

Proctortrack Instructor Support Guide

PROCTORTRACK INSTRUCTOR SUPPORT GUIDE

ECAMPUSONTARIO TEAM

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For Administrators: Admin Dashboard

INTRODUCTION TO PROCTORTRACK

WHAT IS PROCTORTRACK?



An interactive or media element has been excluded from this version of the text. You can view it online here:
<https://ecampusontario.pressbooks.pub/proctortrack/?p=39>

Proctortrack is a remote proctoring tool that leverages automation and AI to provide proctoring in online testing environments. It sits as a layer on top of your LMS, allowing you to carry out your normal activity in the LMS, while offering an additional layer for your exams that allows you to ensure the integrity of an online examination and assessment process, especially in programs with external accreditation bodies, or to verify the identity of the student taking an exam. Because all proctoring data is assessed by individual instructors, decisions about academic integrity ultimately remain in the hands of you: the educators.

Proctortrack allows instructors to set exam parameters, review testing sessions, and approve successful exam attempts. Once a test or exam has been created within the LMS, the faculty member can enable Proctortrack and set parameters, such as allowing books or calculators to be used, allowing for notetaking, prohibiting copy/paste, or whitelisting desktop applications. Distinct parameters can also be set to accommodate individual students.

When the students launch the exam, they will be prompted to install the ProctorTrack app. Once installed, ProctorTrack performs a quick identity check, and then begins capturing the exam session. After the exam is completed, ProctorTrack uploads any captured data to be reviewed for potential anomalies.

When a test session is processed, instructors have the opportunity to review any flagged sessions. Once the instructor has reviewed test attempts, they can approve each testing session and comfortably release grades to students through their Learning Management System.

ONBOARDING STUDENTS

SETTING UP AN ONBOARDING EXAM

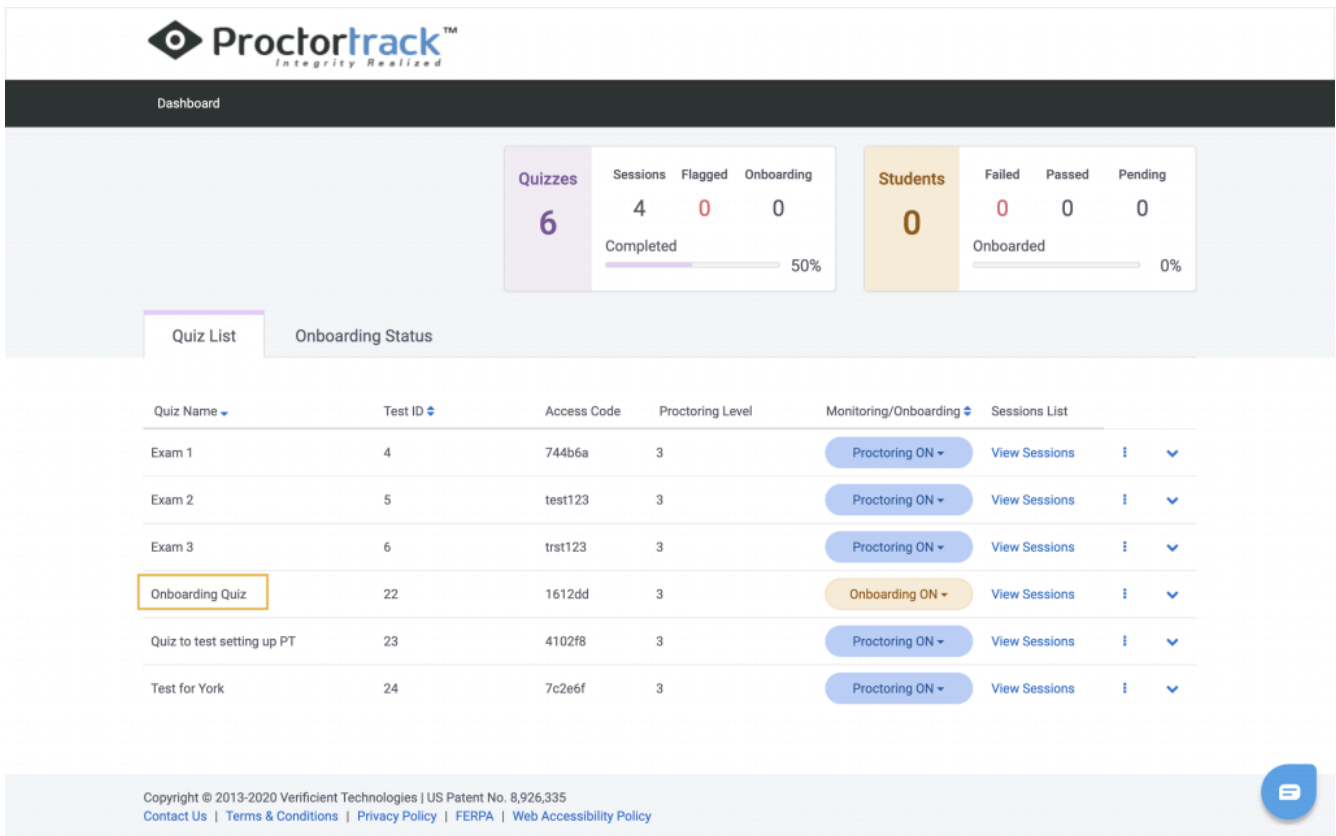
Why Onboarding?

The purpose of an onboarding exam is to give students an opportunity to install and test the Proctortrack software before entering a higher-stakes exam environment. By taking the onboarding exam before actual testing is set to begin, instructors can also identify students who (for any reason) may not be able to have their exam proctored through Proctortrack, and then prepare alternatives.

Finally, because students are asked to verify their identity in the onboarding exam, onboarding is an opportunity to capture identity verification data that can be compared to the identity verification data captured during the real exam.

Setting up the Onboarding Exam as an Instructor or Administrator

1. Through your LMS, create an “onboarding quiz” (no more than 3 questions) and ensure that students who will be using Proctortrack have been enrolled to take the quiz. Consider the following T/F questions:
 - March is the first month of every calendar year (F).
 - December is the final month of every year (T).
2. Enable Proctortrack for the quiz and navigate to the Proctortrack Dashboard, as detailed in the [next section](#).
3. From the Dashboard, locate the “onboarding quiz” that you created.



Proctortrack™
Integrity Realized

Dashboard

Quizzes
6

Sessions 4
 Flagged 0
 Onboarding 0
 Completed 50%

Students
0

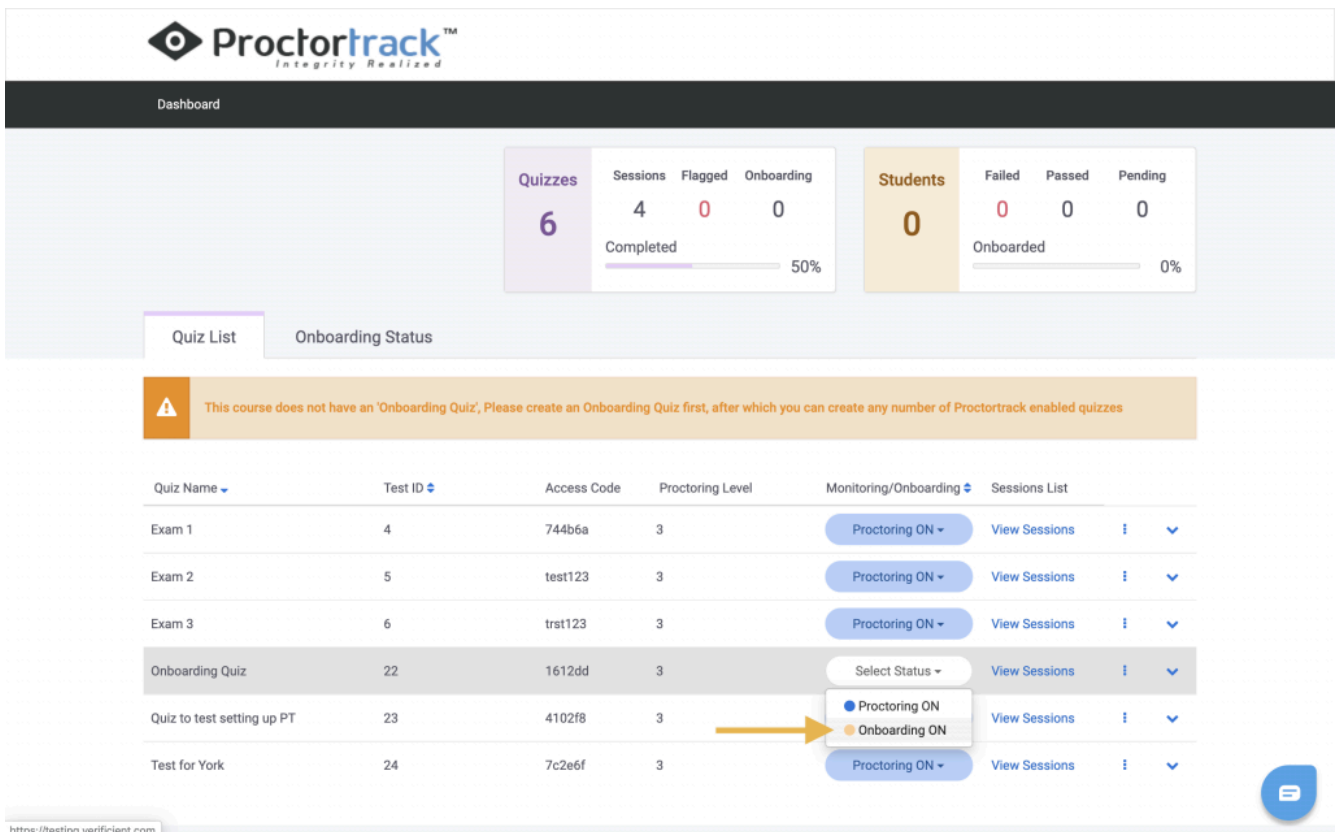
Failed 0
 Passed 0
 Pending 0
 Onboarded 0%

Quiz List Onboarding Status

Quiz Name	Test ID	Access Code	Proctoring Level	Monitoring/Onboarding	Sessions List
Exam 1	4	744b6a	3	Proctoring ON	View Sessions
Exam 2	5	test123	3	Proctoring ON	View Sessions
Exam 3	6	trst123	3	Proctoring ON	View Sessions
Onboarding Quiz	22	1612dd	3	Onboarding ON	View Sessions
Quiz to test setting up PT	23	4102f8	3	Proctoring ON	View Sessions
Test for York	24	7c2e6f	3	Proctoring ON	View Sessions

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[Contact Us](#) | [Terms & Conditions](#) | [Privacy Policy](#) | [FERPA](#) | [Web Accessibility Policy](#)

- In the Monitoring/Onboarding column for the onboarding quiz, select “Onboarding ON” from the dropdown menu.



Proctortrack™
Integrity Realized

Dashboard

Quizzes
6

Sessions 4
 Flagged 0
 Onboarding 0
 Completed 50%

Students
0

Failed 0
 Passed 0
 Pending 0
 Onboarded 0%

Quiz List Onboarding Status

⚠️ This course does not have an 'Onboarding Quiz', Please create an Onboarding Quiz first, after which you can create any number of Proctortrack enabled quizzes

Quiz Name	Test ID	Access Code	Proctoring Level	Monitoring/Onboarding	Sessions List
Exam 1	4	744b6a	3	Proctoring ON	View Sessions
Exam 2	5	test123	3	Proctoring ON	View Sessions
Exam 3	6	trst123	3	Proctoring ON	View Sessions
Onboarding Quiz	22	1612dd	3	Select Status	View Sessions
Quiz to test setting up PT	23	4102f8	3	Proctoring ON	View Sessions
Test for York	24	7c2e6f	3	Proctoring ON	View Sessions

<https://testing.verificent.com>

Verifying that Students have been Onboarded

To ensure that students can smoothly participate in their required exams, it is important that students complete their onboarding quiz at least **4 hours before** their scheduled exam. Administrators and instructors can view which students have completed the onboarding quiz through the Proctortrack dashboard.

