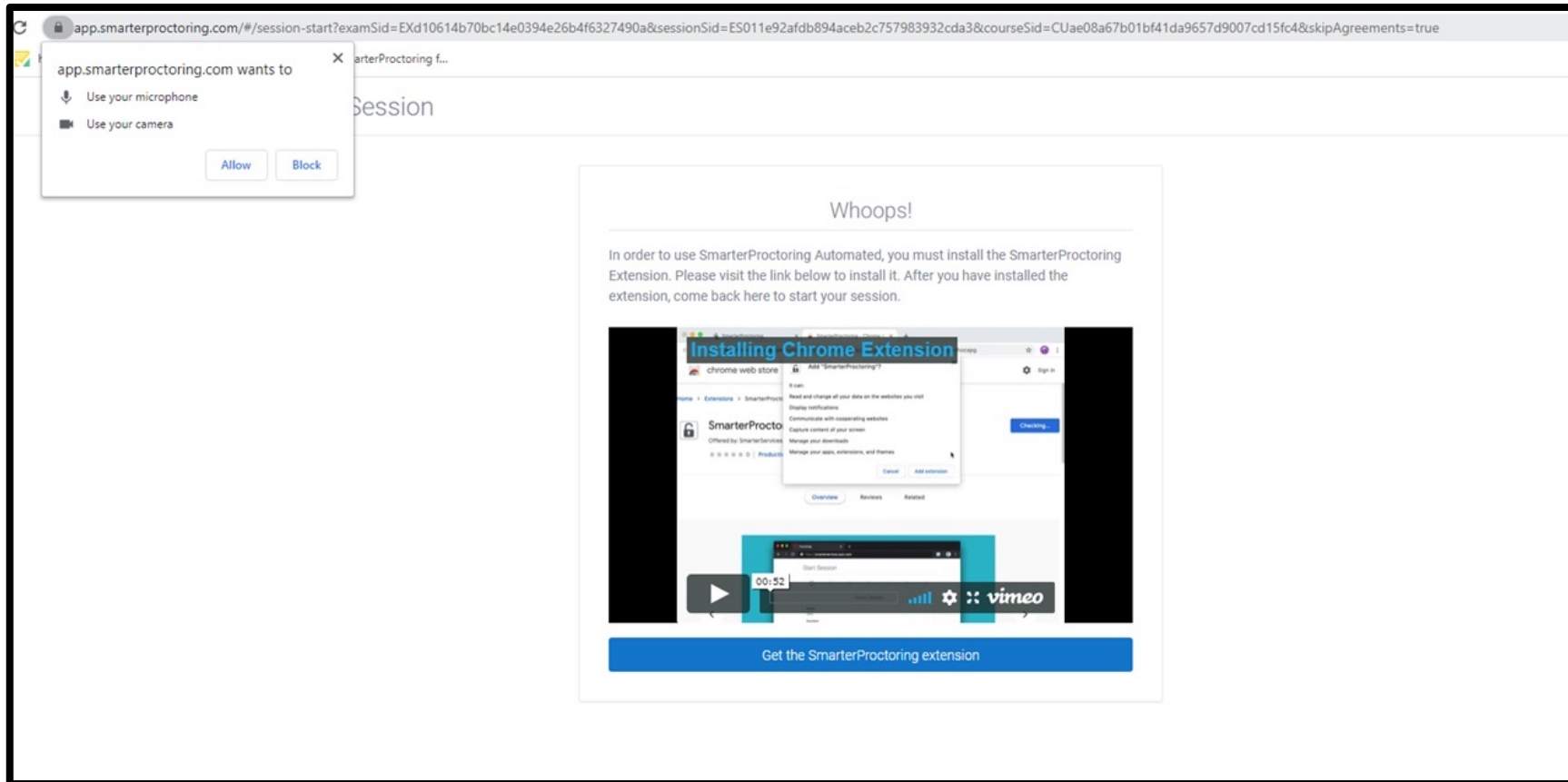


The screenshot shows a web interface for a live test. At the top, a dark grey header contains a laptop icon and the text "Live Testing 4-3-20". Below this is a light blue box with the text: "Your exam is open until 8/20/2020 at 11:59pm EDT. Please click Start exam below to begin your exam." A green button with the text "Start exam" and a right-pointing arrow is highlighted with a red rectangular border. Below the light blue box, the text "Exam Information" is displayed. Underneath, the text "EXAM DURATION" is shown in bold, followed by "10 minutes".

- The System Requirements screen will be displayed. There, you can ensure that your computer meets the requirements for automated proctoring. You can then select continue to proceed.



- To begin testing, you will need to allow SmarterProctoring to use your microphone and camera.
- The system will also request that you download and install the Google Chrome extension.

