



YouTestMe

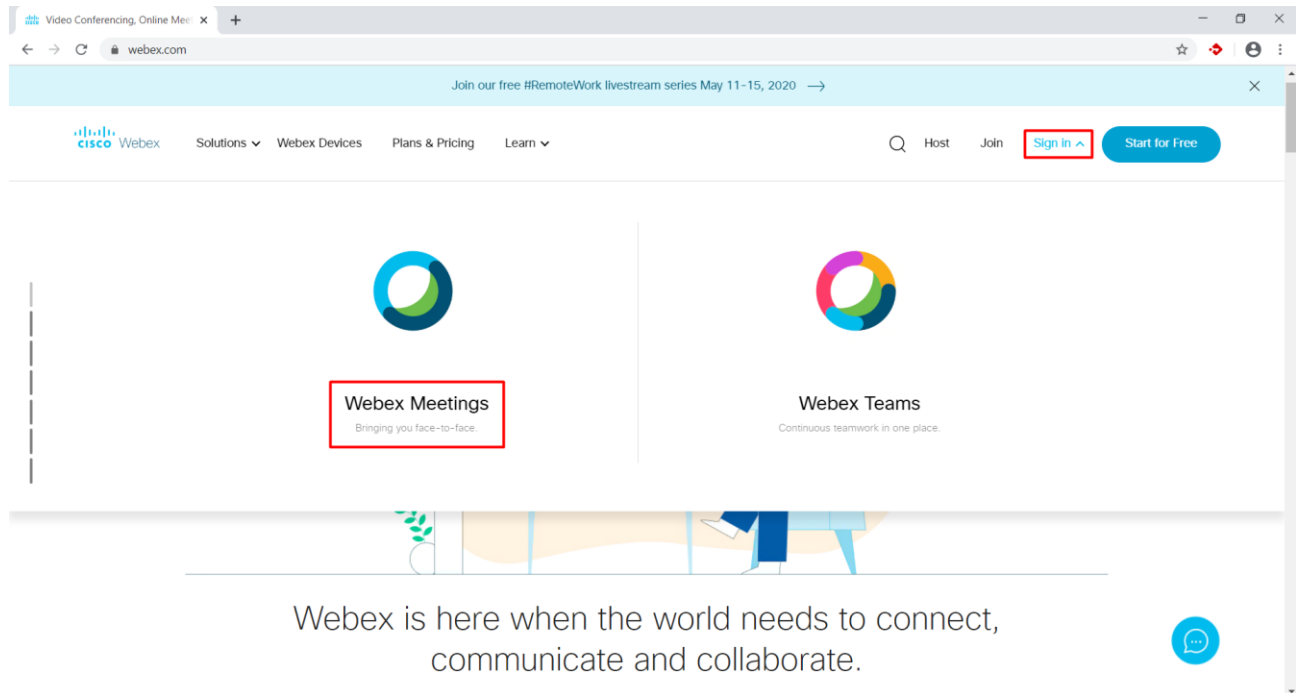
Live Proctoring Using Webex and
YouTestMe GetCertified

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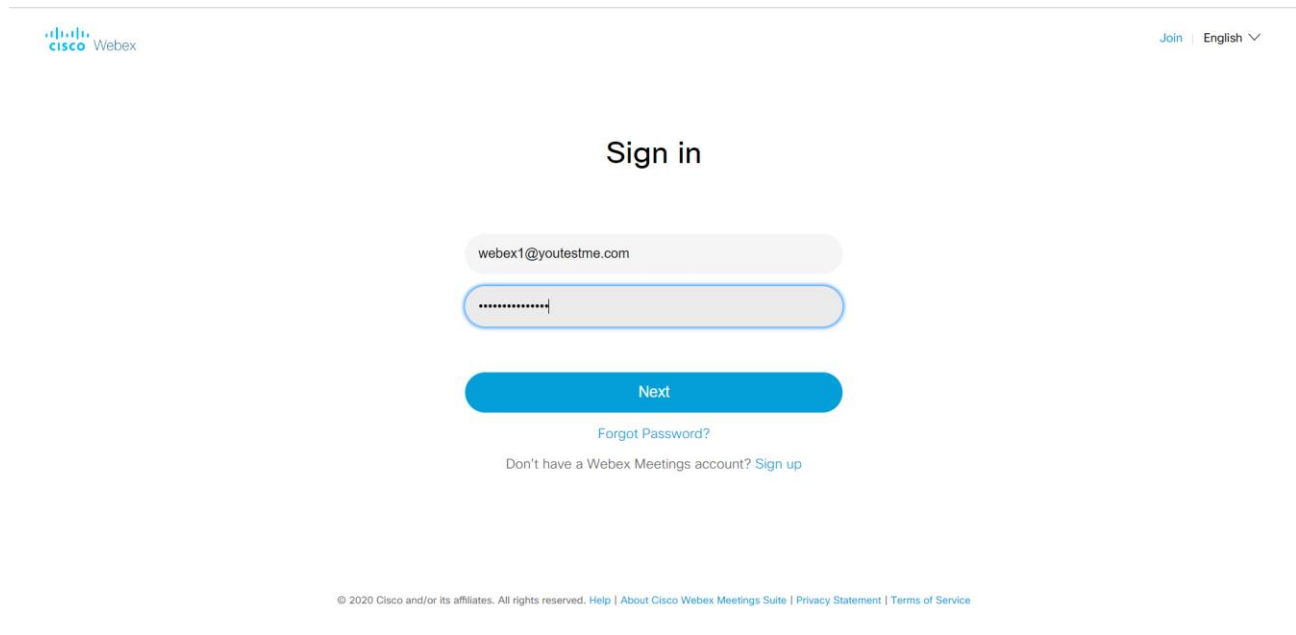
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1 Organizing a Webex meeting

