

HOW TO PROCTOR A REMOTE FISDAP EXAM ON ZOOM

1. Ensure your familiarity with [Zoom](#)

2. Arrange a time to proctor exams with your students

- a. Send each student a unique Zoom Meeting ID to join the virtual exam.
- b. The preferred proctor-to-student ratio is 1:1. The maximum ratio is 1:3.
- c. If proctoring multiple students at one time, you must utilize the **Breakout Rooms** feature on Zoom to ensure that students cannot see each other's screens.

3. Before the exam:

- a. Make sure that students log into Zoom on two separate devices to allow for frontal and profile views of their activity.
- b. Instruct students to share their screen using a **full desktop view mode**. Make sure the student is sharing all desktop activity, not just a single browser or window.
- c. Instruct students to share their webcam on both devices.
- d. Instruct students to click on the **Remote Control** icon and **Auto-Accept All Requests**. This will allow you to control their screen when necessary.
- e. Instruct students to show you a complete 360-degree view of their testing environment.

4. Beginning the exam:

- a. Proceed as you usually would with your exam instructions.
- b. Briefly take control of students' screens to insert the exam password.

5. During the exam:

- a. Monitor all screen activity and video feeds to ensure exam security and academic integrity. **No multitasking please!**
- b. Troubleshooting: In the event of any prolonged disconnection from the internet or Zoom, please notify Fisdap staff **immediately**. If students are disconnected for more than 5 minutes, we must end the exam.

6. Exam Versions: As this is an exceptional and temporary circumstance, we would appreciate if you could please use earlier versions of the comprehensive exams (e.g., PRE3 or PRE4 instead of PRE5) to help us protect our newly validated content.

These protocols are intended to maintain Fisdap exam security and to ensure that students are abiding by institutional guidelines for academic integrity.