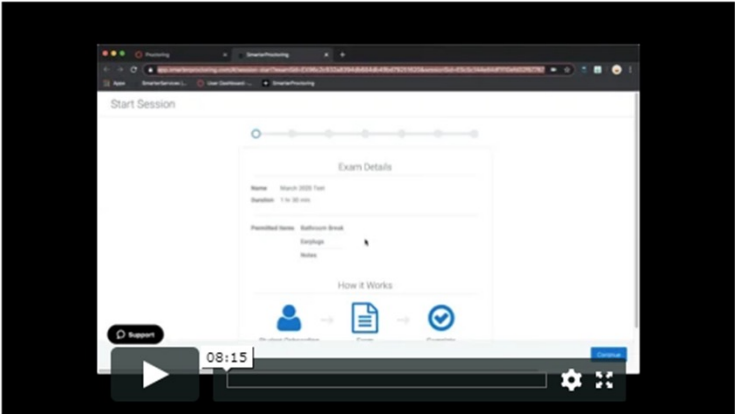


- If you wish, you may now watch a short video tutorial on automated proctoring before you proceed.

Start Session

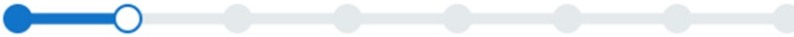
Using SmarterProctoring Automated

Please watch the short video below to get an understanding of how to use the SmarterProctoring Automated System.



- Next, you will be given an overview of the exam that you will take, and the process of starting your test session.

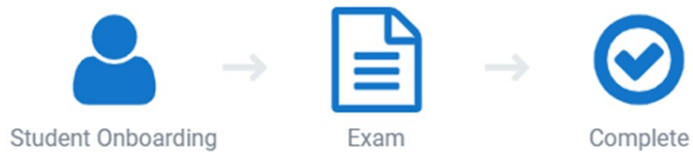
Start Session



Exam Details

Name Live Testing 4-3-20
Duration 10 minutes

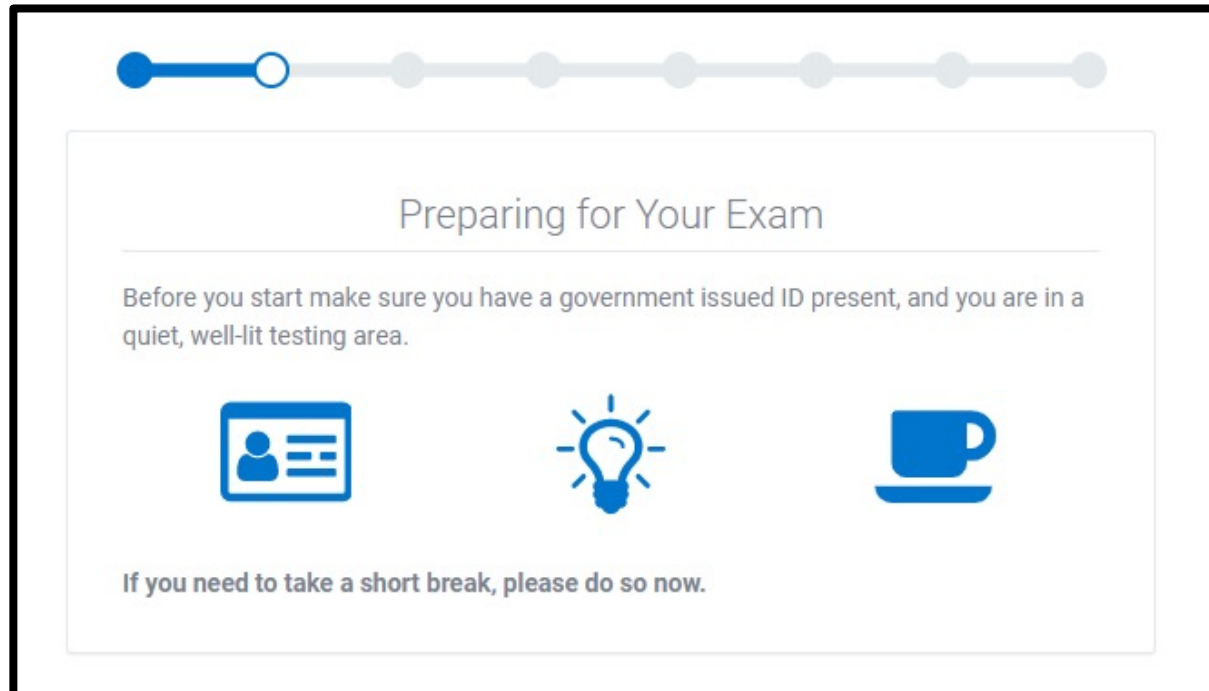
How it Works



Student Onboarding → Exam → Complete



- You will need to ensure that you are in a well-lit area and that you have your ID ready. You will also be prompted to take a break, if it is needed.