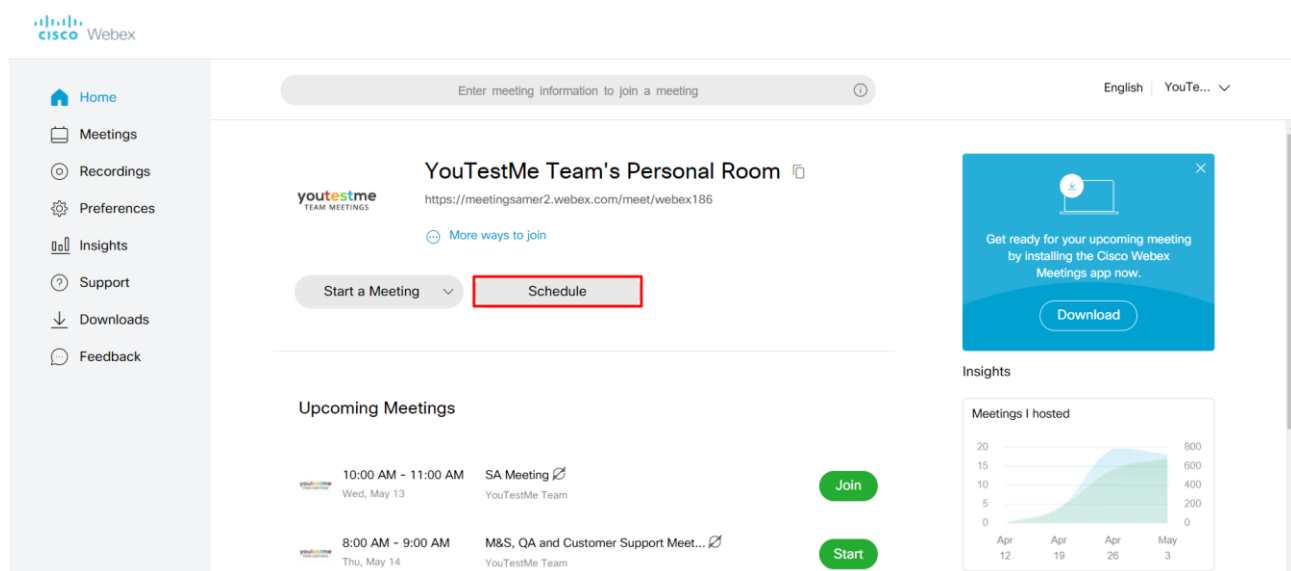
- Go to webex.com and sign in to Webex Meetings.



- Log in using your Webex account email address and password.

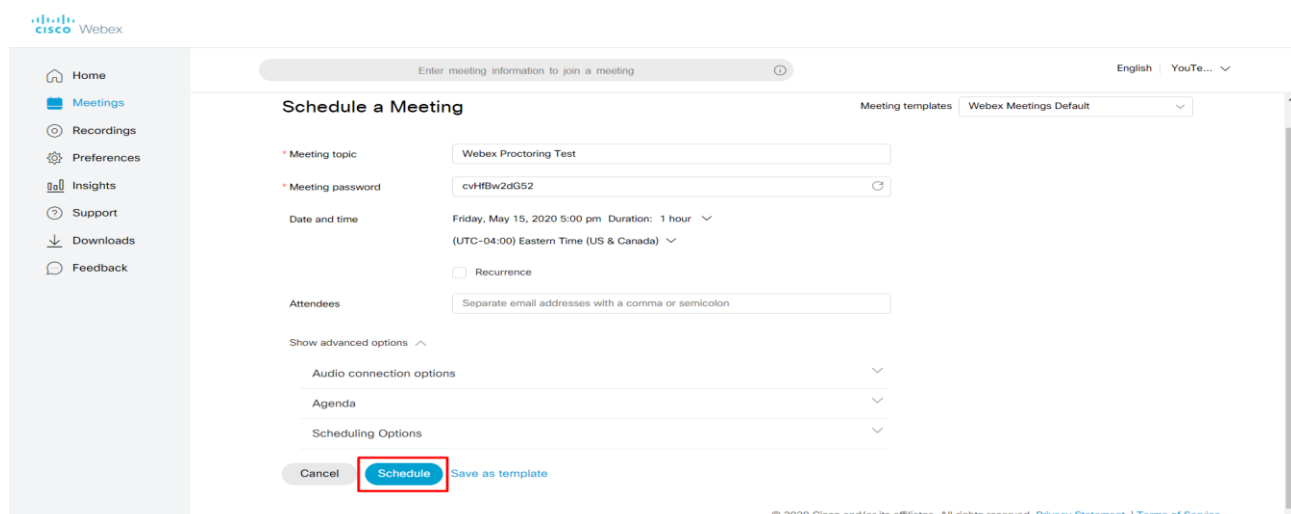


- Select the Schedule option.



