

Faculty Guide to using Remote Proctor Now

Remote Proctor Now from Software Secure Inc. (www.softwaresecure.com) is an online exam proctoring technology that enables online and distance learning students to take proctored exams from the comfort and convenience of their own home or office.

The process identifies a student and records video and audio and screen capture throughout the student's exam, which is simultaneously communicated to SSI's restricted-access secure servers. The video, audio and screen capture are used for the purpose of ensuring academic integrity during the testing process. The purpose of this technology is to better comply with evolving accreditation standards.

Here are some details related to how it works:

- Pictures taken:
 - Remote Proctor Now, prompts the student to take a picture using the built in computer camera.
 - The system also prompts the student to take a picture of their photo ID.
- Student desk and room scanned – video saved
 - The program also prompts the student to scan the camera around the desk, and the room that they plan on taking the test.
- Computer camera records the student taking the entire test – video saved
 - The camera from the computer records the student taking the test. This video made available for the faculty to view at any time.
- All activities on the student's monitor recorded – video saved
 - The student's computer activities are also recorded. This video is also available to the faculty to view at any time.

Here are step by step instructions on setting up Remote Proctor Now:

In Moodle

Select the Turn Editing On button (top right hand corner)

Create the exam on Moodle

Set a password for the quiz

- Select Edit Settings for the quiz



- Select the **Extra restrictions on attempts** section, and select the **Show more...** link.
- Type in a Password as shown below.
- Make a note of the password since the same password needs to be typed in on Remote Proctor Now site.

A screenshot of the Moodle quiz settings page. The 'Appearance' section is expanded. Underneath, the 'Extra restrictions on attempts' section is also expanded. The 'Require password*' field is highlighted with a red rectangular box and contains ten dots. To its right is an 'Unmask' checkbox. Below this, the 'Require network address*' field is empty. At the bottom, the 'Enforced delay between 1st and 2nd attempts*' is set to '0' minutes, with an 'Enable' checkbox.

Make other selections as desired and select Save and Display button at the bottom of the page.

In Remote Proctor Now

Register the exam on Remote Proctor Now

- Go to: <http://issu.remoteproctor.com/adminsite>
- Type in your **Remote Proctor Now** userid and password to log in
- Select **Exam Registration** and **Register an Exam**



Enter the fields in the screen shown below.

Select your name from the Exam Sponsor list.

Type in the **Exam Name**. It would be helpful to the student if the name reflected the course name and section and the name of the exam as shown in the picture below.

Type in the **Exam password**. It is the same password that was defined in the Moodle exam.

Approximate Duration of the Exam field refers to the time the student needs to complete the exam. The time entered here determines the length of the time the student will be recorded.

Select **No** to the question **Does this exam require a proctor/invigilator?**

A screenshot of the 'EXAM REGISTRATION' form. The form has a navigation bar at the top with 'Home', 'Reviewer', and 'Exam Registration'. The form fields include: 'Organization' (Lake Superior State University), 'Exam Sponsor' (empty), 'Exam Name' (NURS-531-001 - Exam 1), 'Exam Password' (lakerone), 'Confirm Exam Password' (lakerone), 'Approximate Duration of the Exam' (120 Minutes), and 'Does this exam require a proctor/invigilator?' (No). The 'Register Exam' button is highlighted with a red box. A 'Go to Exam Manager' button is also visible.

Select the **Register Exam** button as shown in the picture above. Once the exam is registered, the **Exam Successfully Registered** message appears on the screen.

A screenshot of the 'EXAM REGISTRATION' form showing the 'Exam Successfully Registered' message in green text, highlighted with a red box. The 'Organization' dropdown menu is visible below the message, showing 'Lake Superior State University'.

You can check to see if your exam is registered by selecting the **Go to Exam Manager** button as shown below.

EXAM REGISTRATION

Organization

Exam Sponsor

Exam Name


Exam Password Do not provide this password to students.
 It will be entered for them when they click "Insert Exam Password" in the software.


Confirm Exam Password

Approximate Duration of the Exam: Minutes
(Will be pre populated with organization's default value.)

Does this exam require a proctor/invigilator?
(choose "no" if this is a practice exam)

The exam that you just registered should be listed on this screen below.





