



YouTestMe

Multiple Requirements - Proctor

File name	Multiple Requirements - Proctor
Author	YouTestMe
Confidentiality	Internal or Public
Last save date	Tuesday, October-25-2022 at 3:45:00 PM

Table of Contents

1	Introduction.....	2
2	Creating a new user with a proctor role	3
2.1	Adding a proctor to the test	5
2.2	Proctor's dashboard	6

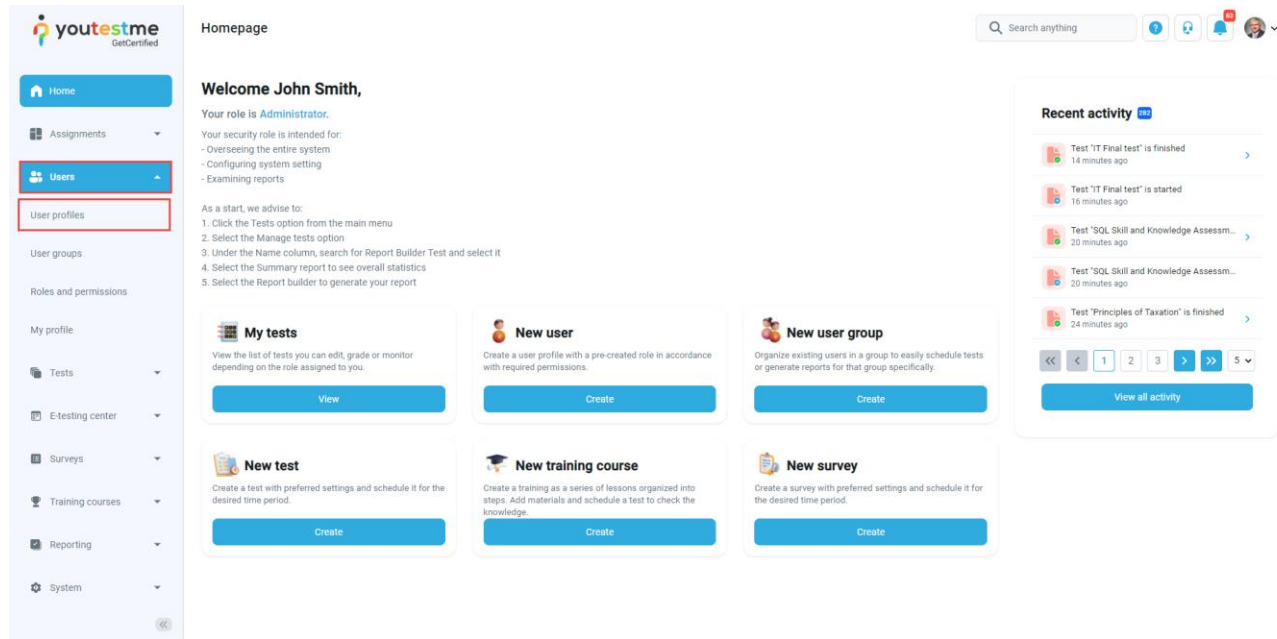
1 Introduction

This document's purpose is to explain the following requirements:

- R028 - Provide the ability to prevent candidates from beginning the exam until the proctor script is read and the exam password provided
- R029 - Provide proctors with notification that candidates have successfully submitted completed exams, or allow proctors to check candidate exam status.
- R030 - Provide a way for proctors to make the exam unavailable to candidates as they complete the exam (dis-enroll candidates when they complete the exam).
- R037 - Under the proctor role add a "dashboard" so proctors can see if an applicant has completed all the parts of the test and submitted each part completely before leaving the testing facility.
- R038 - Provide a functional internal timer that ends the exam when the designated time limit ends. Proctors must have the ability to pause the exam timer for all participants in a given event and then resume the exam without losing candidates' exam data.

2 Creating a new user with a proctor role

To create a new user, hover over the **Users** tab in the main menu and select **User profiles**.