The screenshot shows the Cisco Webex interface for a personal room titled "YouTestMe Team's Personal Room". The URL is <https://meetingsamer2.webex.com/meet/webex186>. A sidebar on the left contains navigation links: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area has a "Start a Meeting" dropdown menu with "Schedule" selected and highlighted by a red box. Below this, there is a section for "Upcoming Meetings" listing two meetings: "SA Meeting" on Wed, May 13, and "M&S, QA and Customer Support Meet..." on Thu, May 14. To the right, there is a "Download" button for the Cisco Webex Meetings app and an "Insights" section showing a graph of "Meetings I hosted" from April 12 to May 3.

- Set the Scheduled Meeting parameters:
 1. Meeting topic
 2. Meeting password (set your own, or use the one that is automatically generated)
 3. Date and time (with the time zone)
 4. Attendees (add email addresses of the candidates that are participating in the test)
 5. Advanced options
 - Audio options
 - Meeting agenda (description)
 - Scheduling options (**automatic recording – for later review**, require attendees to have an account on Webex to join this meeting, exclude password from an email invitation, allow attendees to join up to 15 minutes before the host, send email reminder up to 50 minutes before meeting starts)

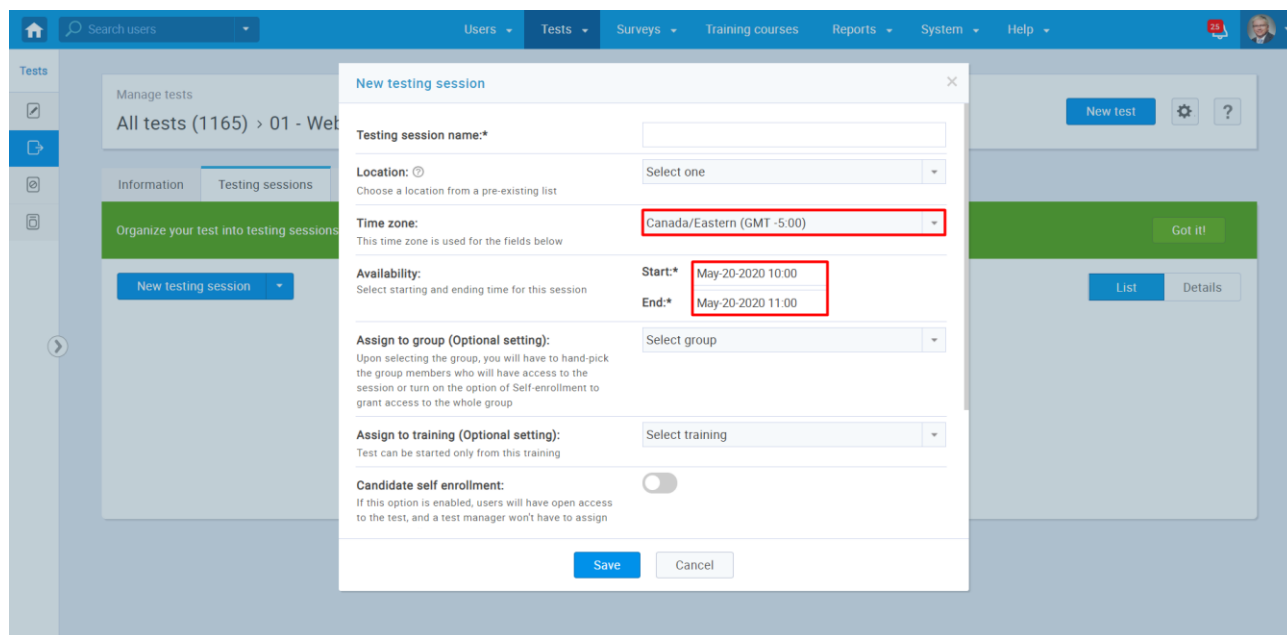


The screenshot shows the "Schedule a Meeting" form in the Cisco Webex interface. The form includes fields for "Meeting topic" (Webex Proctoring Test), "Meeting password" (cvHFBw2dG52), "Date and time" (Friday, May 15, 2020 5:00 pm, Duration: 1 hour), and "Attendees" (Separate email addresses with a comma or semicolon). There are also sections for "Show advanced options" including "Audio connection options", "Agenda", and "Scheduling Options". At the bottom, there are buttons for "Cancel", "Schedule" (highlighted with a red box), and "Save as template". The footer indicates "© 2020 Cisco and/or its affiliates. All rights reserved. Privacy Statement | Terms of Service".