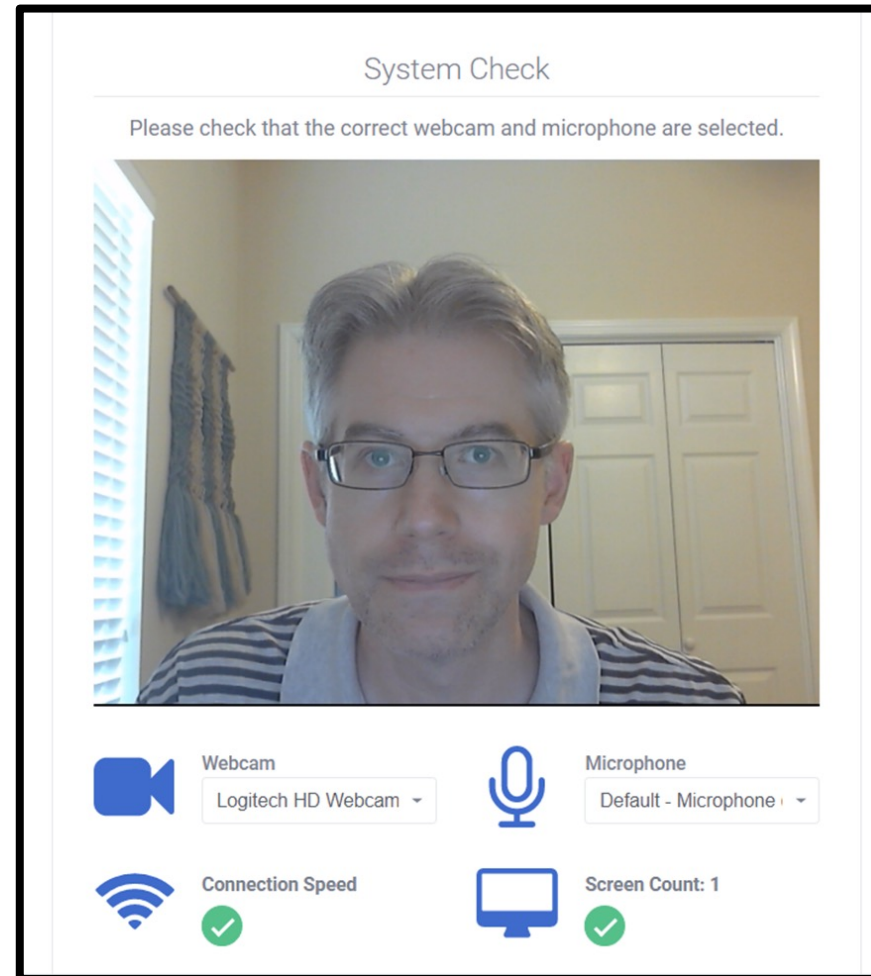
Preparing for Your Exam

Before you start make sure you have a government issued ID present, and you are in a quiet, well-lit testing area.

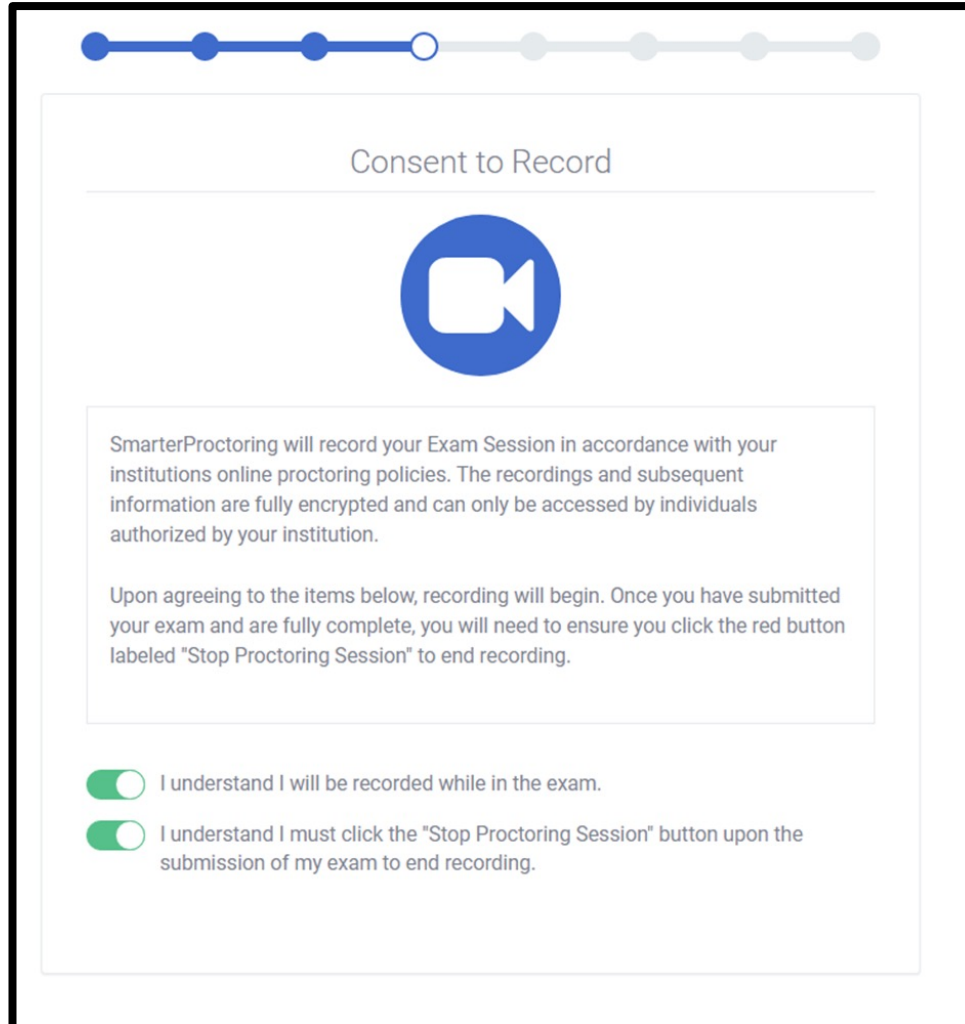
If you need to take a short break, please do so now.