1. From the same page on which you triggered “Onboarding ON” for your onboarding quiz, select “View Sessions” from the “Sessions List” column.

Proctortrack™
Integrity Realized

Dashboard

Quizzes
6

Sessions 4
 Flagged 0
 Onboarding 0
 Completed 50%

Students
0

Failed 0
 Passed 0
 Pending 0
 Onboarded 0%

Quiz List Onboarding Status

⚠️ This course does not have an 'Onboarding Quiz', Please create an Onboarding Quiz first, after which you can create any number of Proctortrack enabled quizzes

Quiz Name	Test ID	Access Code	Proctoring Level	Monitoring/Onboarding	Sessions List
Exam 1	4	744b6a	3	Proctoring ON	View Sessions
Exam 2	5	test123	3	Proctoring ON	View Sessions
Exam 3	6	trst123	3	Proctoring ON	View Sessions
Onboarding Quiz	22	1612dd	3	Select Status	View Sessions
Quiz to test setting up PT	23	4102f8	3	Proctoring ON	View Sessions
Test for York	24	7c2e6f	3	Proctoring ON	View Sessions

2. You will be taken to a page that shows the list of students that have completed the exam.

The screenshot shows the Proctortrack dashboard with the 'Onboarding Quiz' section. At the top right is a 'Dashboard' button. Below the header, a message states: 'Valid and accurate onboarding materials are essential to the proper functioning of Proctortrack's identity verification. If one or more of the materials submitted do not meet our qualifications, be sure to Mark as Failed.' Below this message is a progress bar with five categories: 'Proctored Students' (1), 'Processing' (0), 'Ready For Preview' (1), 'Passed' (0), and 'Require Attention' (0). Below the progress bar is the 'Onboarding Student List' table. The table has columns for Status, First Name, Last Name, Date, Quality, and Review. A search bar is located at the top right of the table. The first row shows a student named Lillian Hogendoorn, with a status of 'Require Attention' and a date of 4/7/20 10:30 AM. A dropdown arrow is visible on the right side of the row.

3. To view the identity verification scans, select the arrow pointing down on the right hand side.

This screenshot shows the 'Onboarding Student List' table with the first row selected. The row for Lillian Hogendoorn is highlighted in yellow. On the right side of the row, a blue square button with a white downward-pointing arrow is visible. Below the table, three video scan windows are displayed: 'Face Scan', 'ID Scan', and 'Knuckle Scan'. The 'Face Scan' window shows a woman with glasses. The 'ID Scan' window shows a woman holding up a black ID card. The 'Knuckle Scan' window shows a woman holding up her hand for a scan. At the bottom of the page, there is a copyright notice: 'Copyright © 2013-2020 Verificent Technologies | US Patent No. 8.926.335'.

PREPARING STUDENTS FOR PROCTORTRACK

Remote proctoring will be a new experience for your students, and may require some additional support.

Technical Requirements

Test-takers will need the following tools to complete a Proctortrack exam:

- Desktop/laptop computer
- Webcam
- Microphone
- Keyboard
- Mouse/trackpad
- Internet Connection

	Mac	PC
Operating System	OSX Yosemite 10.10.5 or higher	Windows 7, 8, or higher
Processor/RAM	Intel / AMD Processor, 2 GB RAM	Dual-core 2.4 Ghz CPU, 2 GB RAM or better
Recommended Browsers	Mozilla Firefox v20.0 or higher	
	Google Chrome v25.0 or higher	
Plug-ins	Javascript Enabled	
	Third Party Cookies Enabled	
Camera Resolution	800 x 600 resolution or better	
Internet Connection	Cable Modem, DSL or better (300 kbps download, 250 kbps upload)	

If you have a student that cannot meet the minimum technical requirements please contact your teaching and learning centre to arrange for alternate delivery of the exam.

Barriers to Remote Proctoring

You may need to make accommodations for individual students based on the following factors. You can make accommodations for students by altering the Proctortrack settings or by offering the exam outside of the remote-proctoring environment.

- **Accessibility:** Your students may need new arrangements for accessibility accommodations in the new exam format.
- **Bandwidth:** Your students may not have a reliable home internet connection.
- **Consent:** Your students may not consent to having their personal data collected or recorded.
- **Device:** Your students may not have access to their own laptop or desktop computer. For example, they may use a tablet or have a shared computing device without administrative privileges.

- **Home environment:** Your students may not have an environment which allows them to complete an uninterrupted assessment.

Pre-Exam Support

Make sure your students have completed the onboarding exam in advance of the exam. It is recommended that the student complete the onboarding exam no less than 4 hours before the exam to allow sufficient time to create a baseline profile.

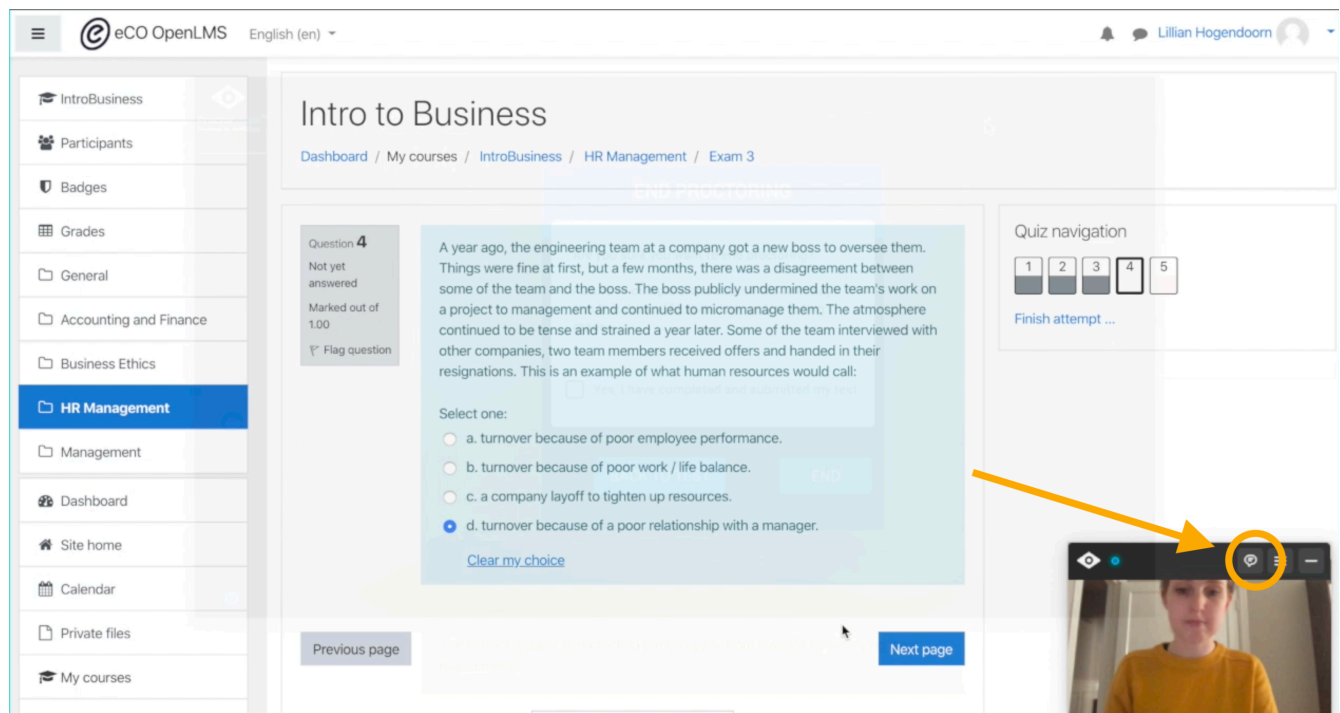
The onboarding process will also help the student acclimate to the Proctortrack experience and troubleshoot any technical issues.

Students who have completed a Proctortrack Onboarding exam for another course will not be required to onboard again.

In-Exam Support

Much like an in-person proctored exam, a student may have a question or require support during the remote-proctoring experience.

Technical Support



Proctortrack provides a live chat as well as phone support to test-takers if they encounter a technical issue during an exam. Students can click the chat icon above their video feed during an exam to access live Proctortrack support.

Students can reach Proctortrack support by phone at +1 (844) 753-2020.

Student FAQ

What happens if my internet connection goes down?

- Proctortrack will continue running, and will upload your test results when your connection resumes

What happens if my computer crashes?

- Proctortrack will relaunch and begin capturing the exam attempt again

Other Support

If a student has an exam-related question, Proctortrack will not be able to support them. In this case, you may want to give your students clear instructions as to how to contact you during the exam.

Recommended

We recommend that students email their faculty member or assigned T.A.

Proctortrack will not prohibit students from sending email during the exam, however, it may flag a sent email as suspicious. To prevent this, you may consider whitelisting URLs such as your institution's web mail client.

You will also have the opportunity to review all proctoring recordings, so if Proctortrack has flagged a student for sending you an email about the exam, you may override the system's "flag" when you review.

Alternatives

You may also provide another way for students to contact you, such as by phone or messaging app. Consult with your teaching and learning centre.

ENABLING PROCTORTRACK FOR YOUR EXAM

To set up remote proctoring for your exam, you will first need to create the exam within the LMS. Once you've done that, you'll need to follow a few quick steps in your LMS to turn Proctortrack on for the exam .

This section details the steps to enabling Proctortrack for an exam in Brightspace, Blackboard, Moodle, Canvas, and Sakai. Please read the section that aligns with the LMS that you will be using to distribute your exam to students.

BRIGHTSPACE/D2L

1. From within your exam settings, add Proctortrack as a category. Save and close.

Properties Restrictions Assessment Objectives Submission Views Reports Setup

General

Name *

Demo Quiz

Category

no category [v] add category ?

no category

Practice

PROCTORTACK

This quiz is empty.

Add/Edit Questions

Description / Introduction

► Expand description / introduction

Page Header / Footer

Save and Close Save Cancel

2. Navigate to the main “Content” tab within your course.

brightspace Verificient Technologies Course 1

Content External Learning Tools (LTI) Assessments Course Tools

Activity Feed

Create a post...

Post

Hello

Share something to get started...

Content Browser

Bookmarks Recently Visited

Connect with the Community

Become a member of the Brightspace Community site to discover and connect with D2L clients, partners, users and developers.