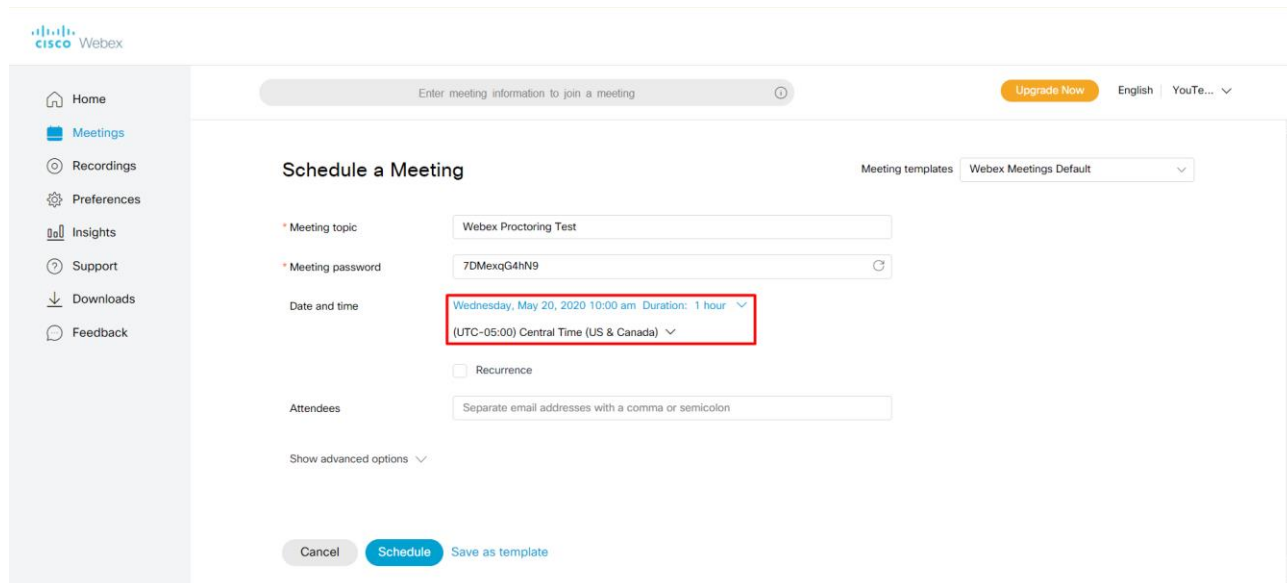
2 Organizing a test

If you haven't organized a test in GetCertified, see [how to create a simple test without sections and assign candidates to it.](#)

3 Make sure test session and Webex session are in sync

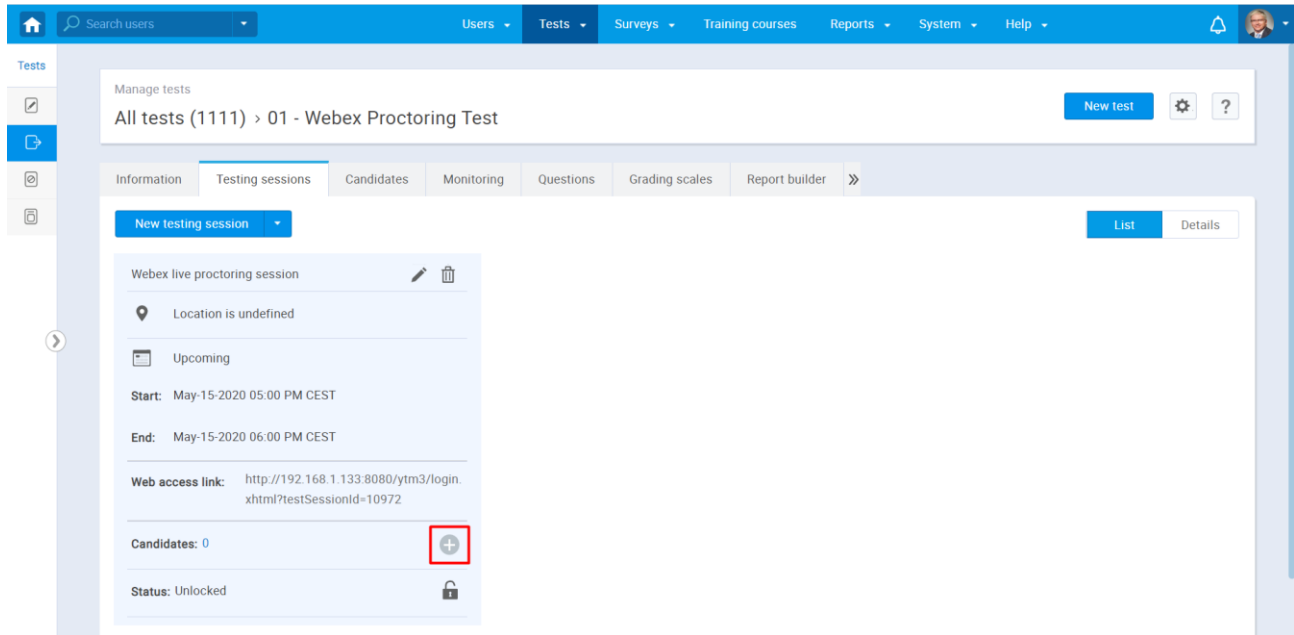


The screenshot shows the 'New testing session' dialog box in the GetCertified application. The dialog is open over the 'Manage tests' page. The 'Testing session name' field is empty. The 'Location' dropdown is set to 'Select one'. The 'Time zone' dropdown is set to 'Canada/Eastern (GMT -5:00)'. The 'Availability' section shows 'Start' as 'May-20-2020 10:00' and 'End' as 'May-20-2020 11:00'. The 'Assign to group (Optional setting)' dropdown is set to 'Select group'. The 'Assign to training (Optional setting)' dropdown is set to 'Select training'. The 'Candidate self enrollment' toggle is turned off. The 'Save' button is highlighted in blue.



