

HOW TO TAKE A REMOTE FISDAP EXAM ON ZOOM

1. **Ensure your familiarity with [Zoom](#)**
2. **Arrange a time to take a proctored exam with your instructor.** Your instructor will send you a Zoom link to join the virtual meeting.
3. **Setting yourself up for success:**
 - a. Find a quiet, private, and well-lit room.
 - b. Clear your surroundings of any books or support materials.
 - c. Be sure to use a computer that has webcam capabilities.
 - d. Have a second device (e.g., smartphone or iPad) available to connect to the Zoom meeting. Your primary device (e.g., laptop) will provide your proctor a frontal view of your activity and your secondary device will provide a profile view.
4. **Log into Zoom on both your primary and secondary devices.**
 - a. Share your screen using the Full Desktop View mode on your primary device.
 - b. Share your webcam on both your primary and secondary devices.
 - c. Click on the **Remote Control** icon and **Auto-Accept All Requests**. This will allow your instructor to control your screen when necessary.
 - d. Show your instructor a complete 360-degree view of your testing environment.
5. **Begin taking your exam from your primary device.**
 - a. Log into your Fisdap account and access the exam as you normally would.
 - b. Your instructor will briefly take control of your screen to insert the exam password.
6. **During the exam:**
 - a. Your proctor will monitor both your screen activity and your video feed to ensure exam security and academic integrity.
 - b. Follow the instructions from your proctor for any issues or troubleshooting.
 - c. In the event of any disconnection from the internet, please take a screenshot of the incident and notify your instructor **immediately**. In the event that you are disconnected for more than 5 minutes, we must end the exam attempt.
7. **End the exam:** Submit your attempt as you normally would and notify your instructor via the voice or chat functionality.

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