

Proctoring with Zoom

Notice: Respondus Lockdown Browser is recommended for given exams online. If Respondus Lockdown Browser is not available or not supported by the student's computer, you can consider using Zoom to proctor your exam.

In order to successfully setup this virtual proctoring system with Zoom, your proctors must be comfortable working with Zoom and its features. The number of proctors available will determine the scalability of this system.

It is recommended that proctors watch no more than three (3) exams at a time.

When proctoring exams via Zoom, both the proctor and student should use the desktop version rather than the mobile app version of Zoom and will need a webcam, microphone, sound output via headset or earbuds and a strong Internet connection. The student's computer should have only one display.

Schedule Exam

Schedule a meeting in Zoom; allow plenty of time for the student to check in with you at the beginning and also complete their exam. If you schedule a new meeting, a link to the Zoom room will be created. Your student will join the meeting by clicking on the link. You can provide the meeting link to the student using the Outlook Calendar tool on the meeting page or copy and paste the invitation into an email manually. Please make sure your waiting room is enabled for the meeting.

<https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->

Join Exam

If you are proctoring a single student exam, you can continue to use the main Zoom room. If you will be proctoring more than one student and/or will have multiple proctors and students, you will need to utilize Zoom Breakout Room feature.

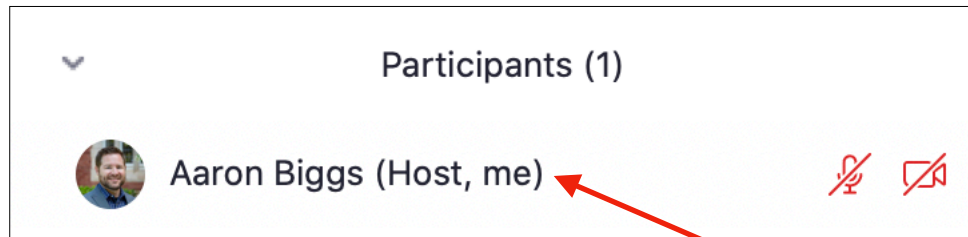
Single Student Exam

Proctor and student should join the Zoom meeting at the scheduled time. The student should remain in the waiting room until admitted by the proctor. Both parties must have a working webcam, microphone and sound output via headset or earbuds.

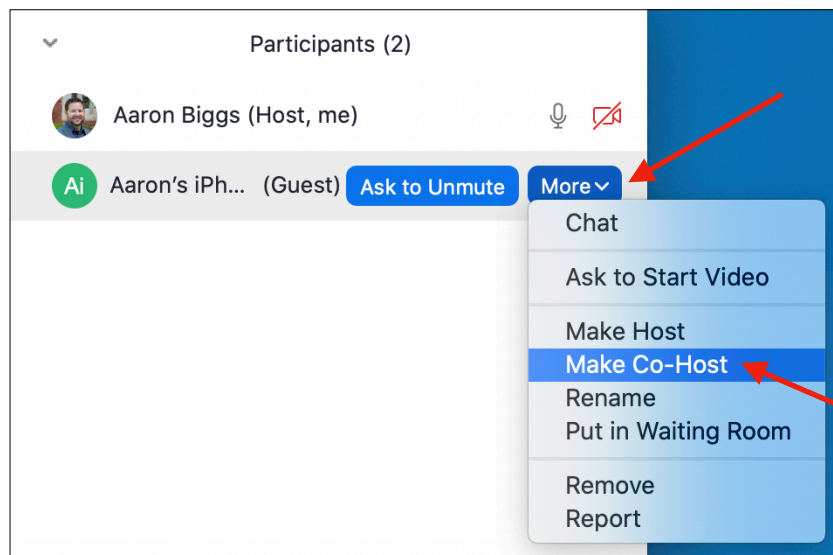
Multiple Proctors / Multiple Student Exams

In order to proctor multiple exams or allow multiple proctors to manage their own set of exams, you will need to utilize Zoom's Breakout Room feature. Breakout rooms are sub-rooms within the main Zoom room and each breakout room is assigned to a proctor and exactly *one student per breakout room*. The proctor can move between breakout rooms to check in with students as they are taking their exams.