Role Switch

Current Role

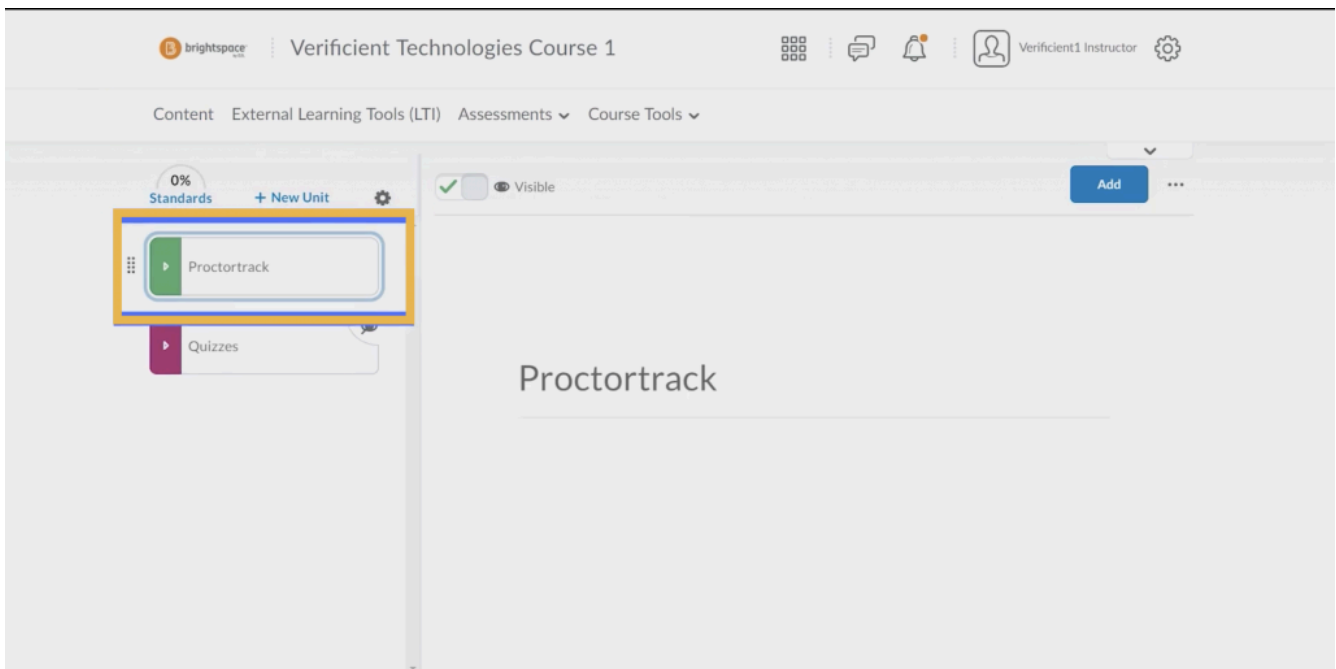
-- My Role (Instructor) --

Change Role

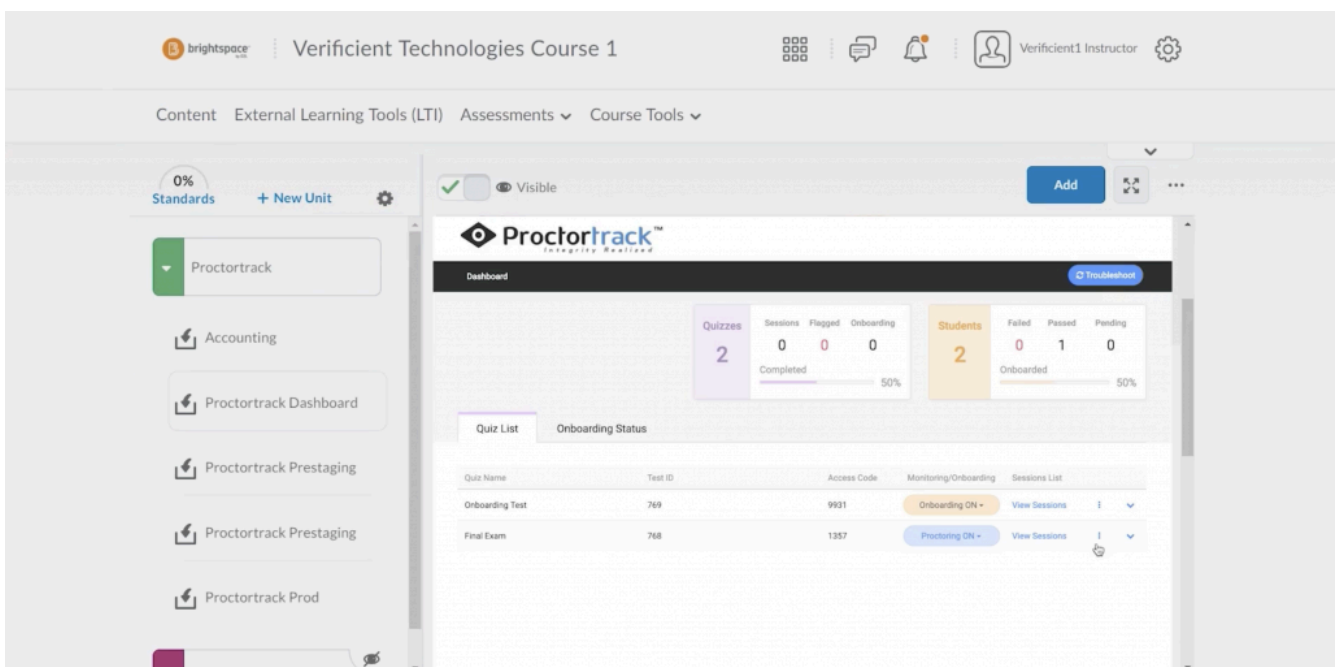
Updates

<https://partners.brightspace.com/st/2/fe/lessons/7744>

3. Select “Proctortrack” in the left-hand toolbar.

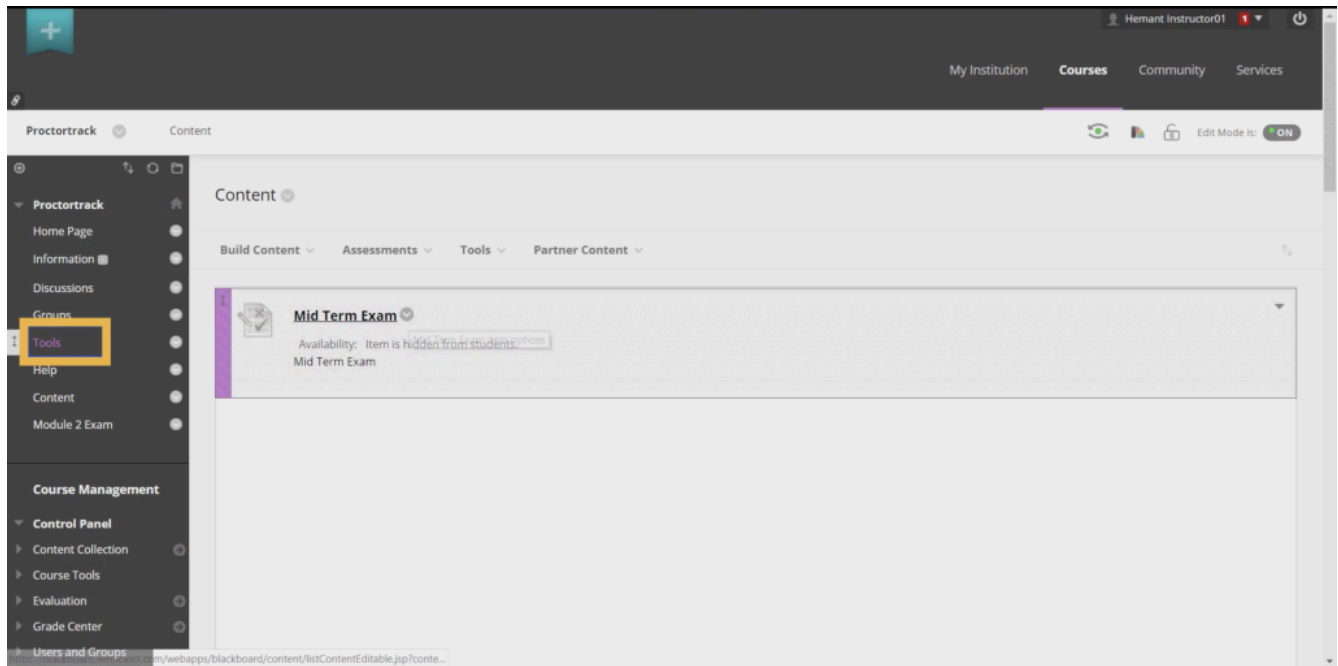


4. The Proctortrack dashboard will appear. Ensuring that Proctoring is set to ON in the Monitoring/Onboarding column.

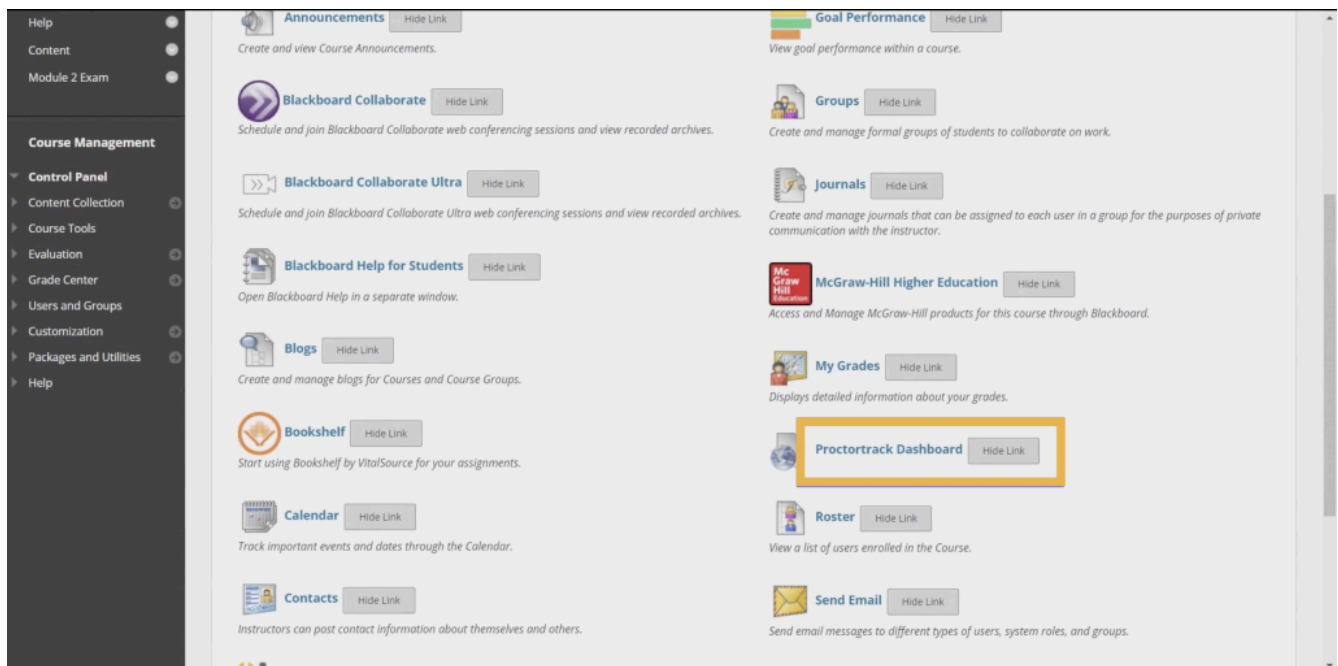


BLACKBOARD

1. Once you've created your exam, navigate to the "Tools" tab in the left-hand toolbar.



2. Select "Proctortrack Dashboard" from your list of options.



3. The Proctortrack dashboard will appear, from which you can ensure that proctoring is ON for your exam.

The screenshot displays the Proctortrack dashboard interface. At the top, a navigation bar includes 'My Institution', 'Courses', 'Community', and 'Services'. The main header features the Proctortrack logo and the text 'Integrity Realized'. Below this, a 'Dashboard' section provides a summary of quiz and student statistics.

Quizzes Summary:

Sessions	Flagged	Onboarding
0	0	0

Students Summary:

Failed	Passed	Pending
0	0	0

Below the summary cards, there are two tabs: 'Quiz List' and 'Onboarding Status'. The 'Quiz List' tab is active, showing a table with the following data:

Quiz Name	Test ID	Access Code	Monitoring/Onboarding	Sessions List
Mid Term Exam	_76_1	1917	Proctoring ON	View Sessions

At the bottom of the dashboard, there is a footer with copyright information: 'Copyright © 2013-2019 Verificent Technologies | US Patent No. 8,926,335'. There are also links for 'FERPA' and 'Web Accessibility Policy', and a 'Secure' logo.

MOODLE

1. Once you've created your exam, navigate within the exam to "Edit Settings."

The screenshot shows the Moodle interface for a course titled "Introduction to Psychology". The breadcrumb trail is "Dashboard / My courses / Intro_Psych / Learning / Exam 2". The main content area displays "Exam 2" with a message: "To attempt this quiz you need to know the quiz password". Below this, it shows "Grading method: Highest grade" and "Attempts: 1". A "Preview quiz now" button is visible. At the bottom of the main content area, there is a "Jump to..." dropdown menu. On the right side, a settings menu is open, with "Edit settings" highlighted by an orange box. Other options in the menu include "Group overrides", "User overrides", "Edit quiz", "Preview", "Results", "Grades", "Responses", "Statistics", "Manual grading", "Locally assigned roles", "Permissions", "Check permissions", "Filters", "Logs", "Backup", "Restore", "Question bank", "Questions", "Categories", and "Import". The left sidebar contains various course navigation links such as "Intro_Psych", "Participants", "Badges", "Grades", "General", "Biopsychology", "Learning" (which is highlighted), "Memory", "Social Psychology", "Dashboard", "Site home", "Calendar", "Private files", "My courses", "hcourse", "FF_Sandbox", and "FF_Demo". At the bottom of the page, there is a footer with links to "Moodle Docs for this page", "You are logged in as Emily Carlisle-Johnston (Log out)", "Intro_Psych", "Data retention summary", and "Get the mobile app".

