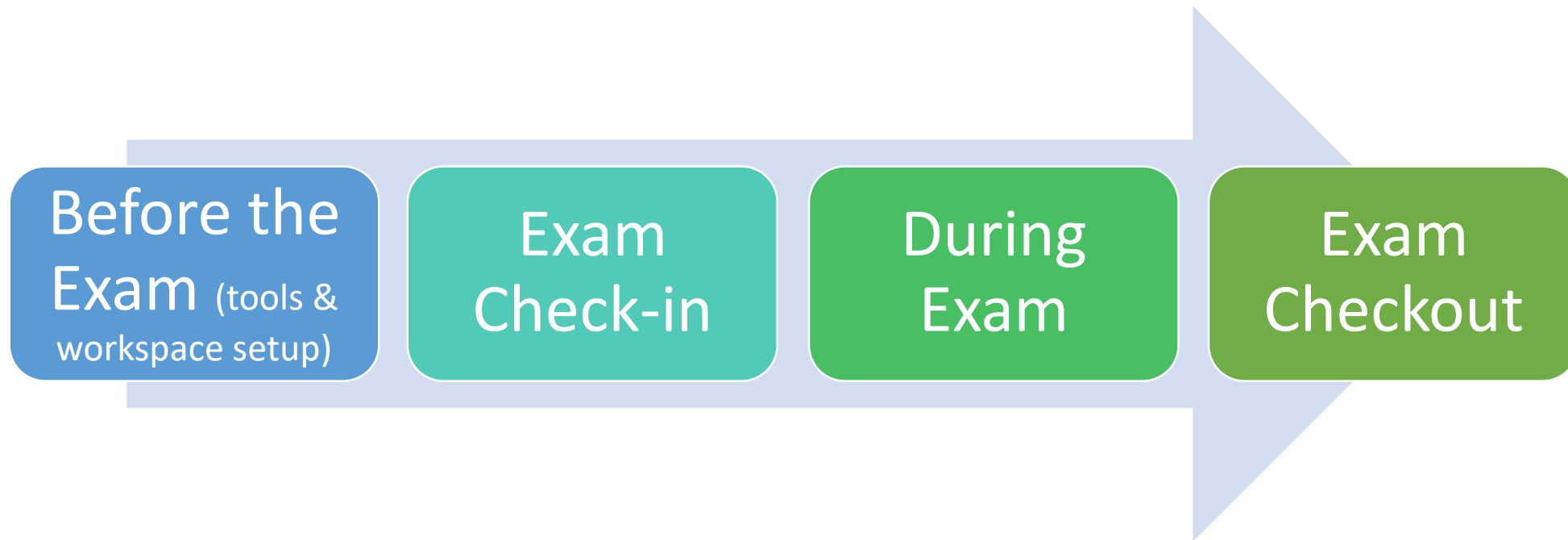


# Student orientation for Zoom-proctored exams: taking paper-based exam

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Director of Educational and Media Technologies  
Information Technology  
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# Zoom-proctored exam overview

- Some courses require paper-based and handwritten exams
- Live proctored via Zoom to provide a similar experience to the in-person proctored exams