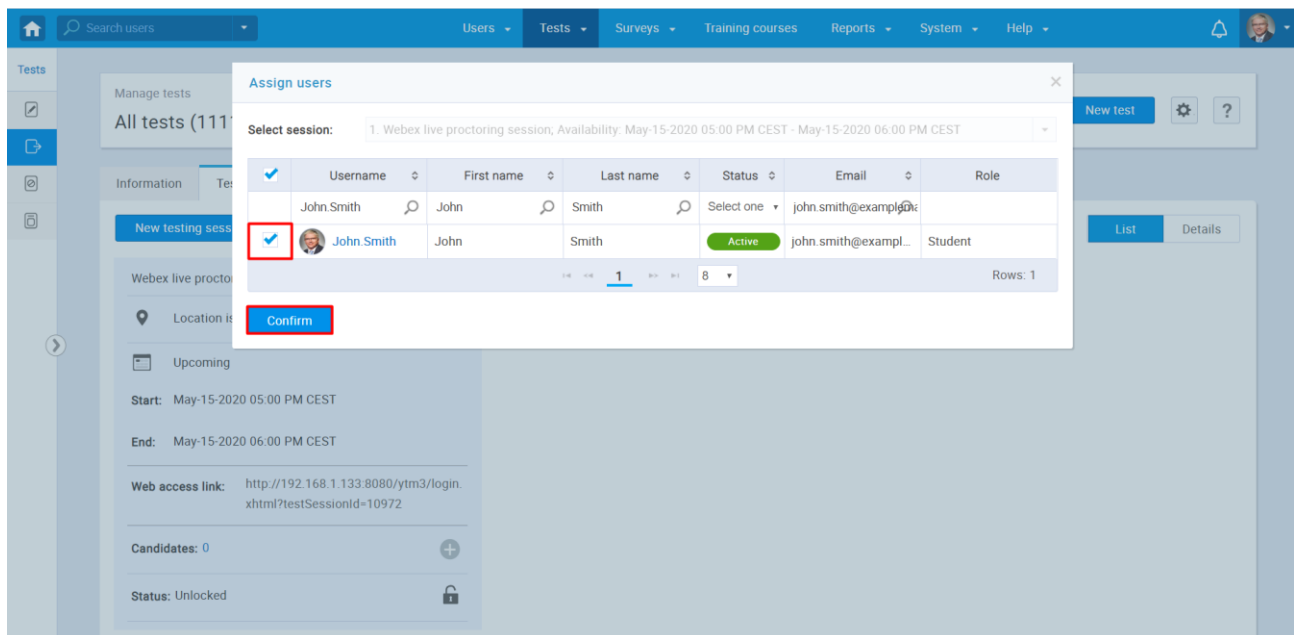
The screenshot shows the 'Schedule a Meeting' form in the Cisco Webex interface. The form is titled 'Schedule a Meeting' and has a 'Meeting templates' dropdown set to 'Webex Meetings Default'. The 'Meeting topic' field is set to 'Webex Proctoring Test'. The 'Meeting password' field is set to '7DMexqG4hN9'. The 'Date and time' field is set to 'Wednesday, May 20, 2020 10:00 am Duration: 1 hour' and '(UTC-05:00) Central Time (US & Canada)'. The 'Recurrence' checkbox is unchecked. The 'Attendees' field is set to 'Separate email addresses with a comma or semicolon'. The 'Show advanced options' dropdown is set to 'Show advanced options'. The 'Schedule' button is highlighted in blue.

- Select the option to add candidates to the testing session.



The screenshot shows the 'Manage tests' interface for '01 - Webex Proctoring Test'. The 'Testing sessions' tab is active, displaying a session titled 'Webex live proctoring session'. The session details include: Location is undefined, Upcoming, Start: May-15-2020 05:00 PM CEST, End: May-15-2020 06:00 PM CEST, Web access link: http://192.168.1.133:8080/ytm3/login.xhtml?testSessionId=10972, Candidates: 0, and Status: Unlocked. A red box highlights the '+ Add candidates' button next to the 'Candidates: 0' field.

- Search for the candidates by username, first name, last name, or email address. Check the box for the candidates you want to assign to the testing session and select confirm.