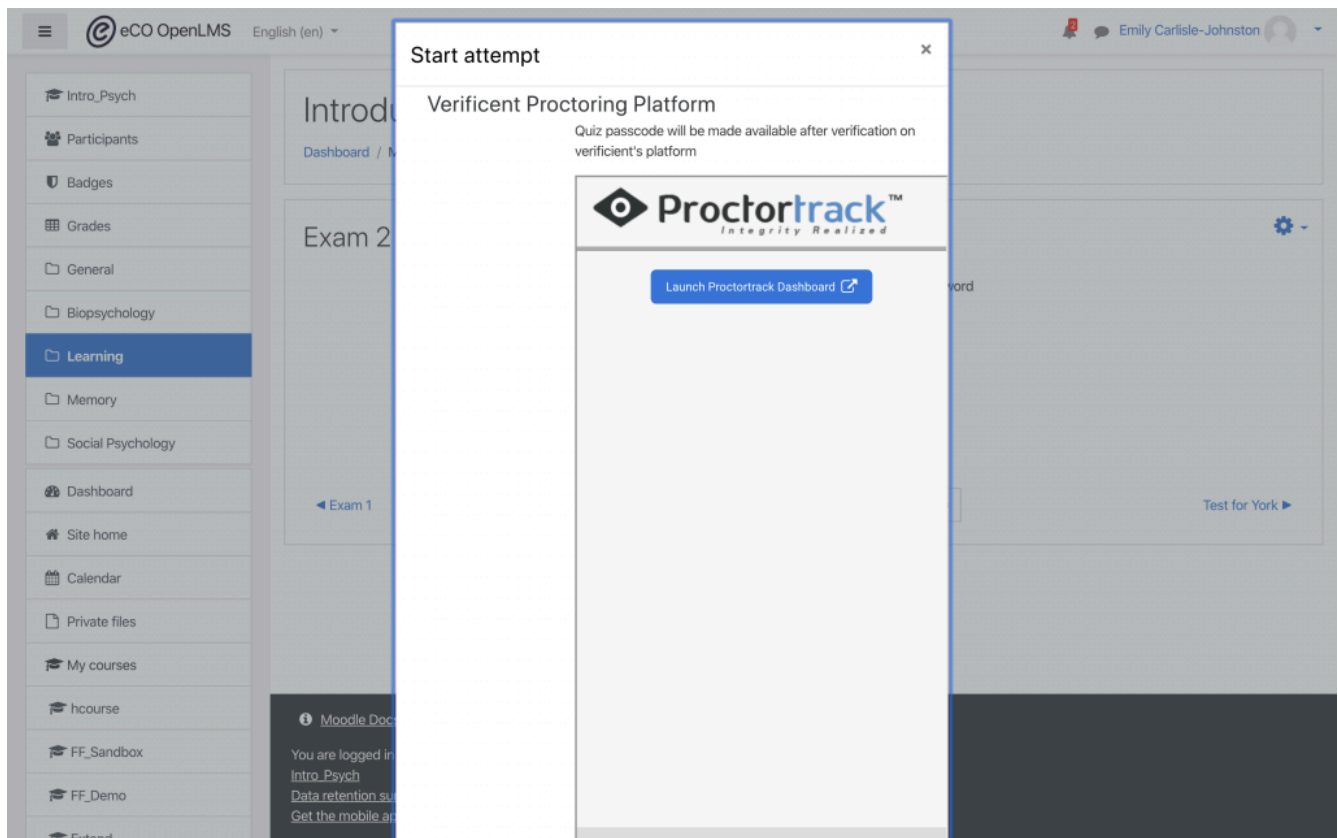
2. Scroll to the "Extra restrictions on attempts" heading and select "Enable Proctortrack for this Quiz." Select "Save and display" at the bottom of the "Edit settings" page.

The screenshot shows the Moodle quiz settings page for 'Intro_Psych'. The left sidebar contains a menu with items: Intro_Psych, Participants, Badges, Grades, General, Biopsychology, Learning (highlighted), Memory, Social Psychology, Dashboard, Site home, Calendar, Private files, My courses, hcourse, FF_Sandbox, FF_Demo, and Extend. The main content area lists various settings: Question behaviour, Review options, Appearance, Extra restrictions on attempts (with a sub-section 'Require password' containing a checkbox 'Enable Proctortrack for this Quiz' which is checked and highlighted with a yellow box), Overall feedback, Common module settings, Restrict access, Activity completion, and Tags. At the bottom of the settings area are three buttons: 'Save and return to course', 'Save and display' (highlighted with a yellow box), and 'Cancel'. A message at the bottom states: 'There are required fields in this form marked [red icon]'.

3. Select “Preview quiz now.”

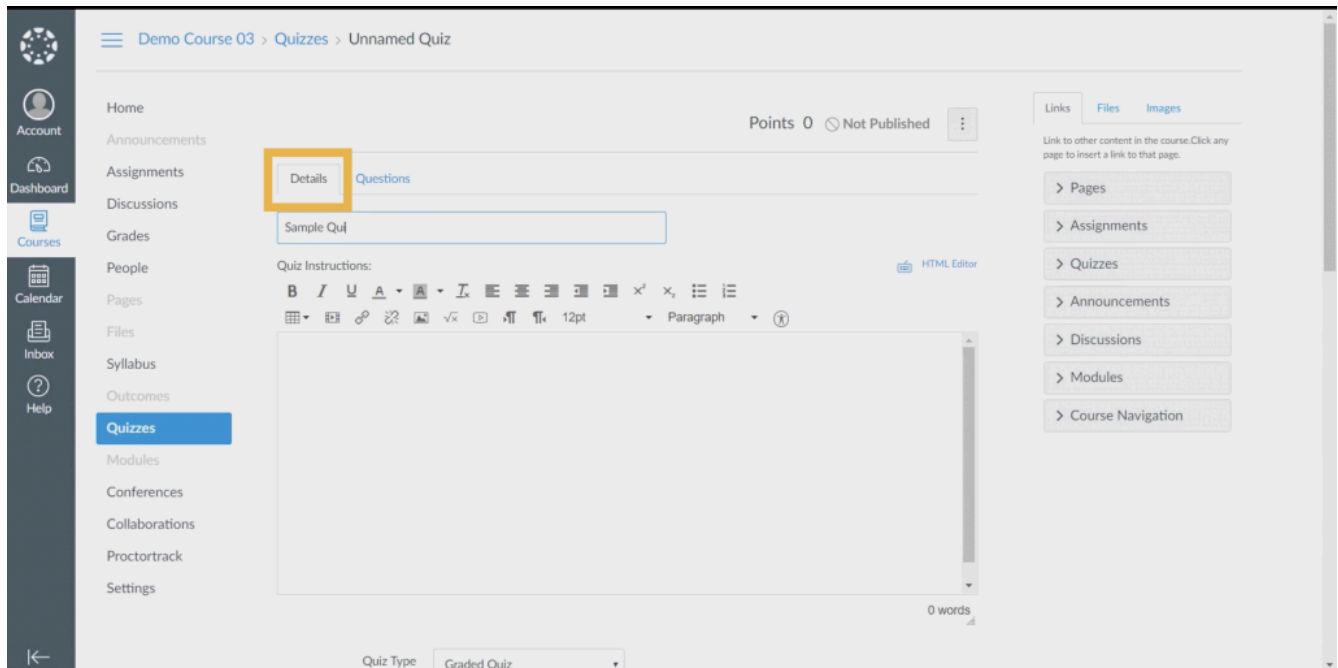
The screenshot shows the Moodle quiz preview page for 'Exam 2' under the 'Introduction to Psychology' course. The left sidebar is identical to the previous screenshot. The main content area displays the quiz title 'Exam 2' and a message: 'To attempt this quiz you need to know the quiz password'. Below this, it shows 'Grading method: Highest grade' and 'Attempts: 1'. A button labeled 'Preview quiz now' is highlighted with a yellow box. At the bottom of the main area, there is a 'Jump to...' dropdown menu and a 'Test for York' link. The footer contains the same Moodle Docs information and user login details as the previous screenshot.

4. A window will appear, from which you can launch the Proctortrack dashboard.

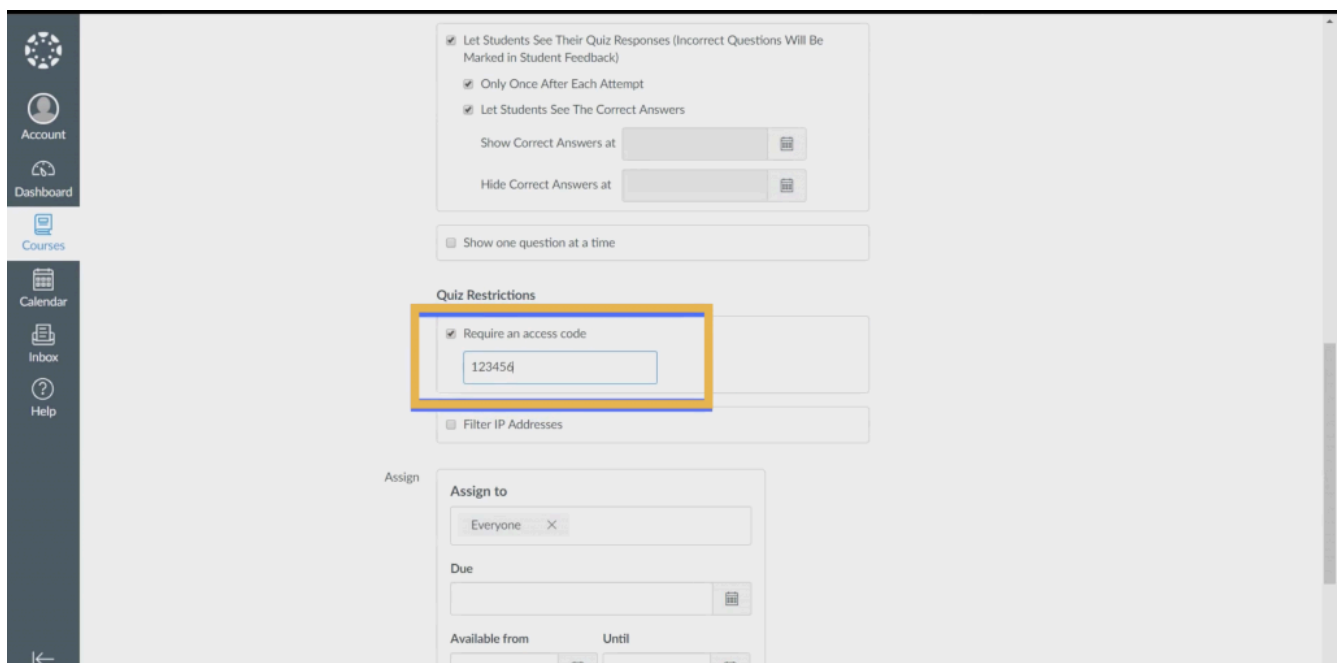


CANVAS

1. Navigate to the details tab in your quiz.



2. From the details page, add an access code to your quiz, using a random series of letters and numbers. Make sure to save changes.



- Now, click on the Proctortrack link in the left menu. The Proctortrack dashboard will appear.