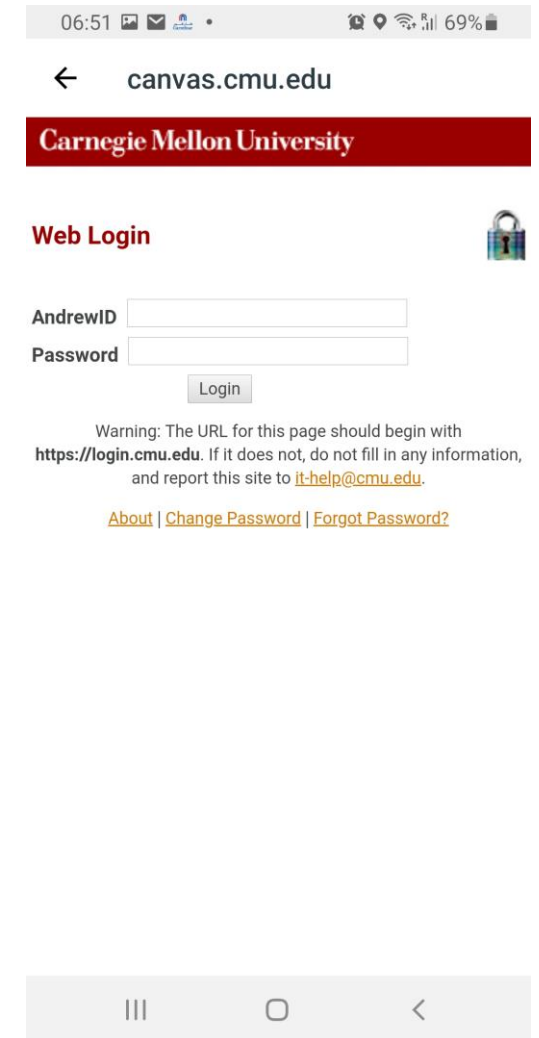
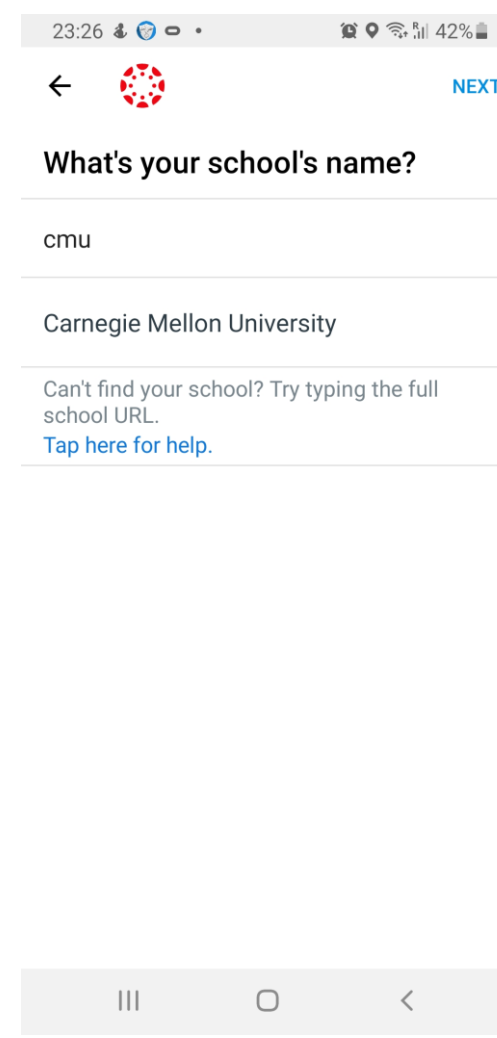