The screenshot shows the youtestme dashboard for John Smith, an Administrator. The left sidebar contains a navigation menu with 'Users' highlighted and 'User profiles' selected. The main content area displays a 'Welcome John Smith' message and a list of actions to perform as an administrator, including 'My tests', 'New user', 'New user group', 'New test', 'New training course', and 'New survey'. The 'New user' button is highlighted with a red box. The right sidebar shows 'Recent activity' with a list of test events and a pagination control.

Then:

1. Navigate to the **Create new user** tab.
2. Enter the necessary user information. Required fields are marked with an asterisk.
3. From the dropdown menu, choose the role **Proctor**.
4. Click on the **Save** button.

User profiles

List of all users Users created by me Registration requests **Create new user** Custom user properties

Application credentials

Username:* **1** Password:*

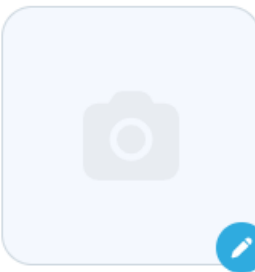
Enter password: Confirm password:

Password expiration date: Role:* **2**

User status:*

Time zone:

Language in app: Language in tests:



Personal information

First name:* Last name:*

Email:*

3

2.1 Adding a proctor to the test

To add a new proctor:

1. Navigate to the **Tests** tab in the main menu and select **Manage tests**.
2. Choose the desired test.

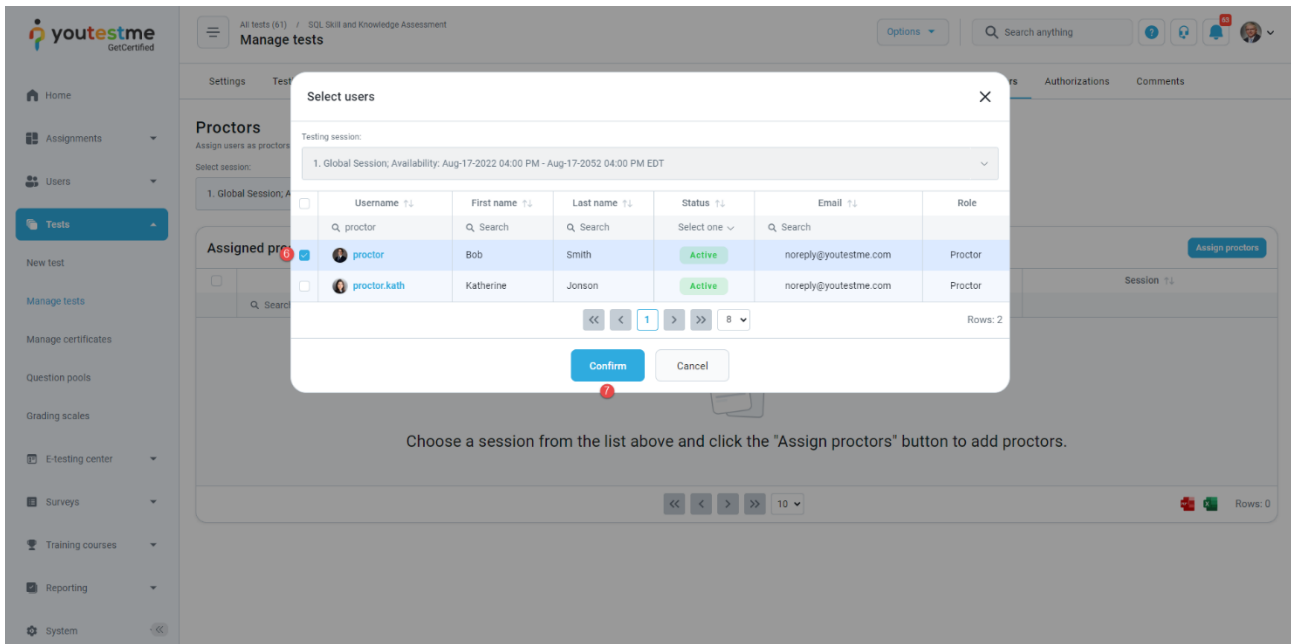
The screenshot shows the 'Manage tests' page. The left sidebar has 'Tests' selected, and 'Manage tests' is highlighted with a red box and a red '1'. The main area shows a table with the following data:

