

LIVE ONLINE PROCTOR GUIDELINES

This is a proctor option for students and Instructors that allows more distant students, who cannot easily get to the campus for proctored tests, to take their test online, with a live proctor monitoring via webcam.

Getting Started

- Instructor gives permission to the student to take this type of proctored test.
- Instructor advises the student to contact the Proctor in advance of the testing window to make an appointment.
- Student must make an appointment for testing with the Wenatchee Test Proctor, who will advise student of available testing times and location.
- Student will need a webcam with microphone and Picture ID.
- Student will need a Skype account and be willing to use screen share with Proctor. (Student will need to download and create a Skype account prior to testing appointment). <http://www.wikihow.com/Set-up-a-Skype-Account>
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Taking the Test

- The Proctor will connect with the student using a webcam and Skype and student will be asked to share screen.
- Student will show picture ID to the Proctor via webcam.
- Student will follow instructions of the Proctor during the test (ie: put away all materials not to be used during testing, put away all electronic devices, shut off any secondary computers, screens, tablets, etc.).
- Proctor may require student to sweep the testing area with the webcam before and during the test.
- Student will be watched via webcam by the Proctor during the entire test for any suspicious activity.
- Student may then log in and take test.
- Proctor will disconnect when test is completed and submitted.