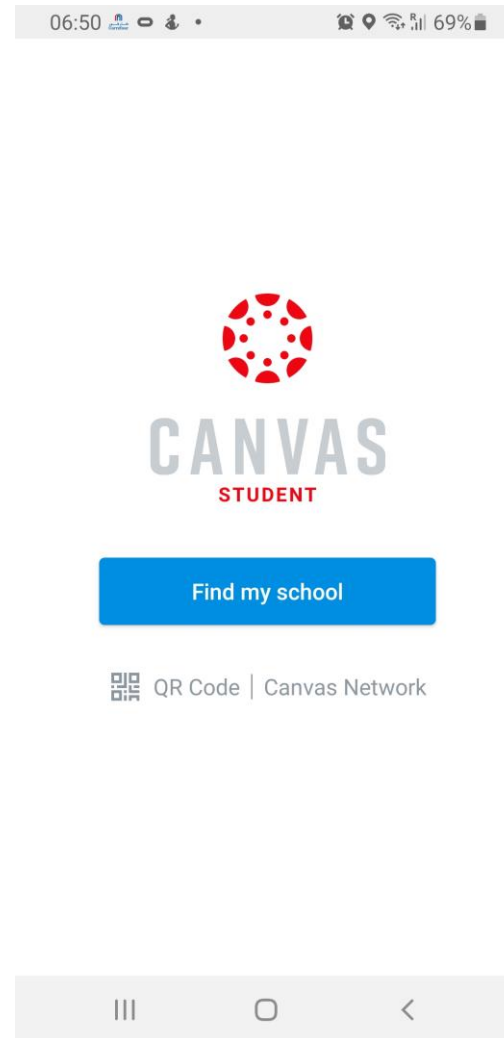
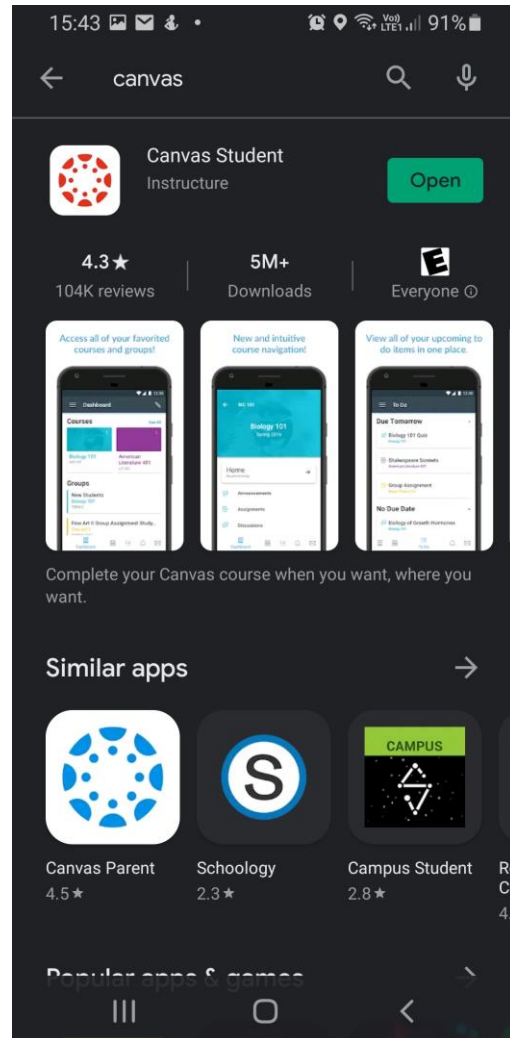