Name	Creation date	Status	ID	External ID	Creation type	Proctored
SQL Skill and Knowledge Assess...	Aug-17-2022	Published	1864		Manually created	Yes

3. Navigate to the **Proctors** tab.
4. Select the session you want to add a proctor to.
5. Click the **Assign proctors** button.

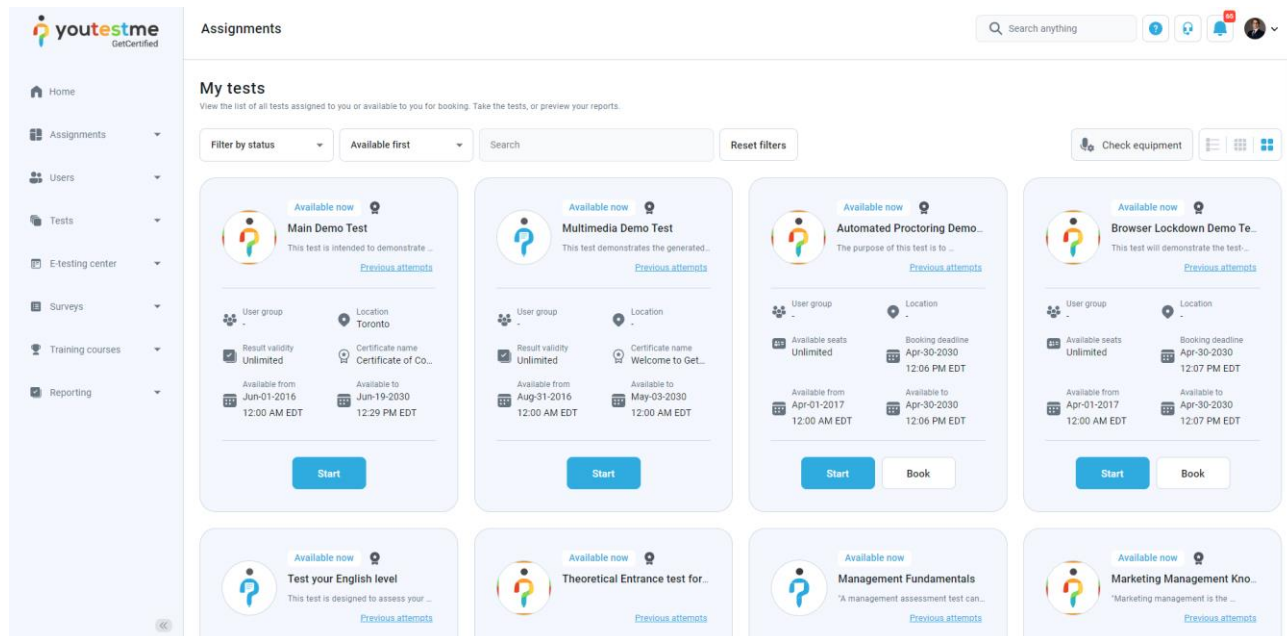
The screenshot shows the 'Proctors' page. The top navigation bar has 'Proctors' selected with a red '5'. Below the navigation bar, there is a 'Select session:' dropdown menu with one option: '1. Global Session, Availability: Aug-17-2022 04:00 PM - Aug-17-2022 04:00 PM'. Below this is an 'Assigned proctors' table with columns for Username, First name, Last name, Email, and Session. The table is currently empty, and a message says 'Choose a session from the list above and click the "Assign proctors" button to add proctors.' The 'Assign proctors' button is highlighted with a red '5'.