POWERED BY SOFTWARE SECURE

Welcome sdevaprasades! [LL](#)

Home
Reviewer
Exam Registration

EXAM REGISTRATION

Organization:

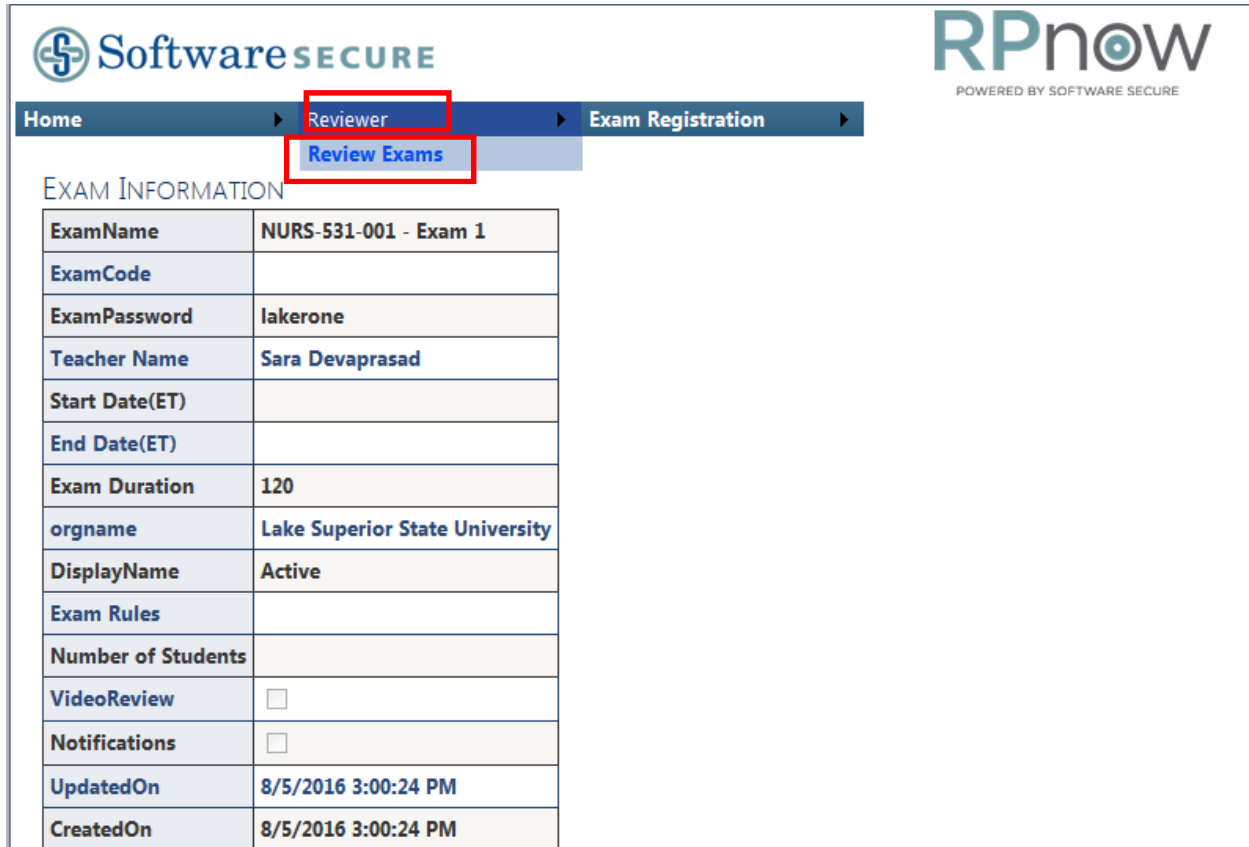
Exam Sponsor Name Like :

Exam Name like :

Exam Code like :

orgName	Exam Name	Exam Code	Teacher First Name	Teacher Last Name	Start Date(ET)	End Date(ET)	Students	Exam Status	Details	Edit	Assign Exam Sponsor
Lake Superior State University	Temp? - Demo Quiz		Sara	Devaprasad				Active	Details	Edit	Assign
Lake Superior State University	NURS-531-001 - Exam 1		Sara	Devaprasad				Active	Details	Edit	Assign