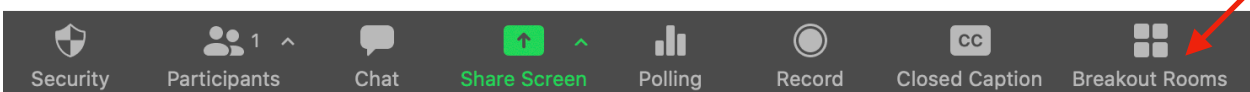
1. You must be the host of the main session to create the breakout rooms. If you are the host, a “(Host, Me)” label should appear to the right of your username in the Participants panel.



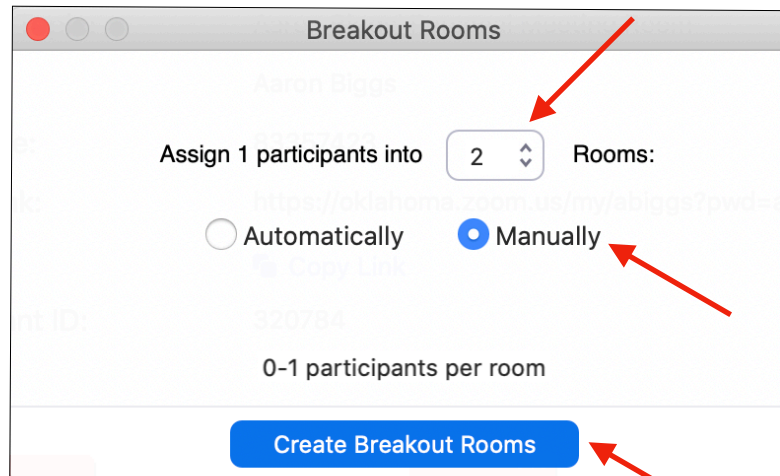
2. Admit proctors from the waiting room and make them “Co-Hosts”. This can be done by highlighting their name in the Participant’s panel, select **More**, and then select **Make Co-Host**.



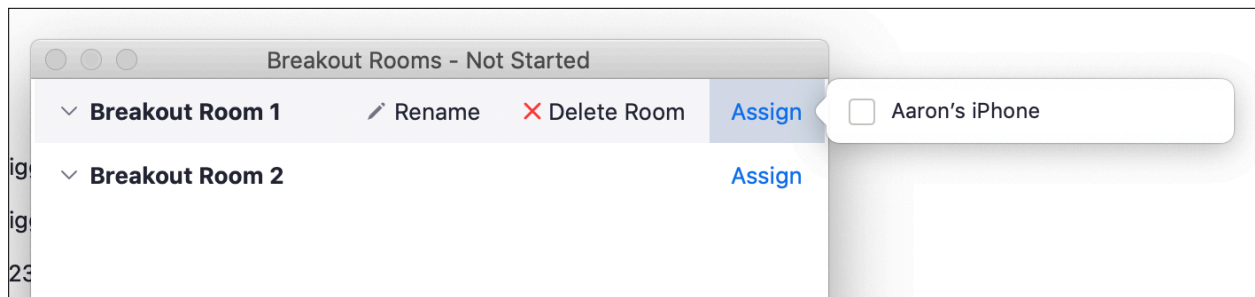
3. Select **Breakout Rooms** at the bottom of the Zoom page.



4. Within the Breakout Rooms panel, set the number of rooms you would like to create, and then select **Manually**. You should create one room per student exam. Try to have 2 or more extra rooms in case of overflow. It is better to have too many than too few as you cannot make more breakout rooms later. Click **Create Breakout Rooms** to create the rooms.



5. Assign the proctors to the appropriate breakout room by selecting the specific breakout room, click **Assign**, and then click the checkbox next to their name.



6. Once all proctors are assigned to their rooms, select **Open All Rooms** at the bottom of the Breakout Rooms panel.
7. Once the breakout rooms are open, admit the students from the waiting room and assign them to the appropriate breakout room as you did with the proctors.
8. Once the proctors and students are in the appropriate breakout rooms, the exam can now begin.