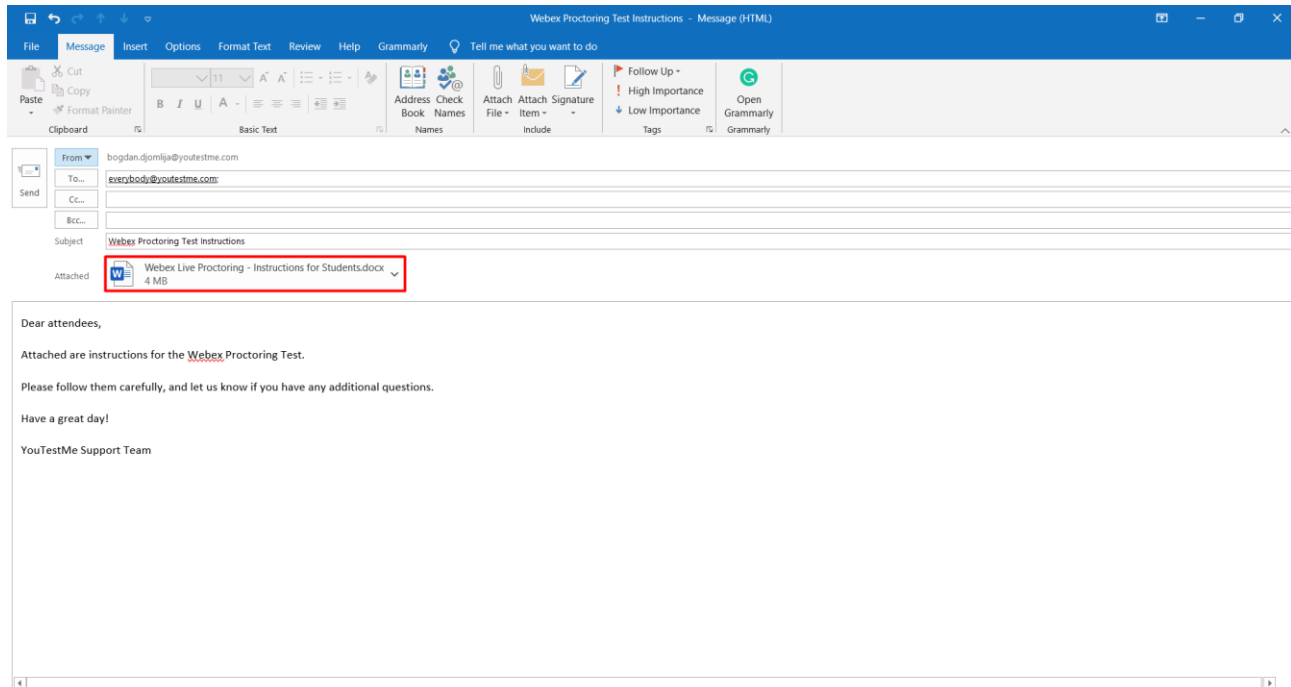


The screenshot shows the 'Assign users' dialog box. The 'Select session' dropdown is set to '1. Webex live proctoring session, Availability: May-15-2020 05:00 PM CEST - May-15-2020 06:00 PM CEST'. The dialog displays a table of candidates with columns: Username, First name, Last name, Status, Email, and Role. The first row is 'John.Smith' with status 'Active' and role 'Student'. A red box highlights the 'Confirm' button at the bottom of the dialog.

Username	First name	Last name	Status	Email	Role
John.Smith	John	Smith	Select one	john.smith@example.com	
<input checked="" type="checkbox"/> John.Smith	John	Smith	Active	john.smith@example.com	Student

4 Sending candidates an email with the instructions on how to join a Webex meeting and start the test

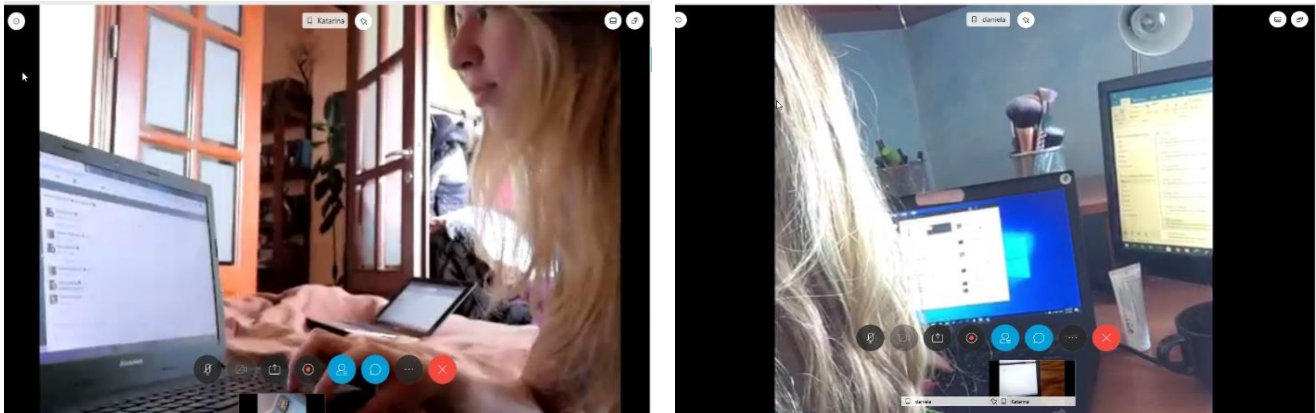
The last step in the process would be to notify the students via email by sending them the instructions on how to join the Webex Meeting and start the test in YouTestMe GetCertified that we created for you.



5 Starting the live proctoring session

1. Making sure that the room is empty is preferred.
 - a. If the student is connecting via mobile, they can record the environment, showing there are no other screens, that no proctoring rules are violated, etc.
 - b. The same verification can be done if the student is using a laptop camera for the test.
2. Students show their face and ID card to the camera, verifying their identity.
3. Proctor confirms the student's identity and monitors the test.

Screenshot: Users sharing their camera



6 Monitoring

To monitor a test from the application (pause and resume the testing session or a single test attempt, send a message, view the progress, prohibit the candidate from taking the test, etc.) see [examples and best practices on how to monitor a test](#) in GetCertified.