The screenshot shows the Proctortrack dashboard interface. On the left, a sidebar contains navigation links: Home, Account, Dashboard, Courses, Calendar, Inbox, Help, Proctortrack (highlighted), and Settings. The main content area is titled 'Demo Course 03 > Demo Course 03' and features the Proctortrack logo and a 'Dashboard' section. The dashboard includes summary cards for Quizzes (3 total, 1 session, 0 flagged, 0 onboarding, 66% completed) and Students (4 total, 0 failed, 1 passed, 0 pending, 25% onboarded). Below these is a 'Quiz List' table with the following data:

Quiz Name	Test ID	Access Code	Monitoring/Onboarding	Sessions List
Onboarding Test	769	9931	Onboarding ON	View Sessions
Sample Quiz	1088	123456	Select Status	View Sessions
Final Exam	768	1357	Proctoring ON	View Sessions

At the bottom of the dashboard, there is a copyright notice: 'Copyright © 2013-2019 Verificent Technologies | US Patent No. 8,926,335'.

- For the exam that you added, ensure that you have selected “Proctoring ON” in the Monitoring/Onboarding column.

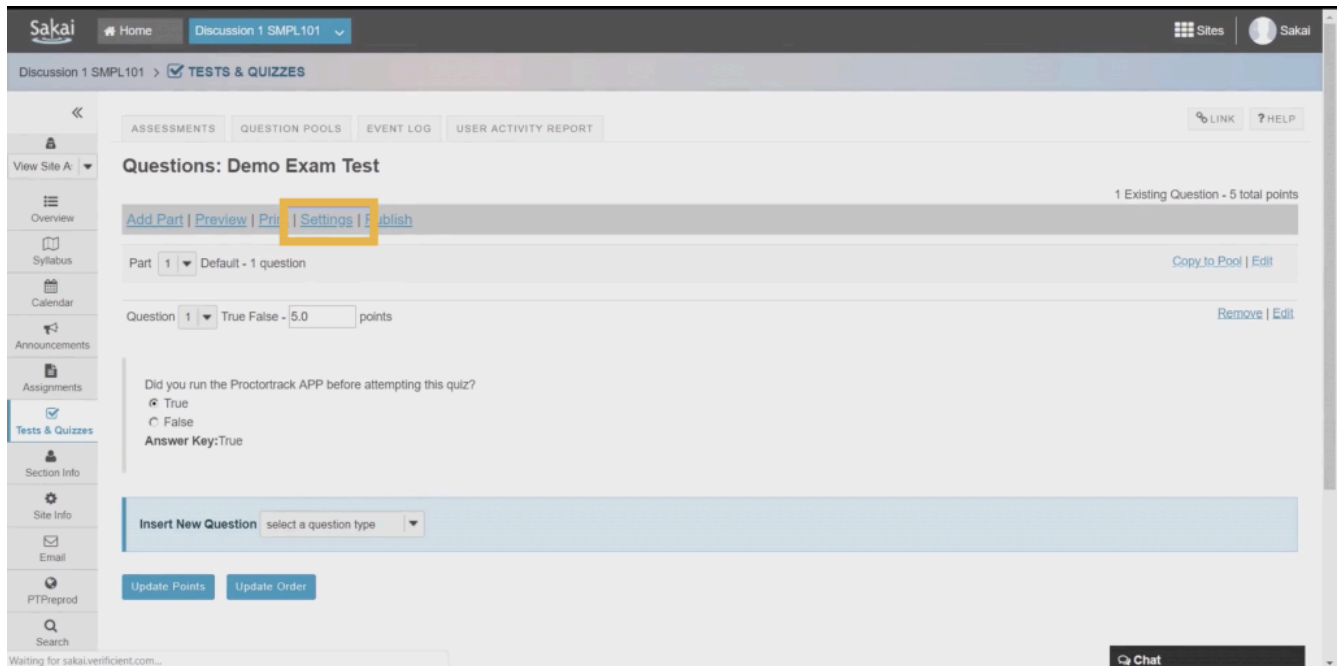
This screenshot is similar to the previous one, showing the Proctortrack dashboard. The 'Proctortrack' link in the sidebar remains highlighted. The 'Quiz List' table is the same, but the 'Proctoring ON' button for the 'Final Exam' row is now highlighted with an orange box, indicating the required action.

Quiz Name	Test ID	Access Code	Monitoring/Onboarding	Sessions List
Onboarding Test	769	9931	Onboarding ON	View Sessions
Sample Quiz	1088	123456	Select Status	View Sessions
Final Exam	768	1357	Proctoring ON	View Sessions

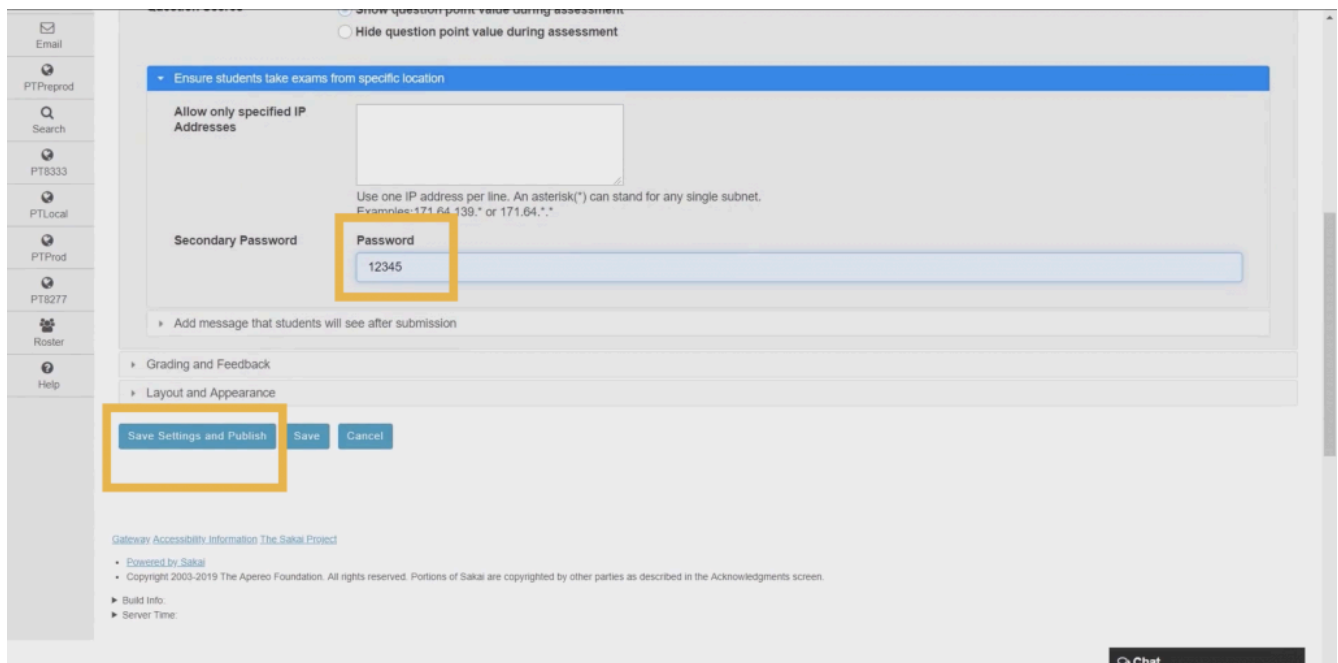
The footer of the dashboard includes the same copyright notice and additional links: 'Contact Us | Terms & Conditions | Privacy Policy | FERPA | Web Accessibility Policy'.

SAKAI

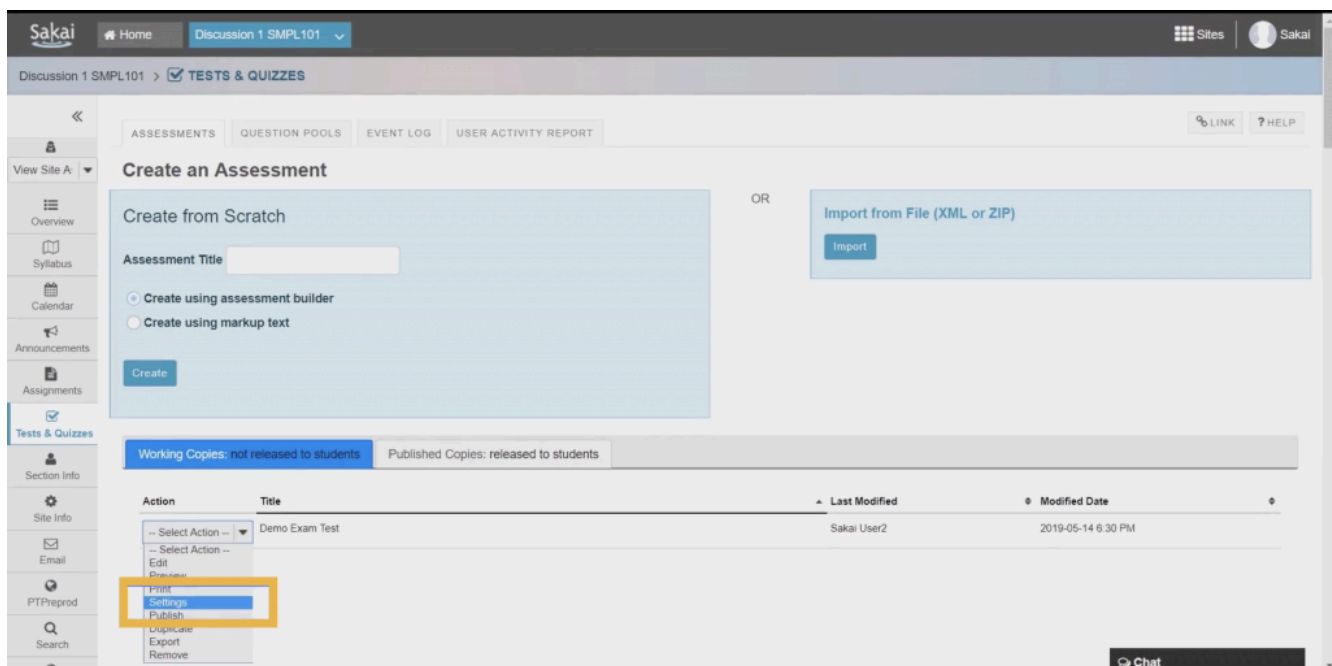
1. After you've input your exam, select the "Settings" tab.



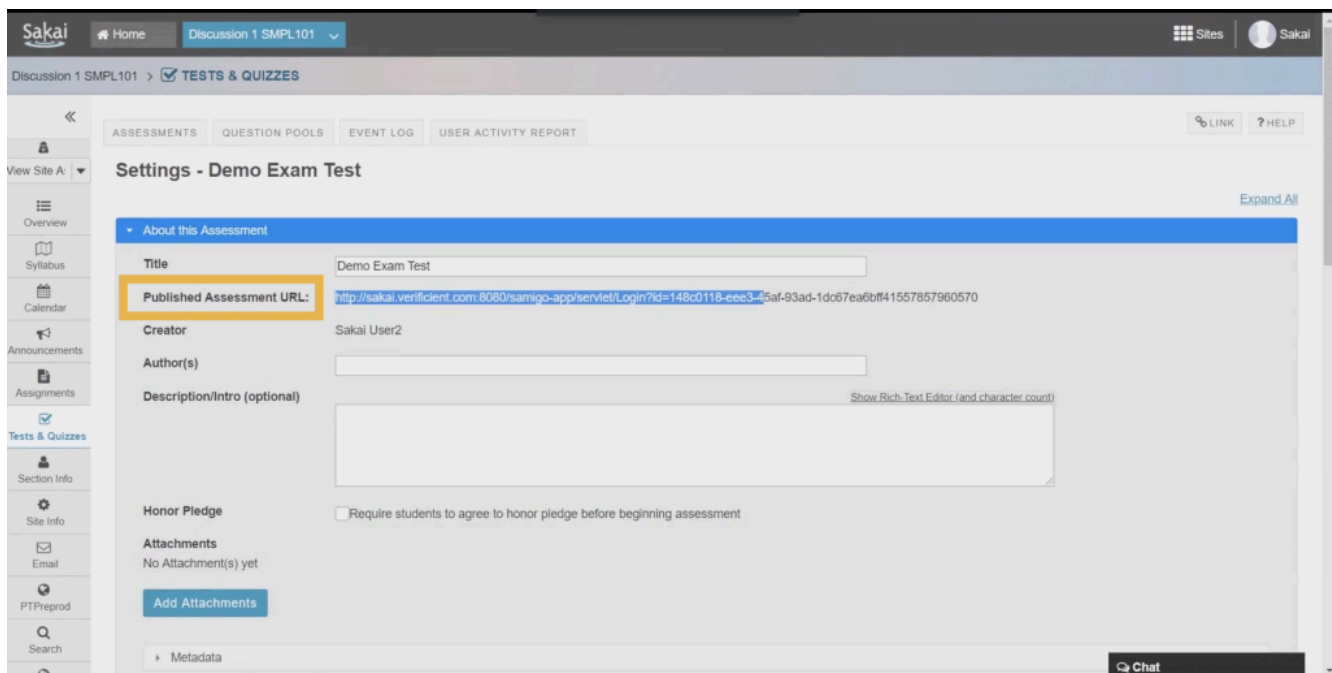
2. Within the Settings tab, input a Password for the Exam using any combination of letters and numbers. Remember to save your settings.



