FACULTY PROCESS

- Add an exam iteration
- Reporting capabilities
FACULTY EXPERIENCE

- An exam must be added to the ProctorU system before an instructor’s test-takers can schedule an exam via ProctorU.

- An administrator or instructor may create an exam using their ProctorU account. Faculty in needing an account may contact a partnership services representative to set up an account.

- After logging into their administrative account, administrators can create an exam using the following process:
  ◊ On the home page in the top right, clicking the Add New button (Figure 1) will open a drop down menu.
  ◊ Selecting Exam will open a new screen where instructors may detail the exam appointment (Figure 2).
INSTRUCTORS CAN SPECIFY THE FOLLOWING DETAILS:

- Exam title
- Department
- Term
- Instructor
- Duration of exam
- Exam URL (location)
- Exam password
- Permitted resources
- Permitted browsers
- Other allowed resources
- Expected no. of test-takers
- Additional exam notes & accommodations
- Notify on schedule emails
- Point of contact for exam

Instructors may use the provided check boxes to specify allowed resources and browsers, and a dialogue box is provided for any available resources not listed.

Exam availability can also be added on this page. Clicking Add Window opens a prompt where instructors can specify an exam time frame and set start and end dates and times. Multiple exam windows may be added for a recurring exam (Figure 3).

After completing an exam form, an administrator receives a notification that the exam has been sent for review.

ProctorU’s assessment services team reviews the exam information and enters it into the system. An instructors is notified when the exam has been activated.

Exam details and accuracy can be reviewed within the ProctorU administrative account. Details can be changed until 24 hours before the exam start time. Within this time period, assessment services must be contacted to change exam parameters.

Test-takers may begin scheduling appointments. The administrative account also provides access to records of proctored exams.
Cancellation activity is also available under the Reports/Activity Report heading, Session Activity can be viewed. Administrators can filter reservations by start and end dates (Figure 4).

This page displays a test-taker’s exam, department, instructor, test-taker name, start time and exam duration. A detailed description of individual appointments is displayed by clicking the clipboard edit icon to the right of each appointment.

On the left under the Reports/Activity Report heading, Session Activity can be viewed. Administrators can filter reservations by start and end dates (Figure 4).

This page displays a test-taker’s exam, department, instructor, test-taker name, start time and exam duration. A detailed description of individual appointments is displayed by clicking the clipboard edit icon to the right of each appointment.

CANCELLATIONS

Cancellation activity is also available under the Reports menu (Figure 5). This report displays exam name, test-taker name, scheduled start and end dates, reason for cancellation, cancellation explanation, who canceled the appointment, the date canceled and any credit given. Reports can be filtered by test-taker name, start and end dates, or by reason.

RESERVATION DATA

On the left under the Reports/Activity Report heading, Session Activity can be viewed. Administrators can filter reservations by start and end dates (Figure 4).

This page displays a test-taker’s exam, department, instructor, test-taker name, start time and exam duration. A detailed description of individual appointments is displayed by clicking the clipboard edit icon to the right of each appointment.

TEST-TAKER APPOINTMENT TIMELINE

Faculty can also view the events of a particular appointment in a detailed timeline (Figure 6, next page). This timeline displays all of the events during an appointment in chronological order as well as any notes made by a proctor or manager.

The timeline will also display the relevant test-taker and exam iteration information for the appointment.
TEST-TAKER APPOINTMENT TIMELINE

1. **NAVIGATION BAR** - Shows the institution and exam for a selected appointment.
2. **USER** - Shows the user for a selected appointment including their contact information.
3. **SESSION** - Shows the relevant information for a selected appointment including exam start and end times, fulfillment status and contact information for the exam.
4. **AUTHENTICATION METHODS** - For appointments using Ucard authentication only, this area displays pass/fail for authentication checks. Otherwise, this field displays “No authentications for this test-taker.”
5. **EXAM** - Shows exam notes for this appointment. Proctors view these same notes.
6. **TIMELINE** - Displays events during a session.
7. **NOTES** - A counter shows if there are any active comments from proctors or management on timeline events.
8. **ALERTS** - A counter displays if there are any active, flagged incidents (according to institution criteria) in the appointment timeline.
9. **TIMELINE** - Shows events during a session in chronological order from the latest event to the first. Incidents or key events are highlighted in red and yellow in the timeline (example below).
Suspicious activity is reported to the institution in the form of an Incident Report, which documents a potential breach of academic integrity. A sample incident report can be seen in Figure 7.

**Incident Report**

**Proctor University**

Jane McTestitout

**Date:** MM - DD - Year
**Time:** 12:00 PM Pacific Standard Time
**Test-Taker:** Jane McTestitout
**Institution:** Proctor University
**Exam Name:** Underwater Basket Weaving - Final
**Instructor:** Woodward J. Procki
**Incident #:** mmddyy-pr
**Proctor:** ProctorU

**Incident Summary:** During the course of this exam, the proctor observed the test-taker utilizing Google to search for exam-related content. The test-taker searched for "What is the answer to life, the universe and everything?" The answer, of course, is "42."

**Screenshots:** Screenshots
**Chatlog:** Chatlog
**Recap:** Recap

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