- You will then go through a system check to ensure that your camera, microphone, internet connection and screen are functioning properly.



- You will then Consent to be Recorded and be reminded that you must stop your proctoring session once you have finished testing.



Consent to Record



SmarterProctoring will record your Exam Session in accordance with your institutions online proctoring policies. The recordings and subsequent information are fully encrypted and can only be accessed by individuals authorized by your institution.

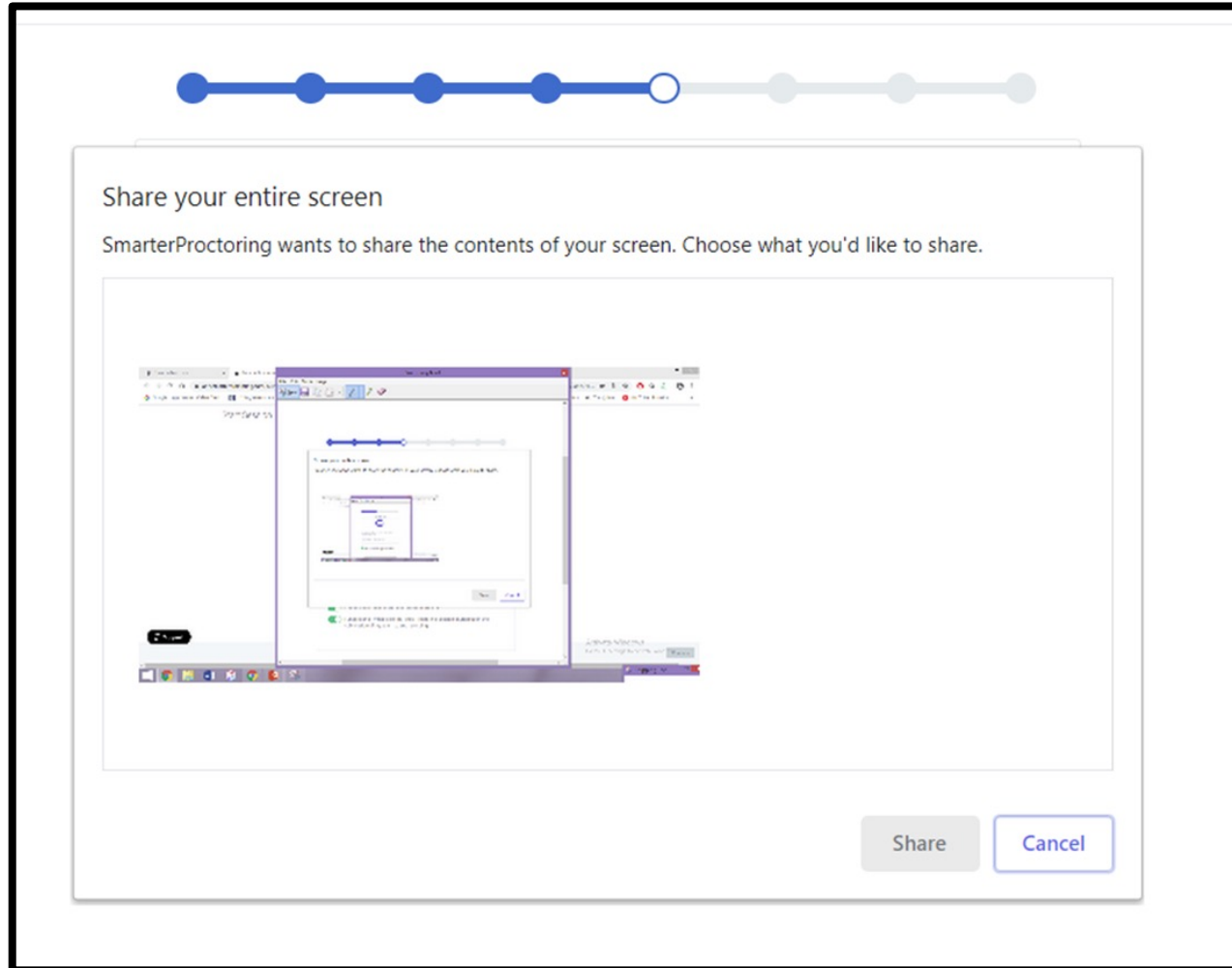
Upon agreeing to the items below, recording will begin. Once you have submitted your exam and are fully complete, you will need to ensure you click the red button labeled "Stop Proctoring Session" to end recording.

I understand I will be recorded while in the exam.

