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Tegrity remote proctor

With Tegrity test proctoring, students can take exams and quizzes directly from their computers as long as an internet connection is available. Our system allows the student to be recorded while taking the exam (in the same way as an instructor who records a lecture). In addition, we have implemented a number of options that make this a secure test-taking feature, such as a visual detection method and disabling the pause controls. Below you will find instructions on how to use our test proctoring function, as well as some suggested methods to ensure that exams are taken safely. Step 1: Getting started with Tegrity test proctoring First, you need to enable the test feature. To do this: 1. Access your My Tegrity website and click on the course you want to enable Tegrity test proctoring. 2. Click course settings from the turnover course assignments. 3. Locate the section. Click the check box next to Enable Student Testing (Remote Proctoring Mode). Tegrity also provides an option that allows you to include a test-taking policy that your students must read and accept before they begin their test. A text input field will appear when this option is enabled. Enter your policy and click OK 4. A Start a test button will appear in your course. Note: The Start a Test button appears only when you click on the course in which test proctation has been activated. When you view your Course Page, the button will not appear. Step 2: To view students' tests To record proctored tests, no extra effort is required on the part of the instructor. Videos are automatically uploaded when the student has completed their recording. Once uploaded, the proctored test recordings will be available under the Tests tab. For your convenience, each test is marked with the student's name. When you click on a test, the first thumbnail of each recording is the student photo taken, making it easy for the teacher to quickly navigate through each recording and verify student identities. Note: The Tests tab will only be available once at least one student test recording has been uploaded. Students will not see the Tests tab. To see instructions for students, click here. Note: Proctored recordings are uploaded to your Instructors Tests tab. Students do not have access to review these recordings. Tegrity test proctoring allows you to take a test from anywhere, as long as you have a computer and internet connection. This option will only be available if your professor has chosen to activate it. You also need to have a webcam and microphone attached to start a proctored test recording. When you start Tegrity proctored test recording your desktop, webcam and microphone will be recorded. The proctored recording will be uploaded to your Tegrity web site after you complete it. Once you have uploaded the recording, the visible to the instructor or Tegrity admin. Read all the instructions below and instructions from your instructor before recording your test. Taking a test 1. From your Tegrity course, click Start a Test 2. The box that appears is the department's testing policy (if your institution has chosen to write and publish one). Students will need to read and agree to continue. If the institution does not have a testing policy published, this box will not appear. 3. The next box that appears is the testing policy that your instructor may have created. Students will need to read and accept to continue. If no testing policy has been published, a blank white box will appear. Students still need to select Accept to continue. 4. Tegrity Recorder will be displayed. Select the camera you want to use, as well as the audio device if necessary. Click Next to continue. 5. Students are then asked to Take Photos of themselves so that the professor can be sure that the person taking the test is who they say they are, when they are finished clicking next 6. Click Start 7. If you use multiple monitors, choose which monitor you would like to record. Use the left or right arrows to select the correct monitor, and then select Record this monitor 8. When you're done, press the Stop button on the Tegrity toolbar. 9. The following screen appears. Selecting No will allow you to continue recording. Selecting Yes will prompt Tegrity to automatically upload the recording. 10. Students will be able to monitor the status of their test's automatic upload from the Upload Queue. It's best practice to keep the upload queue window open until the upload completes. Note: The recording will be automatically removed from the upload queue after the upload is complete. 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