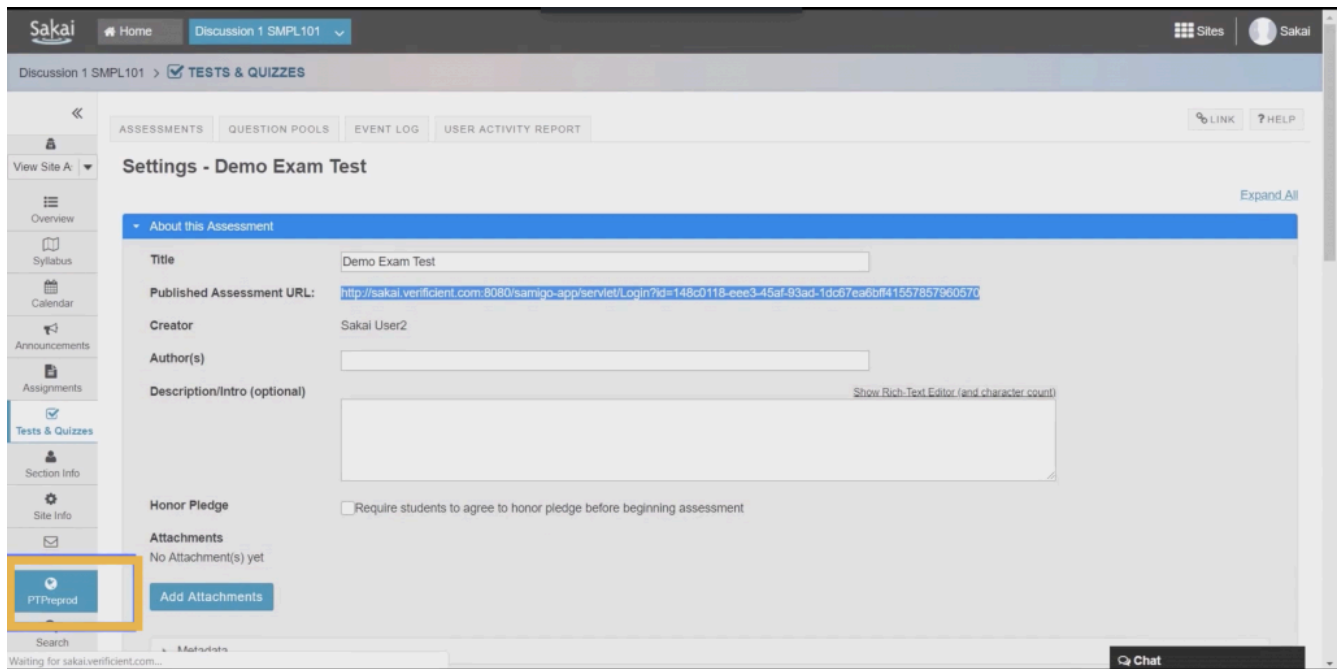
- Once the quiz is published and the password added, return to the exam Settings.



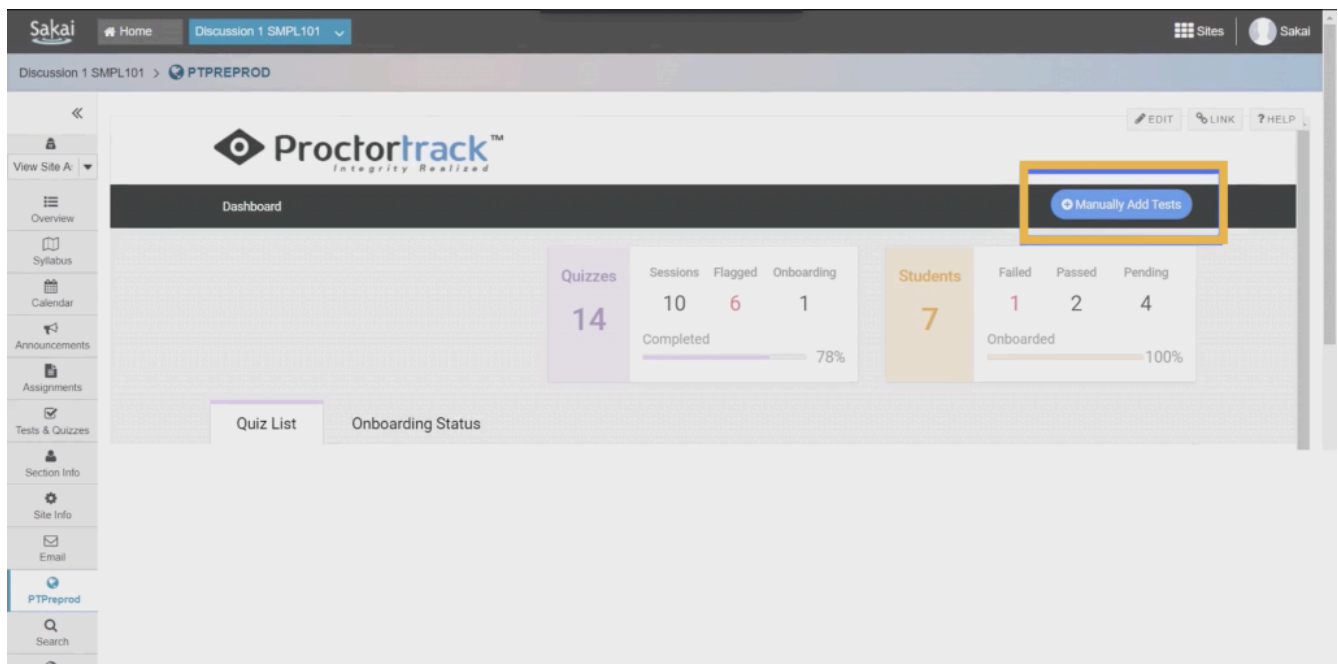
- Copy the Published Assessment URL.



- Access the Proctortrack dashboard from the left-hand toolbar.



6. Select “Manually Add Test” from the dashboard.



7. Manually input exam details, including the Published Assessment URL that you copied in step 4 and the password that you created in step 2. Then select “Create Test.”

Manually Add Test

Name: Demo Exam Test

Course Id: c827aa65-6d2a-439c-afea-7b635dd2c79f

Callback URL: http://sakai.verificient.com:8080/samigo-app/servlet/Login?id=148

Username:

Password: 12345

☐ Onboarding

[Create Test](#) [Cancel](#)

8. Ensure that “Proctoring ON” has been selected from the dropdown menu in the Monitoring/Onboarding column.

Dashboard

[Manually Add Tests](#)

Quizzes 15
Sessions: 10, Flagged: 6, Onboarding: 1
Completed: 73%

Students 7
Failed: 1, Passed: 2, Pending: 4
Onboarded: 100%

Quiz List **Onboarding Status**

Warning: This course does not have an 'Onboarding Quiz', Please create an Onboarding Quiz first, after which you can create any number of Proctortrack enabled quizzes

Quiz Name	Test ID	Access Code	Monitoring/Onboarding	Sessions List
Demo Exam Test	c827aa65-6d2a-439c-afea-7b635dd2c79f-demo-exam-test	n/a##12345	Onboarding OFF	View Sessions

EXAM CONFIGURATIONS


IDENTITY VERIFICATION

Proctortrack allows instructors to customize identity verification. To configure identity verification settings, visit the ProctorTrack Dashboard.

After you have created your LMS exam and enabled Proctortrack, locate the exam you would like to configure and click the three vertical dots. Ensure that Proctoring is set to ON for the exam, and then select “Go To Configuration.”

Quiz Name	Test ID	Access Code	Proctoring Level	Monitoring/Onboarding	Sessions List	
Exam 1	16	7338ea	3	Proctoring ON	View Sessions	⋮
Exam 4	19	d64967	3	Proctoring ON	Go To Configuration	⋮
Test Quiz	20	16d954	3	Proctoring ON	View Sessions	⋮

This will take you to the exam configuration screen. You will then have the option to set identity verification requirements.



Dashboard > Manage Configurations > Exceptions

Dashboard

Test Name : Exam 4

Proctoring Level : 3

Use the toggle to select what is allowed or prohibited for the test. Every change will be automatically saved.

Important Note: Configuration options below have been updated. Some of the options from "Identity Verification Settings" have been moved to "Test Settings" tab. This update only affects the UI and default values of room- and knuckle- scans. This update will not change the proctoring settings of your existing quizzes or students' Proctortrack experience.

Identity Verification Settings

Test Settings

Student Settings

WhiteList Url/Apps

REQUIRE FACE SCAN

Enable this option to ask a face scan during identity verification.

Disable this option to opt-out of the face scan during identity verification.

REQUIRE PHOTO ID SCAN

Enable this option to ask a photo-ID scan during identity verification.

Disable this option to opt-out of the photo-ID scan during identity verification.

REQUIRE ROOM SCAN

Enable this option to require a room scan during identity verification.

Disable this option to opt-out of the room scan during identity verification.

REQUIRE KNUCKLE SCAN

Enable this option to require a knuckle scan during identity verification.

Disable this option to opt-out of the knuckle scan during identity verification.

Knuckle-match is used to increase confidence in the authentication process.

Proctortrack provides four options for identity verification. The four types of identity verification settings are:

- **Face Scan:** Face scans are on by default, and use video footage of the student's face to confirm their identity.
- **Photo ID Scan:** Photo IDs can be required to confirm that the student's face matches a photo ID with their name and other identifying information.
- **Room Scan:** Room scans can be used to get a more complete assessment of the test-taking environment.
- **Knuckle Scan:** Knuckle matching provides additional identity verification.

By default, Proctortrack will require students to complete a Face Scan and a Photo ID Scan.

CONFIGURING EXAM SETTINGS

Proctortrack allows instructors to customize exam parameters, making each test-taking experience unique to the course. To configure exam settings, visit the Proctortrack Dashboard.

After you have created your LMS exam and enabled Proctortrack, locate the exam you would like to configure and click the three vertical dots. Ensure that Proctoring is set to ON for the exam, and then select “Go To Configuration.”

Quiz Name	Test ID	Access Code	Proctoring Level	Monitoring/Onboarding	Sessions List
Exam 1	16	7338ea	3	Proctoring ON	View Sessions
Exam 4	19	d64967	3	Proctoring ON	Go To Configuration
Test Quiz	20	16d954	3	Proctoring ON	View Sessions

This will take you to the exam configuration screen. You will then have the options to set test parameters.








Much like a faculty member might decide whether notes or a calculator is allowed in an in-person proctored exam, Proctortrack’s Test Settings allow these conditions to be set in a virtual environment. The test settings will be shown to the student before they begin the exam.

Select the “Test Settings” tab. You can then toggle on or off the settings most appropriate to your exam.

Test Name : Exam 4 Proctoring Level : 3

Use the toggle to select what is allowed or prohibited for the test. Every change will be automatically saved.

Important Note: Configuration options below have been updated. Some of the options from "Identity Verification Settings" have been moved to "Test Settings" tab. This update only affects the UI and default values of room- and knuckle- scans. This update will not change the proctoring settings of your existing quizzes or students' Proctortrack experience.