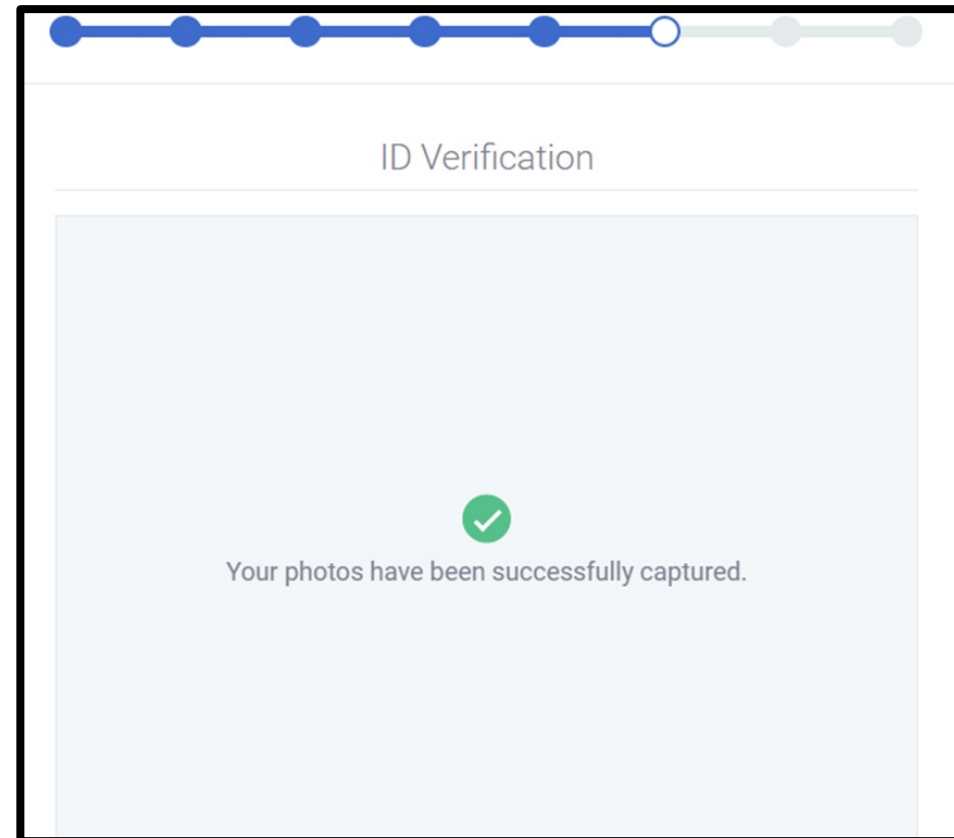
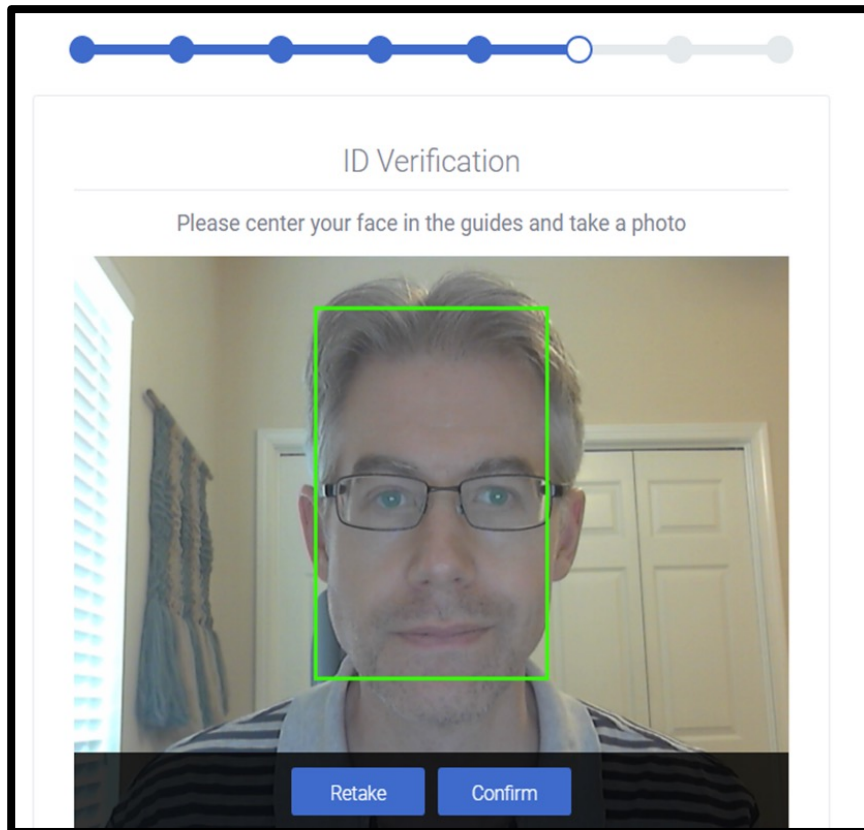
I understand I must click the "Stop Proctoring Session" button upon the submission of my exam to end recording.



