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:
  - o Remote Proctor Now, prompts the student to take a picture using the built in computer camera.
  - o The system also prompts the student to take a picture of their photo ID.

- Student desk and room scanned – video saved
  - o 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
  - o 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
  - o 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.

- <u>Make a note of the password since the same password needs to be typed in on Remote Proctor Now site</u>.

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://lssu.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?**

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.

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

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

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**

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

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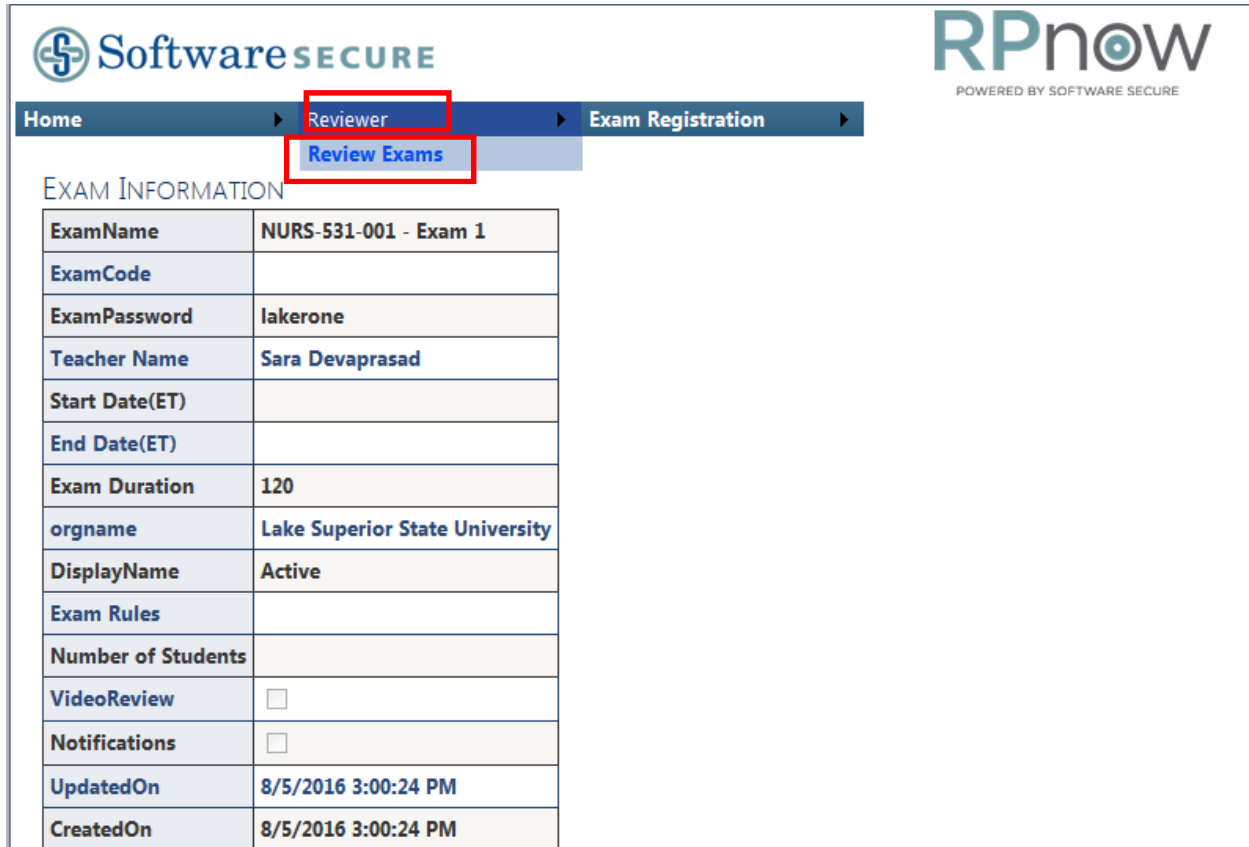
orgName	First Name	Last Name	Email	PhoneNo	ExamName	Exam Code	Teacher First Name	Last First Name	Exam Start Date	Exam Status	Review Status	Reviewed By Org	Exam Detail
Lake Superior State University	Helper	One	helper1@gmail.com		NURS-531-001 - Exam 1 Quiz		Sara	Devaprasad	8/4/2016 10:25:17 AM	Ready For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

Items In List: 10

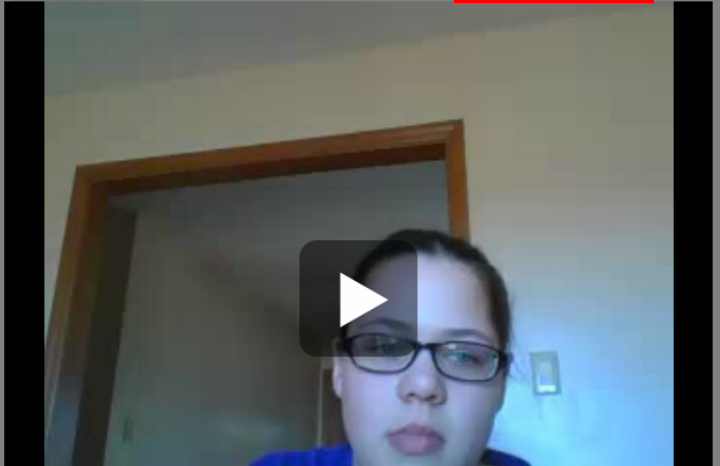A student's screen and camera recording opens up as shown below.

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.

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