7 Test-taking

7.1 Marking student behavior

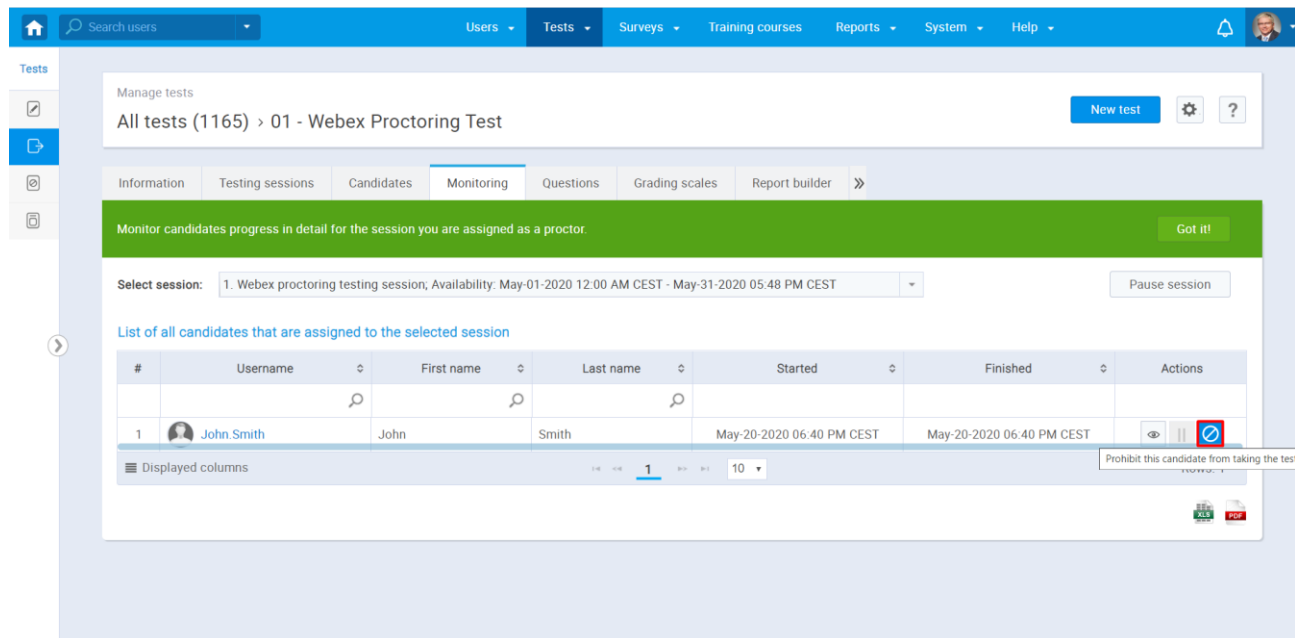
- Proctor is using a spreadsheet to label improper behavior. Rows represent minutes, and columns represent candidates. Proctor can define the suspicious behavior in each minute of the test for each candidate separately, that he can later review through the Webex recording of the test.

Legend:	
MILD	Suspicious behavior - level mild
SEVERE	Suspicious behavior - level severe

Minute	Candidate Name									
	Candidate 1	Candidate 2	Candidate 3	Candidate 4	Candidate 5	Candidate 6	Candidate 7	Candidate 8	Candidate 9	Candidate 10
0										
1										
2										
3										
4										
5										
6										
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8										
9										
10										
11										
12										
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7.2 Completing report

- If there are suspicious behavior remarks on the sheet, the proctor can suspend the test attempt in GetCertified from the Monitoring tab.