Identity Verification Settings	Test Settings	Student Settings	WhiteList Url/Apps
	ALLOW PHYSICAL BOOKS Enable this option to allow the test-taker to refer to their books during the test. Disable this option to prohibit the test-taker from referring to their books during the test.		
	ALLOW ONLINE/DIGITAL RESOURCES Enable this option to allow the use of online (e.g. web content) or digital resources (PDF, DOCs) during the test. Disable this option to prohibit the use of online or digital resources during the test.		
	ALLOW SCRATCHPAD TOOLS Enable this option to allow the test-taker to use note taking tools like MS Word or other such scratchpads on their computer during the test. Disable this option to prohibit the test-taker to use note taking tools like MS Word or other such scratchpads on their computer during the test.		
	ALLOW HANDWRITTEN NOTES Enable this option to allow the test-taker to take notes by hand and/or by using erasable whiteboard during the test. Disable this option to prohibit the test-taker from taking notes by hand and/or by using erasable whiteboard during the test.		
	ALLOW STUDENTS TO TAKE SCANS OR PICTURES USING PHONE Enable this option to allow the test-taker to take scans or pictures using phone during the test. Disable this option to prohibit the test-taker from taking scans or pictures using phone.		
	ALLOW STUDENTS TO TAKE SCANS OR UPLOAD DOCUMENTS Enable this option to allow the test-taker to take scans or upload document during the test. Disable this option to prohibit the test-taker from taking scans or upload the document.		
	ALLOW STUDENTS TO USE EARPHONES Enable this option to allow the test-taker to use earphones during the test. Disable this option to prohibit the test-taker from using earphones.		

Open Book Exams

The following settings can be changed to allow students to complete an open book exam.

- **Allow Physical Books:** Allow students to refer to physical books or print material during the exam.
- **Allow Online/Digital Resources:** Let students refer to websites, eBooks, PDFs, or other digital files during the exam.

If these options are disabled and a student attempts to use a physical or digital resource during the exam, the exam attempt will be marked as suspicious and sent to the faculty member for review.

Calculators

The following settings can be changed to allow students to use calculators during an exam:

- **Allow Physical Calculator:** Allow test-taker to use a physical calculator during the exam.
- **Allow Screen Calculator:** Allow test-taker to use a calculator application on their desktop.

If these options are disabled and a student attempts to use a physical or digital resource during the exam, the exam attempt will be marked as suspicious and sent to the faculty member for review.

Note-Taking

The following settings can be changed to allow students to take digital notes or handwritten notes during the exam:

- **Allow Scratchpad Tools:** Allow the test-taker to use note-taking tools like Word, OneNote, Pages, or other scratchpad applications on their computer during the test.
- **Allow Handwritten Notes:** Allow the test-taker to take handwritten notes on paper or using a whiteboard during the test.

If these options are disabled and a student attempts physical or digital note-taking during the exam, the exam attempt will be marked as suspicious and sent to the faculty member for review.

- **Prohibit Copy/Paste:** Prohibit the test-taker from copying and pasting information from the test or into the test. This option will disable the computer's copy/paste functionality.

Handwritten Exams:

Proctortrack can also be used to conduct a handwritten exam. The following options may apply:

- **Allow students to take scans or pictures using phone**
- **Allow students to take scans or upload documents**

Environmental Considerations

The following settings apply to the test-taker's physical environment:

- **Allow Short Breaks:** Allow a student to take a short break (i.e. to use the washroom) during the exam. Proctortrack does not put a time limit on the short break.
- **Allow Food/Drinks:** Allow the test-taker to have a beverage or food during the exam.

If these options are disabled and a student takes a short break or has food/beverage during the exam, the attempt will be marked as suspicious and sent to the faculty member for review.

Technical Considerations

The following settings apply to the test-taker's digital environment:

- **Allow students to use earphones:** Allow students to use headphones during test.
- **Prohibit Print Screen:** Flag screen capture attempts as suspicious and require faculty review.
- **Prohibit Multiple Monitors:** Require the use of a single screen.

- **Prohibit Copy/Paste:** Prohibit the test-taker from copying and pasting information from the test or into the test.
- **Desktop Monitoring:** Receive a screen-capture report of the test-taker's primary monitor.

Other

- **Prohibit Printing:** Print attempts cannot be stopped but will be flagged for review.
- **Mobile App Required:** Require the use of the mobile app to conduct a room scan or face scan. The exam will still have to be taken on a laptop or desktop computer.
- **Hide Access Code/Password:** Restrict access code to prevent students sharing the test password.

WHITELISTING

Proctortrack allows instructors to customize exam parameters, making each test-taking experience unique to the course.

To configure exam settings, visit the ProctorTrack Dashboard.

After you have created your LMS exam and enabled ProctorTrack, locate the exam you would like to configure and click the three vertical dots. Then select “Go To Configuration”

Quiz Name	Test ID	Access Code	Proctoring Level	Monitoring/Onboarding	Sessions List
Exam 1	16	7338ea	3	Proctoring ON	View Sessions
Exam 4	19	d64967	3	Proctoring ON	Go To Configuration
Test Quiz	20	16d954	3	Proctoring ON	View Sessions

This will take you to the exam configuration screen. You will then have the option to whitelist URLs or Applications by selecting the far right tab.

Dashboard

Test Name : Exam 4

Proctoring Level : 3

Use the toggle to select what is allowed or prohibited for the test. Every change will be automatically saved.

Important Note: Configuration options below have been updated. Some of the options from "Identity Verification Settings" have been moved to "Test Settings" tab. This update only affects the UI and default values of room- and knuckle- scans. This update will not change the proctoring settings of your existing quizzes or students' Proctortrack experience.

Identity Verification Settings

Test Settings

Student Settings

WhiteList Url/Apps

Enter URL to make Whitelist

Select Apps to Whitelist

Click to choose an app

This test don't have any WhiteListed URL(s).

This test doesn't have any WhiteListed Apps.

Whitelisting URLs

Faculty can allow the use of specific websites during the exam. For example, you may want students to be able to access a public domain literature site. Enter the root URL. Proctortrack check to ensure the URL leads to a live webpage and will then whitelist the URL.

Enter URL to make Whitelist

Whitelisted URLs

x

http://www.gutenberg.org/ (screenshots blurred)

Whitelisting Applications

Faculty can allow the use of specific applications during the exam. **By default, accessibility applications (i.e. screen readers) are whitelisted.**

Many applications are prohibited by default. For example, most videoconferencing applications are blocked. To allow the use of other applications, search through the list of prohibited applications. Please note you may have to whitelist both the Mac and Windows versions of an application.

Student Settings

WhiteList Url/Apps

Select Apps to Whitelist

Whitelisted Apps

x

Dropbox.exe (Windows)

x

Dropbox.exe (Mac)

INDIVIDUAL STUDENT SETTINGS

Proctortrack also allows instructors to set unique exam parameters for individual students.

Much like accommodations might be made for individual students in an in-person proctored exam, Proctortrack's Test Settings allow these conditions to be set in a virtual environment. The test settings will be shown to the student before they begin the exam.

After you have created your LMS exam and enabled Proctortrack, locate the exam you would like to configure and click the three vertical dots. Ensure that Proctoring is set to ON for the exam, and then select "Go To Configuration."

Quiz Name	Test ID	Access Code	Proctoring Level	Monitoring/Onboarding	Sessions List
Exam 1	16	7338ea	3	Proctoring ON	View Sessions
Exam 4	19	d64967	3	Proctoring ON	Go To Configuration
Test Quiz	20	16d954	3	Proctoring ON	View Sessions

This will take you to the exam configuration screen. Select the "Student Settings" tab and "Edit Configurations" beside the student of choice to access the screen where you will set distinct exam parameters for the student.

Proctortrack™
Integrity Realized

Dashboard > Manage Configurations > Exceptions

Dashboard

Test Name : Exam 2

Proctoring Level : 3

Use the toggle to select what is allowed or prohibited for the test. Every change will be automatically saved.

Important Note: Configuration options below have been updated. Some of the options from "Identity Verification Settings" have been moved to "Test Settings" tab. This update only affects the UI and default values of room- and knuckle- scans. This update will not change the proctoring settings of your existing quizzes or students' Proctortrack experience.

Identity Verification Settings

Test Settings

Student Settings

WhiteList Url/Apps

Student's list may be incomplete because of lack of access to the course roster.

Search

Set up Configurations

Name

Lillian Hogendoorn

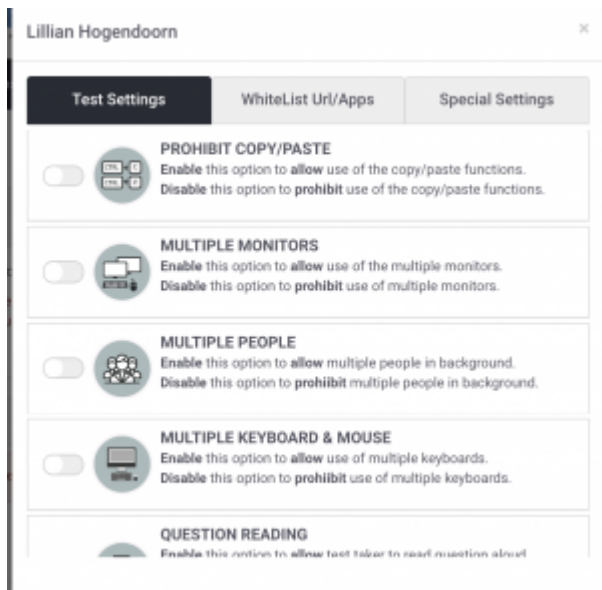
Edit Configuration

You can toggle on or off the Test Settings that are most appropriate for the individual student, and Whitelist URLs or applications

that the student might use to complete their exam. The test settings that you are able to turn on or off to accommodate an individual student are:

- **Prohibit Copy/Paste:** Prohibit the test-taker from copying and pasting information from the test or into the test. This option will disable the computer's copy/paste functionality.
- **Multiple Monitors:** Enable to allow the use of multiple screens.
- **Multiple People:** Enable to **allow** multiple people in the exam environment.
- **Multiple Keyboard & Mouse:** Enable to **allow** use of multiple keyboards.
- **Question Reading:** Enable to **allow** the test taker to read questions aloud.
- **Opt out of Face Scan:** Enable to allow the student to opt out of having their face scanned for identity verification.
- **Opt out of Photo ID Scan:** Enable to allow the student to opt of using their photo ID for identity verification.
- **Allow Online/Digital Resources:** Let students refer to websites, eBooks, PDFs, or other digital files during the exam.
- **Allow Short Breaks:** Allow a student to take a short break (i.e. to use the washroom) during the exam.

If any of these options are set to prohibited and the student engages in them during the exam session, the attempt will be marked as suspicious and sent to the faculty member for review.



The tab for “Special Settings” will allow individual students to be given additional proctoring minutes. Instructors can also manually enter specific needs not accounted for in the configurations, which will be taken into account by Proctortrack.

Lillian Hogendoorn



Test Settings

WhiteList Url/Apps

Special Settings

Maximum Proctoring Duration (in minutes) : 240

Allow additional proctoring minutes for this Student

[+ Add Time](#)

Let us know if this student has specific needs that are not listed in our configurations. Proctortrack will take them into consideration while reviewing session(s).

[Save note](#)

AFTER THE EXAM

REVIEWING PROCTORED SESSIONS

A student's exam session data is passed to the Proctortrack dashboard within 48 hours from when the student finishes their exam. As students take your exam and submit the data from their proctoring session, you will be able to use the Instructor Dashboard to track how many students have been proctored, how many sessions are processing, how many are available for preview, and how many require your attention.