To view the student's video recording of the camera and the laptop screen
Select the **Details** link from the screen shot in the previous page. Select **Reviewer** and **Review Exams**



The screenshot shows the Software SECURE interface. At the top left is the Software SECURE logo. At the top right is the RPnow logo with the text 'POWERED BY SOFTWARE SECURE'. Below the logos is a navigation bar with the following items: Home, Reviewer (highlighted with a red box), Exam Registration, and Review Exams (highlighted with a red box). Below the navigation bar is the 'EXAM INFORMATION' section, which contains a table with the following data:

ExamName	NURS-531-001 - Exam 1
ExamCode	
ExamPassword	lakerone
Teacher Name	Sara Devaprasad
Start Date(ET)	
End Date(ET)	
Exam Duration	120
orgname	Lake Superior State University
DisplayName	Active
Exam Rules	
Number of Students	
VideoReview	<input type="checkbox"/>
Notifications	<input type="checkbox"/>
UpdatedOn	8/5/2016 3:00:24 PM
CreatedOn	8/5/2016 3:00:24 PM

At the following screen, select the **View** link on the line that your exam is listed.

Home > Reviewer > Exam Registration

REVIEW EXAMS

School Name:

Exam Name:

Exam Availability Start: Calendar

Exam Availability End: Calendar

Exam Code:

Teacher:

Student:

Exam Record Start Date: Calendar

Exam Record End Date: Calendar

Reviewed By Organization:

View Exam Records	orgName	Exam Name	Exam Code	Teacher First Name	Teacher Last Name	Start Date	End Date	Students	Summary
View	Lake Superior State University	Temp2 - Demo Quiz		Sara	Devaprasad				Summary
View	Lake Superior State University	NURS-531-001 - Exam 1		Sara	Devaprasad				Summary

Items In List: 10

Scroll down further down on the screen to see the names of students who took the exam. Find the student's recording that you want to view and select the **View** button as shown below.

Exam Records

orgName	First Name	Last Name	Email	PhoneNo	ExamName	Exam Code	Teacher First Name	Last First Name	Exam Start Date	Exam Status	Review Status	Reviewed By Org	Exam Detail
Lake Superior State University	Helper	One	helper1@gmail.com		NURS-531-001 - Exam 1		Sara	Devaprasad	8/4/2016 10:25:17 AM	Ready For Review	Not Reviewed	False	View

Items In List: 10

A student's screen and camera recording opens up as shown below.

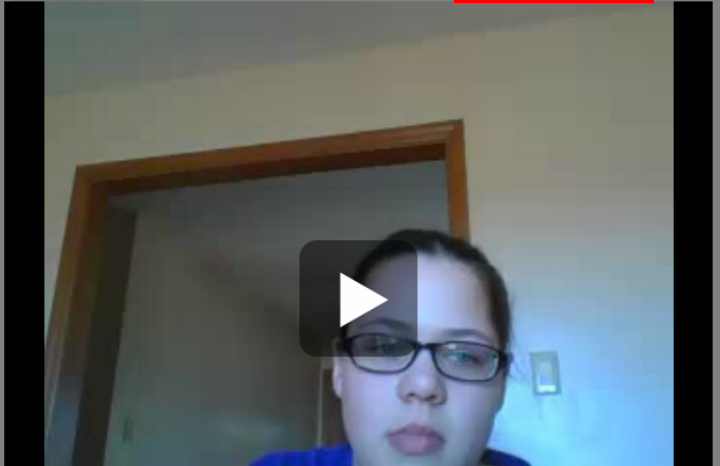
View Desktop Video link shown in the picture below toggles to **View Webcam Video**.

View Desktop Video is a recording of the students computer monitor when they were taking the exam.


View Webcam Video is a recording of the student taking the exam.

Exam Info and User Photos | Flash Playlist | Web Cam View and Desktop View




Done Reviewing | Normal Mode Video | **View Desktop Video**







Details | Audio Meter | Comments | Summary

Student Name : Alicia C
Exam Name : Exam 1
Start Time : 3/17/2016 12:39:13 PM
Exam Video Starts from 1Min 8Sec 

SYMBOL LEGEND

-  Suspicious
-  Rules Violation
-  Clean

Play     Toggle Add Comments Download

If you have any questions feel free to send an email to moodle@lsu.edu.