# Before the exam:

Get all the tools and your workspace ready at least few days ahead of the Exam

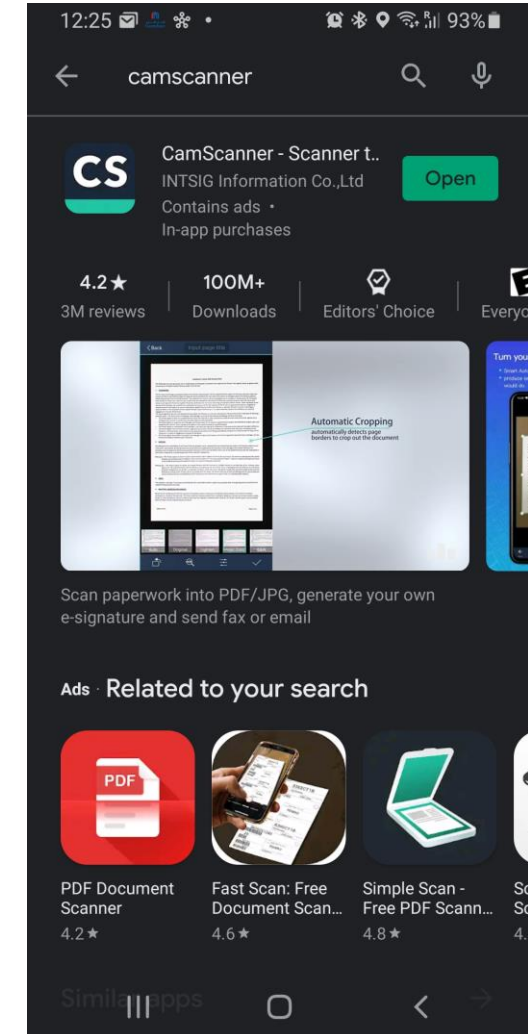
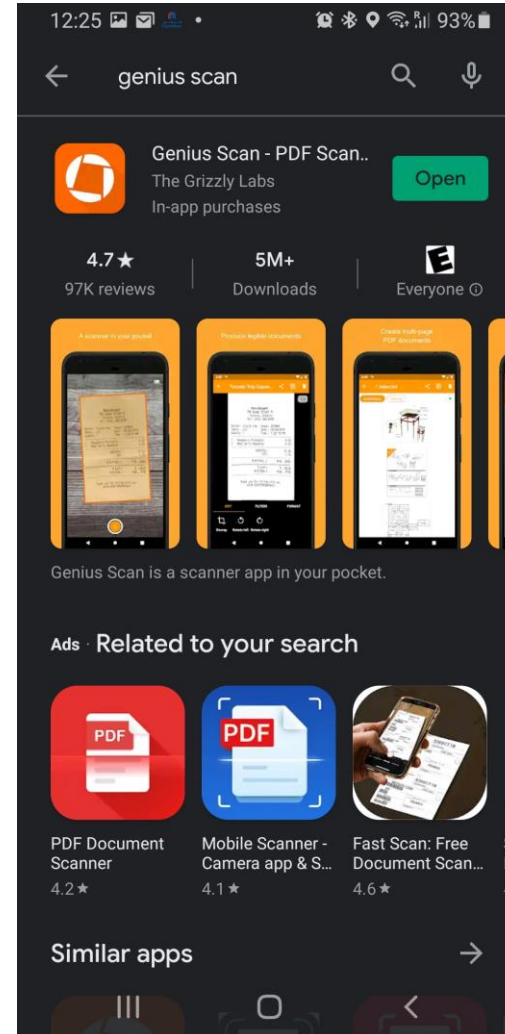
- You need to have
  - Personal computer with webcam (built-in or external)
  - Smartphone or tablet
  - Internet access
- On your laptop
  - Zoom desktop app (you probably already have this)
- On your smartphone/tablet
  - Install the “Canvas Student” app (if your instructor is using Canvas for administering the exam)
  - Install a document scanning app to scan the exam

