RECORDED ONLINE PROCTOR SERVICE GUIDELINES
For WVC Students

This is a proctor option for students and Instructors. It is intended to allow more distant students, who cannot easily get to campus for a proctored test, and who have a hectic schedule, to take a test online. Panopto recording would act as their proctor. Instructors would be able to review the entire test session at their convenience, especially if suspicious circumstances arise.

Getting started

- Instructor gives permission for this type of proctoring.
- Instructor enables student Panopto recording in the Canvas Course
- Student will need a webcam with microphone, and picture ID.

Taking the Test

- Students take their test online any time, day or night, during the test window (provided by the instructor).
- With a webcam and Panopto, the student would record their test session for later review by the instructor.
- Student logs into canvas, accesses Panopto recordings, and starts a recording.
- The student shows Picture ID to the webcam (proving they are who they claim to be), and sweep their test area with the camera to show the testing environment.
- Student may then proceed to access and take their test.
- Instructor reviews the recording as they want/need.