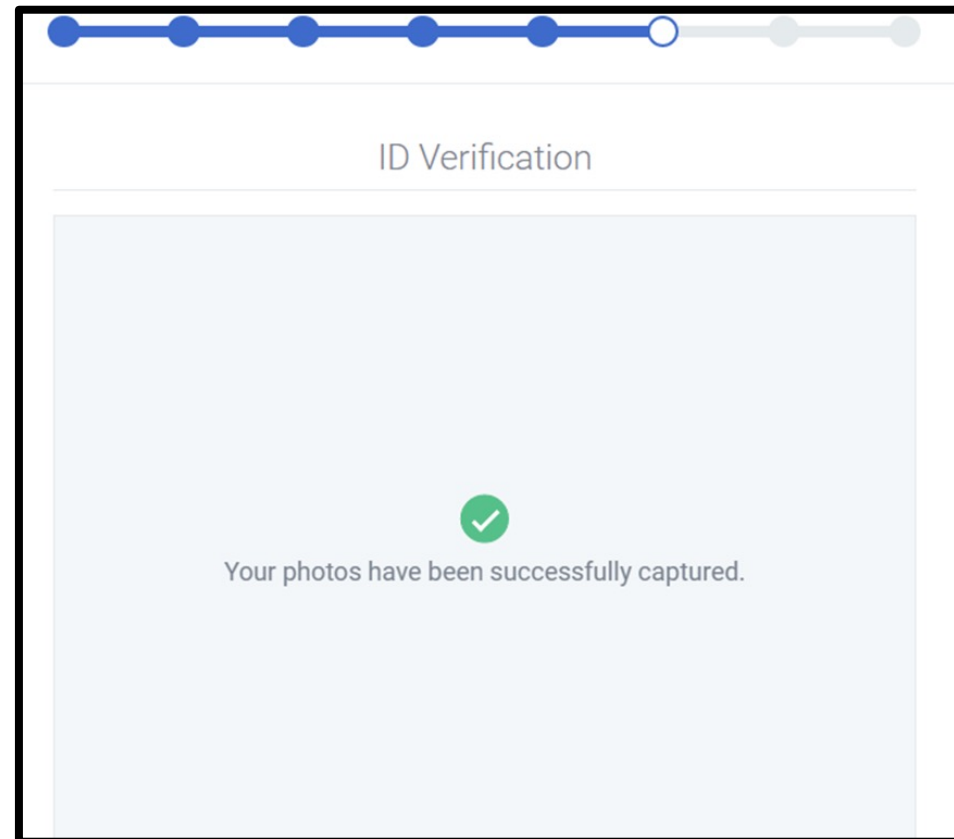
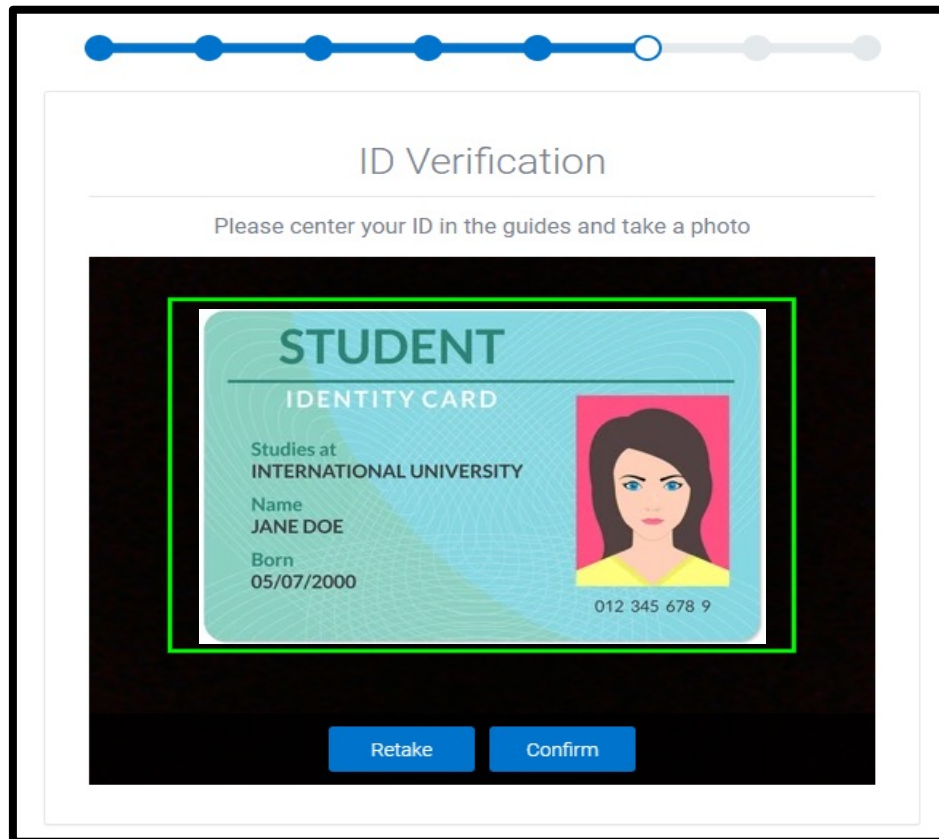
- Now, you must agree to share the contents of your screen.