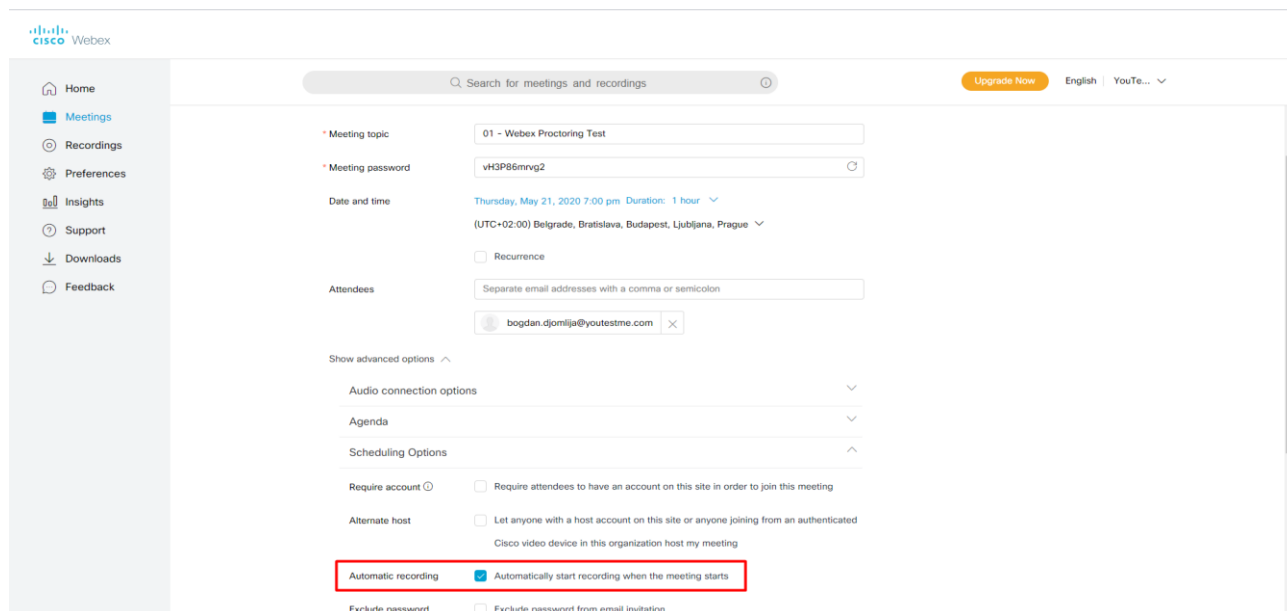


The screenshot shows the 'Monitoring' tab in the Youtestme interface. The top navigation bar includes 'Users', 'Tests', 'Surveys', 'Training courses', 'Reports', 'System', and 'Help'. The 'Tests' section is active, showing 'All tests (1165) > 01 - Webex Proctoring Test'. A green banner indicates 'Monitor candidates progress in detail for the session you are assigned as a proctor.' Below this, a 'Select session' dropdown is set to '1. Webex proctoring testing session, Availability: May-01-2020 12:00 AM CEST - May-31-2020 05:48 PM CEST'. A table lists candidates for the selected session. The first candidate is John Smith, with a status of '1' and a 'Prohibit this candidate from taking the test' button. The table has columns for '#', 'Username', 'First name', 'Last name', 'Started', 'Finished', and 'Actions'.

#	Username	First name	Last name	Started	Finished	Actions
1	John Smith	John	Smith	May-20-2020 06:40 PM CEST	May-20-2020 06:40 PM CEST	Prohibit this candidate from taking the test

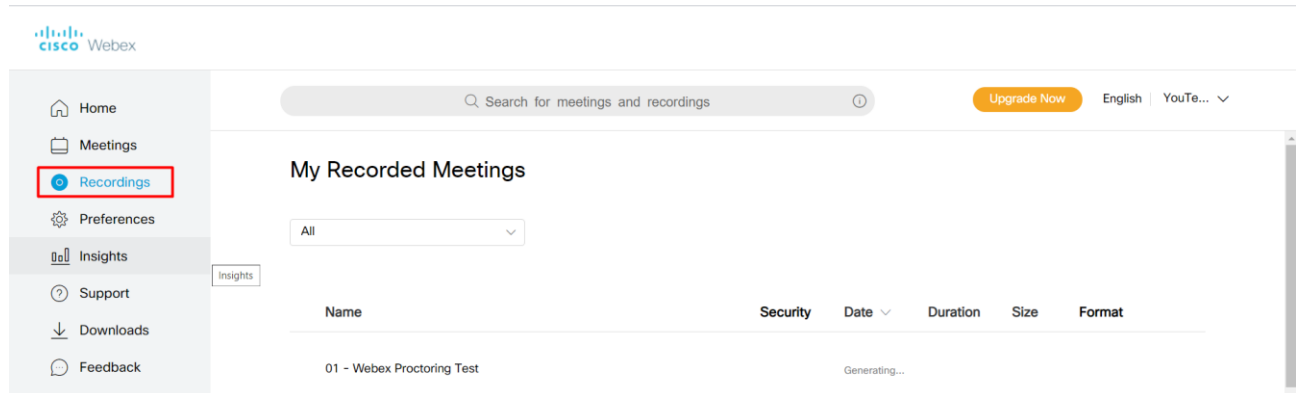
7.3 Record and review

- You can access Webex Recordings for an additional review of the testing session. To be able to access the recording, you need to turn on the automatic recording option when you schedule a meeting.



The screenshot shows the Cisco Webex interface for scheduling a meeting. The 'Automatic recording' option is highlighted with a red box. The 'Automatic recording' checkbox is checked, and the text 'Automatically start recording when the meeting starts' is visible. The interface includes a sidebar with 'Home', 'Meetings', 'Recordings', 'Preferences', 'Insights', 'Support', 'Downloads', and 'Feedback'. The main content area shows meeting details: 'Meeting topic: 01 - Webex Proctoring Test', 'Meeting password: vH3P86mvg2', 'Date and time: Thursday, May 21, 2020 7:00 pm Duration: 1 hour', and 'Attendees: bogdan.djomijae@youtestme.com'. The 'Automatic recording' option is located under the 'Show advanced options' section.

- Once the meeting recording is generated on the Recordings page, you can download it for further review.



The screenshot displays the Cisco Webex user interface. On the left, a sidebar contains navigation links: Home, Meetings, Recordings (highlighted with a red box), Preferences, Insights, Support, Downloads, and Feedback. The main area is titled 'My Recorded Meetings' and features a search bar at the top. Below the search bar, there is a dropdown menu set to 'All'. A table lists recorded meetings with columns for Name, Security, Date, Duration, Size, and Format. One entry is visible: '01 - Webex Proctoring Test' with a status of 'Generating...'.

Name	Security	Date	Duration	Size	Format
01 - Webex Proctoring Test					Generating...