Quiz List					
Onboarding Status					
Quiz Name	Test ID	Access Code	Proctoring Level	Monitoring/Onboarding	Sessions List
Exam 1	4	744b6a	3	Proctoring ON	View Sessions
<div><div>2</div><div>1</div><div>0</div><div>1</div><div>0</div></div> <div><div>Proctored Students</div><div>Ready For Preview</div><div>Processing</div><div>Passed</div><div>Require Attention</div></div>					
Exam 2	5	test123	3	Proctoring ON	View Sessions
Exam 3	6	trst123	3	Proctoring ON	View Sessions
Onboarding Quiz	22	1612dd	3	Onboarding ON	View Sessions
Quiz to test setting up PT	23	4102f8	3	Proctoring ON	View Sessions
Test for York	24	7c2e6f	3	Proctoring ON	View Sessions

To access and review the data from a proctoring session, select the “View Sessions” tab for your exam. You will be presented with a list of the students who have uploaded their exam sessions.

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[Dashboard](#)

Exam 1 End Date: 3/24/20 3:21 PM

2	0	1	1	0
Proctored Students	Processing	Ready For Preview	Passed	Require Attention

Student List Search Name / Email

Status	First Name	Last Name	Date	Message	Flags	Review
Pass Fail Data Export						
<input type="checkbox"/>	Test	Student	3/24/20 4:53 PM			
<input checked="" type="checkbox"/>	Hubert	Étudiant	4/6/20 10:31 AM			

Note the following in the above image:

- **Proctored Students:** Number of students who have been proctored for the exam so far.
- **Processing:** Number of proctoring session reports that are still processing (ie. not yet visible for the instructor).
- **Ready for Preview:** Number of proctoring session reports in preview mode. Reports may not yet be entirely accurate. They can be viewed by the instructor, but the instructor will not be able to take any action on the report.
- **Passed:** Number of students whose proctoring session reports has been reviewed by Proctortrack and deemed to be of no concern.
- **Require Attention:** Proctoring session reports that have been flagged by Proctortrack due to items in the report that misalign with the conditions and configurations set by an instructor for the exam. Students whose proctoring data is deemed to “require attention” will be highlighted with red text in the Student List.

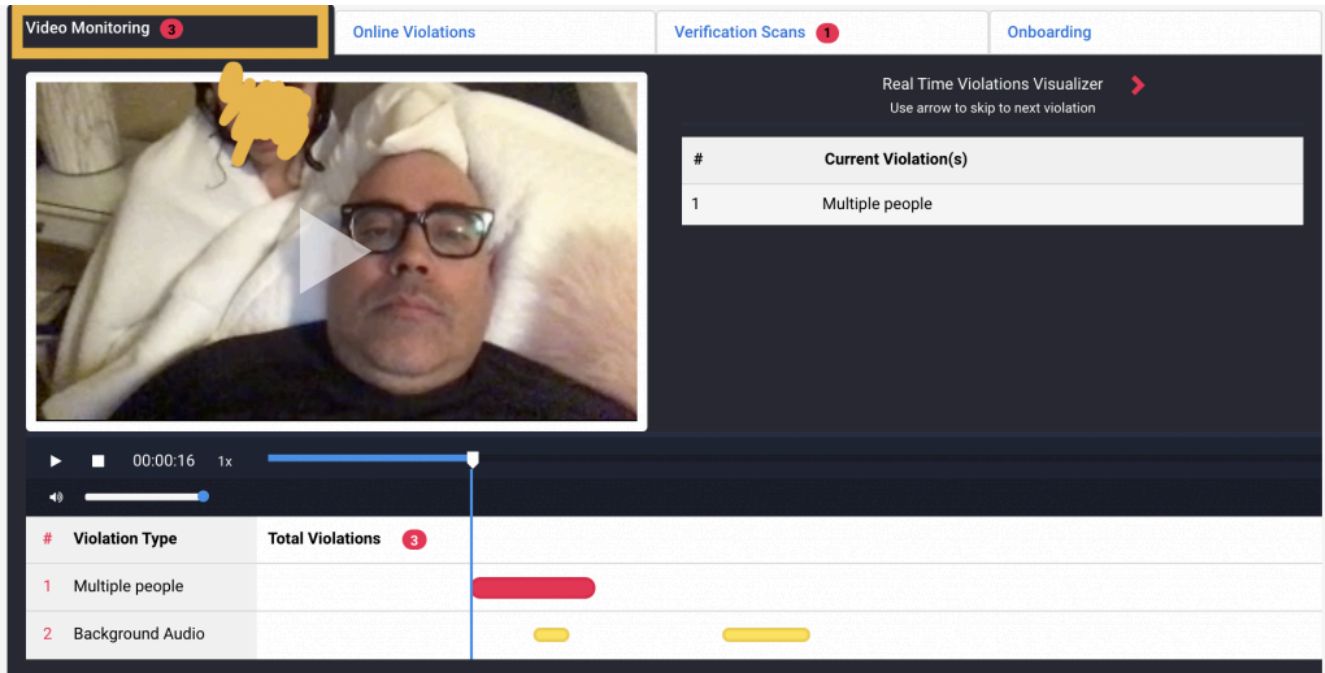
		Manasvini	Sirsat	Low	2/13/19 9:51 PM	16	
		Chirag	Wadhwa	Low	2/13/19 10:15 PM	16	

You may prioritize time by first reviewing those proctoring session reports deemed to be requiring attention, but may also wish to review and comment on reports that the system has passed.

To review a student’s proctoring session report, click on the student’s first name. From there, you will be able to review and comment on video monitoring data, desktop screenshots, and student verification scans.

Video Monitoring

The video monitoring tab shows a video recording of the entire proctoring session, with time-stamped, coloured markings indicating points in the exam where the system has flagged activity that is contrary to the settings configured for the exam. For example, the image below shows several flags for background audio and multiple people in the frame.



The screenshot displays the Video Monitoring interface. At the top, there are four tabs: "Video Monitoring" (selected, with a red badge showing 3), "Online Violations", "Verification Scans" (with a red badge showing 1), and "Onboarding". Below the tabs is a video player showing a man wearing glasses and a white headband. A yellow play button is overlaid on the video. To the right of the video player is a "Real Time Violations Visualizer" section with a red arrow and the text "Use arrow to skip to next violation". Below this is a table with the following data:

#	Current Violation(s)
1	Multiple people

Below the video player is a timeline with a play button, a progress bar, and a volume icon. The timeline shows a red bar indicating a violation at 00:00:16. Below the timeline is a table with the following data:

#	Violation Type	Total Violations
1	Multiple people	3
2	Background Audio	

Clicking on the time-stamped, coloured markings (like the red and yellow ones in the image above) allows you to skip to the parts of the recording that have been flagged, and review those sections by playing the recording.

Desktop Screenshots

Desktop screenshots are found under the "Online Violations" tab. The page first presents screenshots of the desktop that have been flagged for showing potential access to websites or applications that were not deemed permissible in the exam configurations.

Video Monitoring 7

Online Violations 5

Verification Scans

Onboarding

Online Aid 00:00:21

Online Aid 00:00:26

00:00:00 1x

#	Violation Type	Total Violations 7
5	Online Aid	
2	Background Audio	

Scrolling further on the same page shows all of the screenshots taken of a student's monitor throughout the proctoring session.

All Desktop Screenshots

Total: 47 Number of Violations: 5

1 00:00:00

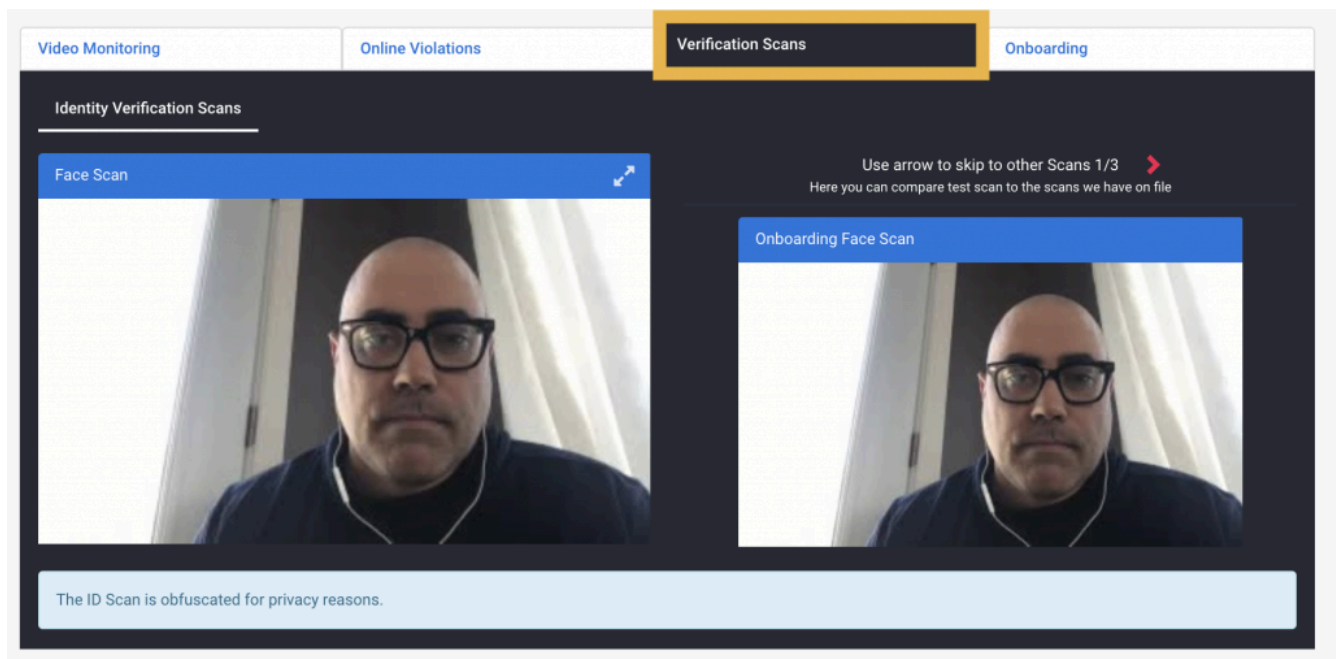
2 00:00:00

3 00:00:00

Verification Scans

The Verification Scans tab allows you to view face scans, ID scans, and/or knuckle scans taken at the beginning of a student's exam session.

By viewing the onboarding tab (shown in the top right corner of the above image), you can compare the verification scans from the exam setting to those that were taken during the onboarding test.



Instructor Notes

At any point while reviewing the video recordings, desktop screenshots, and identity verification scans, you can record notes in the "Notes" section at the bottom of the frame. For example, you may note that the audio flagged by the system was just loud footprints from a student's upstairs neighbour, or that the extra person in the frame was just a student's daughter asking about dinner.

The screenshot shows the 'Test Student' interface for 'Exam 3'. At the top, it displays the start and end times (3/24/20 8:30 PM to 8:33 PM) and buttons for 'Passed', 'Fail', and a share icon. The main area is divided into tabs: 'Video Monitoring' (7 violations), 'Online Violations' (5 violations), 'Verification Scans', and 'Onboarding'. The 'Video Monitoring' tab is active, showing a video feed of a student wearing a white head covering and glasses. Below the video is a timeline with a play button and a progress bar. To the right of the video is a 'Real Time Violations Visualizer' with a table showing the current violation: 'Background Audio'. Below the video feed is a table of violations:

#	Violation Type	Total Violations
5	Online Aid	5
2	Background Audio	2

At the bottom, there is a 'Notes' section with a text input field containing 'Just some footprints coming from upstairs!' and a 'Save Note' button.

Should you deem that many of the alerts flagged by the system are of no concern to the exam's integrity, you can override the systems decision to "Fail" a student's proctoring session by selecting "Passed" at the top of the page.

This screenshot shows the same 'Test Student' interface, but with the 'Passed' button at the top right highlighted with a yellow box. The 'Video Monitoring' tab is still active, showing the same video feed and violation table as the previous screenshot. The 'Real Time Violations Visualizer' also shows the same current violation: 'Background Audio'.

After you have reviewed all proctoring data that you wish to view, you can comfortably release exam grades to students through your LMS.

FOR ADMINISTRATORS: ADMIN DASHBOARD

The following is a video recording of a deep dive into the Admin Dashboard:



An interactive or media element has been excluded from this version of the text. You can view it online here:

<https://ecampusontario.pressbooks.pub/proctortrack/?p=299>