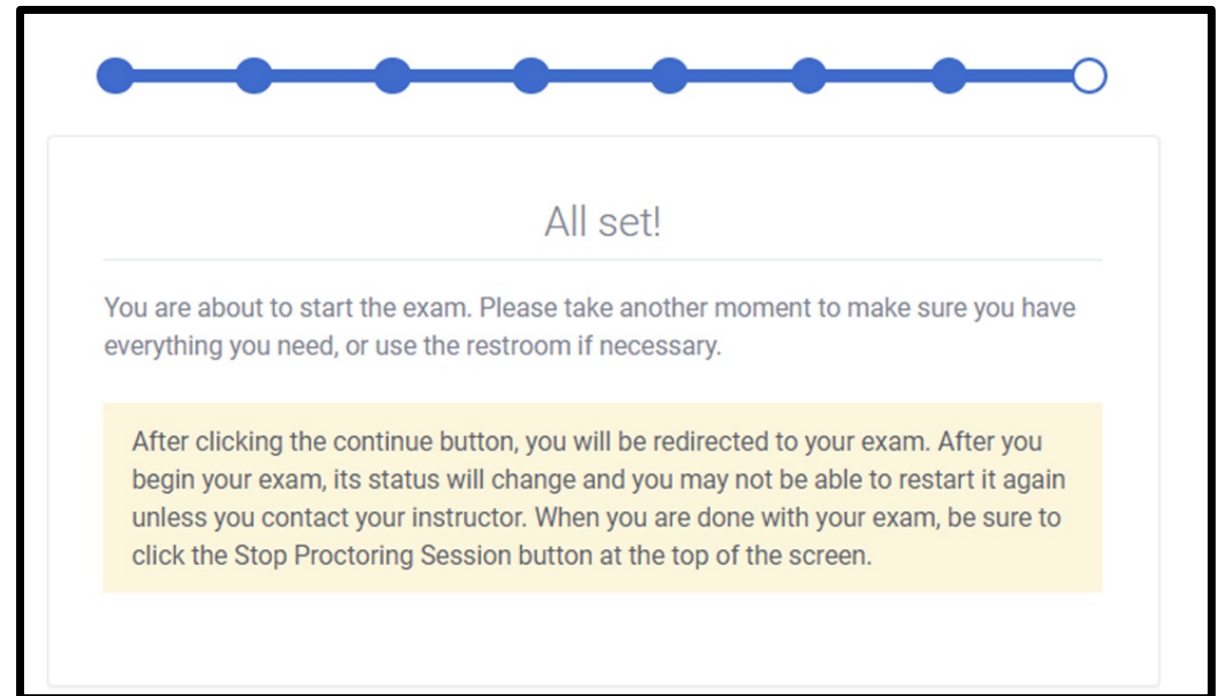
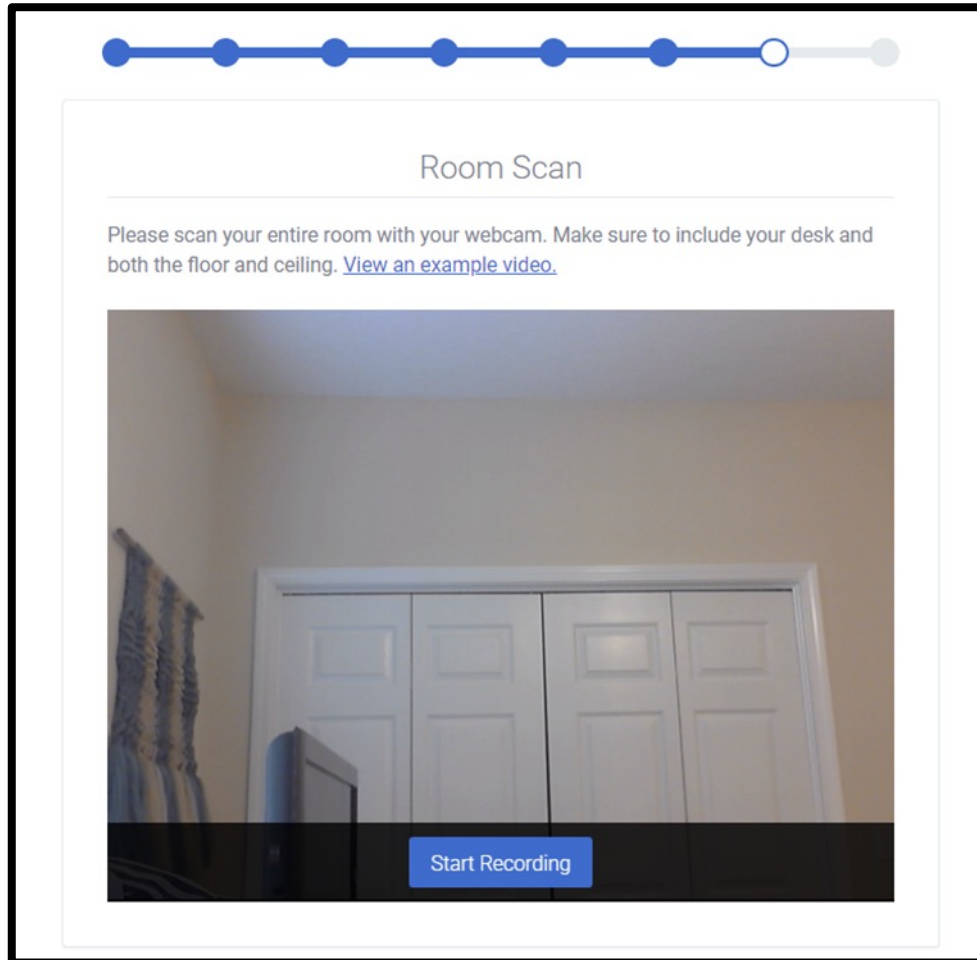
- You will be asked to take a photo of your face on the ID Verification screen. You can proceed once your photo has been successfully captured.