# Download and Install “Canvas Student” App on your smartphone or tablet



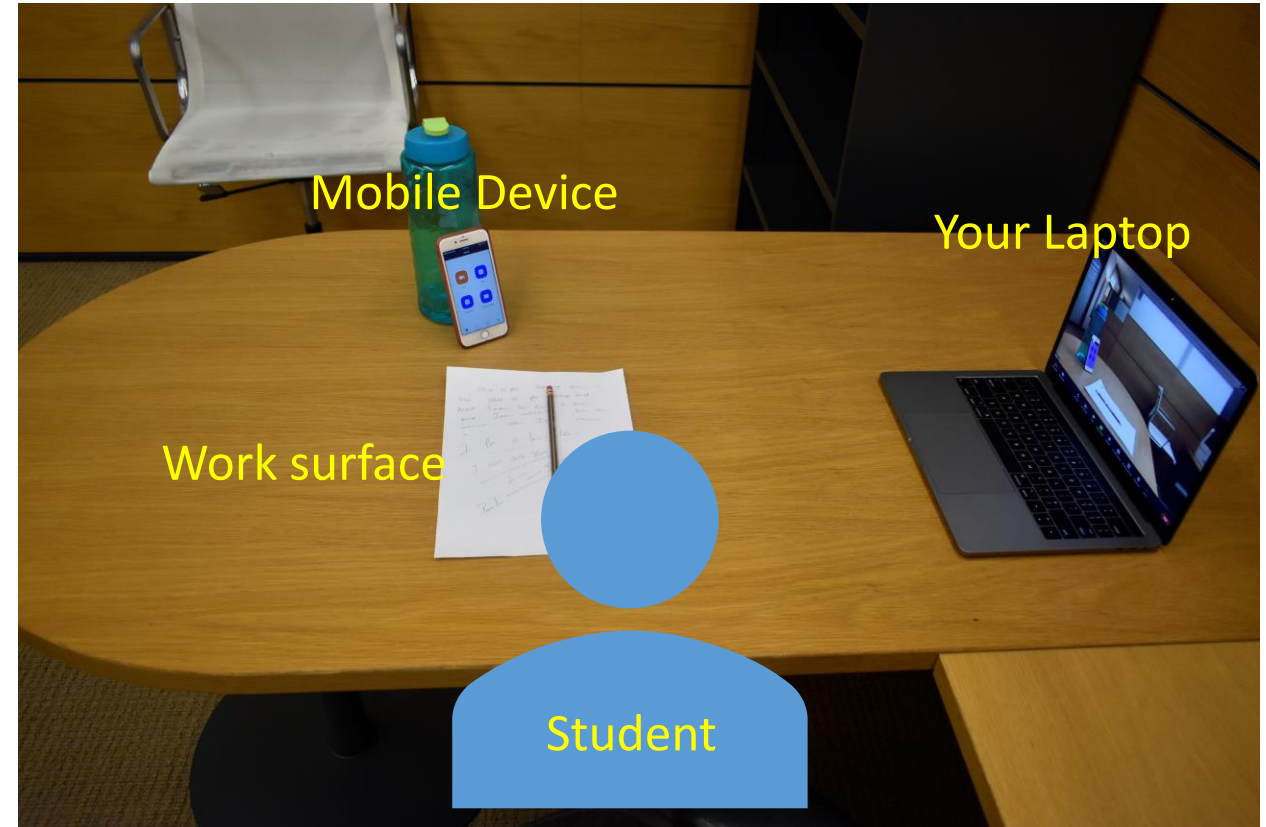
# Download & Install a document scan app on your smartphone/tablet

- Download and install Genius Scan or CamScanner, or use any other document scanning app that you are familiar with
- Test the scan and share functionality to familiarize yourself with how the app works



# Exam Ready Position

- Quiet workspace with no through traffic from other people (if possible)
- Place the smartphone or tablet in front of you (Set your mobile to silent mode)
- Place the laptop to your right or left side (i.e. Don't place the laptop in front of you)
- The laptop's webcam should show you, your mobile device, and a wide view of your work surface
- Make sure phone and laptop are plugged into power during the exam so that you do not run out of battery
- Only instructor-permitted materials on the work surface (no other electronics, including smart watches)