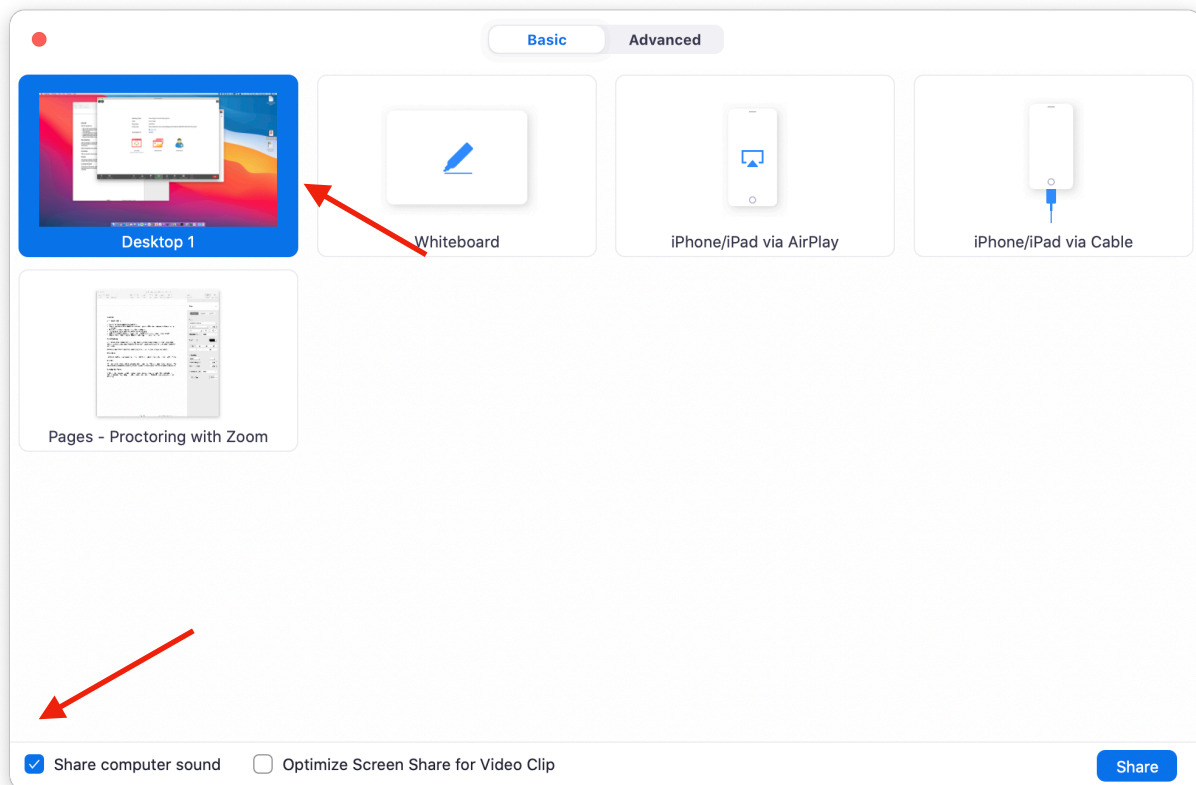
Security

Ask the student to:

- Show their student ID to the webcam.
- Show the surface of the desk they are working on and the room they are working in using the webcam.
- Turn off cellphone and place away from workspace.
- If applicable, place calculator away from workspace.
- Retrieve anything they may need during the test (water, scratch paper, extra pencil)
- Remind the student of any additional proctoring rules for your course.

View Desktop

Ask the student to share their “Desktop” screen with the desktop taskbar visible and with computer sound selected. The proctor should be able to see/hear the student’s webcam, microphone, and their computer “Desktop” and sound.



<https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->

Procedure

Tell the student what procedure to follow if they have a question or a problem during the exam.

Proctor

The proctor should mute their own microphone and turn off their webcam during the exam. The student should leave microphone, screen sharing, and camera on for the duration of the exam.

Leaving the Exam

At the end of the exam, watch the student end the exam and sign out of the application or submit answers for grading using the agreed upon process. Then either party may leave the meeting.

* Portions of this document were adapted from [Proctor with Zoom](#) with permission from the University of Iowa's Office of Teaching, Learning & Technology, and Distance and Online Education