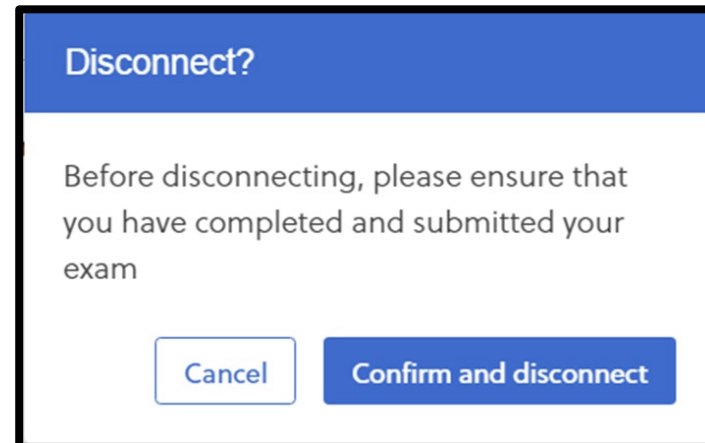
- Next, you will be required to take a photo of a valid, government-issued picture ID. You can proceed once your ID has been successfully captured.



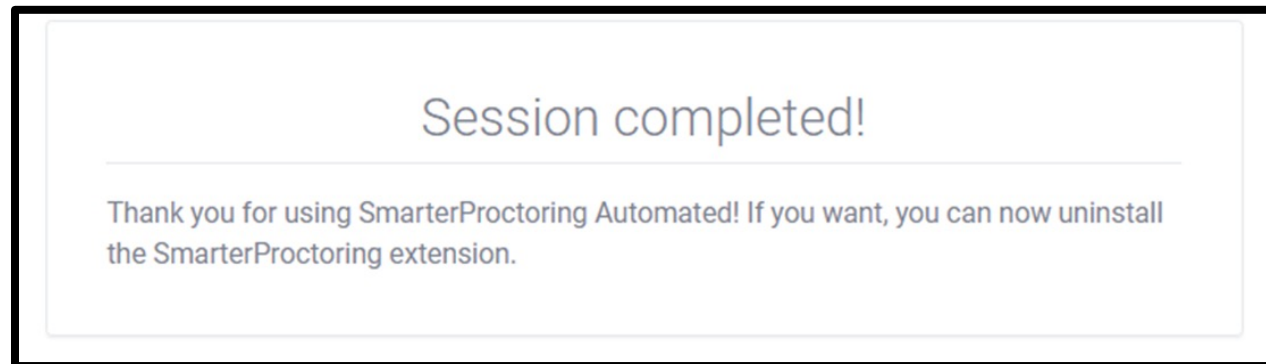
- You will then be asked to scan your room with your webcam. You will receive a confirmation before testing.



- When finished testing, you must select **Stop Proctoring Session** and then select **Confirm and disconnect**.



- Finally, you will receive a message stating that your session has ended. You now have the option of uninstalling the SmarterProctoring extension, if you wish.



-
- If you experience issues while testing, you can select the Support icon on the bottom of your screen. You will be connected to a live representative who can assist you further.



ADDITIONAL TRAINING LINKS

Student Links:

- SmarterProctoring Main Student Guides Section <https://smarterproctoring.zendesk.com/hc/en-us/categories/360001291592-Test-Taker>
- SmarterProctoring Automated Proctoring Guides - <https://smarterproctoring.zendesk.com/hc/en-us/sections/360008137592-Automated-Proctoring>

QUESTIONS?

Please feel free to contact us at Distance Learning Proctored Testing:

- OC-ProctoredTesting@fscj.edu
- Scott Yaun, Distance Learning Assessment Coordinator: (904) 997-2677
- Pamela Williams, Distance Learning Assessment Specialist: (904) 997-2676
- LaDiamond Stevenson, Distance Learning Assessment Specialist: (904) 997-2675
- Dr. Judy Jones-Liptrot, Deerwood Assessment Center Manager: (904) 997-2619