Student View

# Exam Check-in

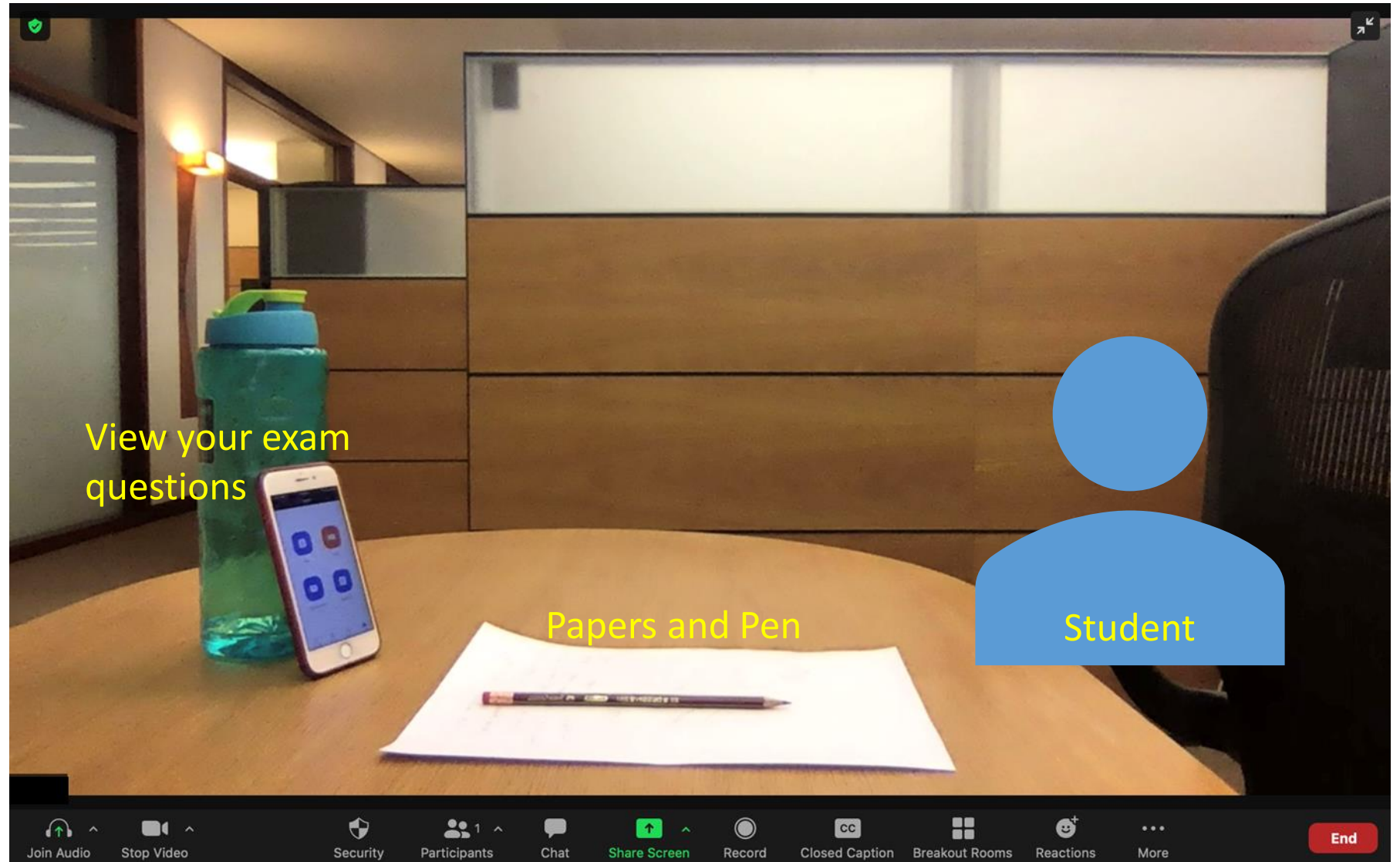
- Setup your laptop and mobile phone in the exam ready position
- Place blank paper sheets on the surface, write your name on all sheets
- Join Zoom from your laptop with visibility to the entire exam area
  - Webcam must be turned ON
  - Microphone must be ON, do not speak during the exam
  - Virtual background must be turned OFF
- The Exam Proctor may request to show all the space, including the wall behind the laptop
- Perform any additional check-in steps requested by your instructor



# Exam Proctor's View of your Zoom Session

Personal computer positioned so the exam proctor can see you, the mobile phone screen, and your work surface

Make sure other students on Zoom can't see your writing



Exam  
Check-in



# During Exam

- View the exam questions on your mobile device
  - If your Exam is administered using Canvas, use the “Canvas Student” app to view the exam
- Write your answers on the papers in front of you while always keeping yourself, mobile and the papers visible
- The Exam Proctor can request that you move the webcam and show the space that you are sitting in at any time during the exam
- No communication with anyone besides the exam proctor and your instructor
- Use the private Zoom chat to ask questions

# Exam Checkout

- Do all of the following in front of the laptop camera
- Use the document scanning app to scan the exam as one pdf file
  - Make sure the scan is clear and readable
- Upload the exam PDF to Canvas Assignments using the “Canvas Student” app on your smartphone or to any other online tool according to the instructions from your instructor
- Confirm the submission of your exam (was upload successful?)
- Perform any additional steps requested by your instructor