6. Find and select the proctor you want to add.
7. Click the **Confirm** button.



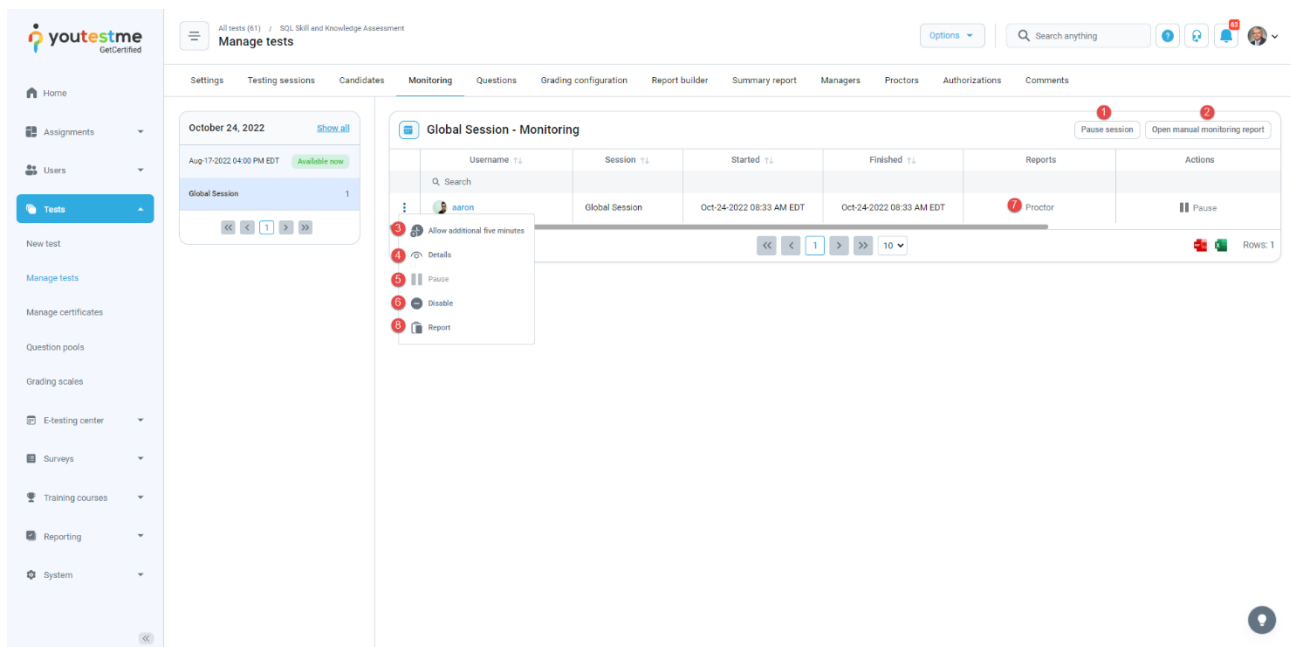
2.2 Proctor's dashboard

Proctors can see and access tests where they are assigned as a proctor.



In the **Monitoring** tab, the proctor can:

1. **Pause session** - Pause the session for a user during test-taking and write the reason for the pause. The candidate will see the message proctor has provided and will not be able to continue the test as long as the session is paused.
2. The **Open manual monitoring report** option allows proctors to manually note suspicious behavior during live proctoring sessions.
3. This option allows proctors to give additional 5 minutes to a candidate in real-time. This option only works if the candidate is currently taking a test. It can be used an unlimited number of times.
4. **Details** - View the progress of a particular candidate. The proctor can track the candidate's event log and view each test question's status by clicking this button.
5. **Pause** – Allows a proctor to pause the test for each candidate separately. Proctor can also send a message to the candidate with an explanation for the test pausing.
6. This option allows proctors to prohibit a candidate from taking the test. To allow the candidate to take the test, later on, he should click again on the same icon.
7. This option allows proctors to view the candidate's progress live or see the proctor report for the candidate.
8. This option allows proctors to grade a candidate's behavior during or after the test.

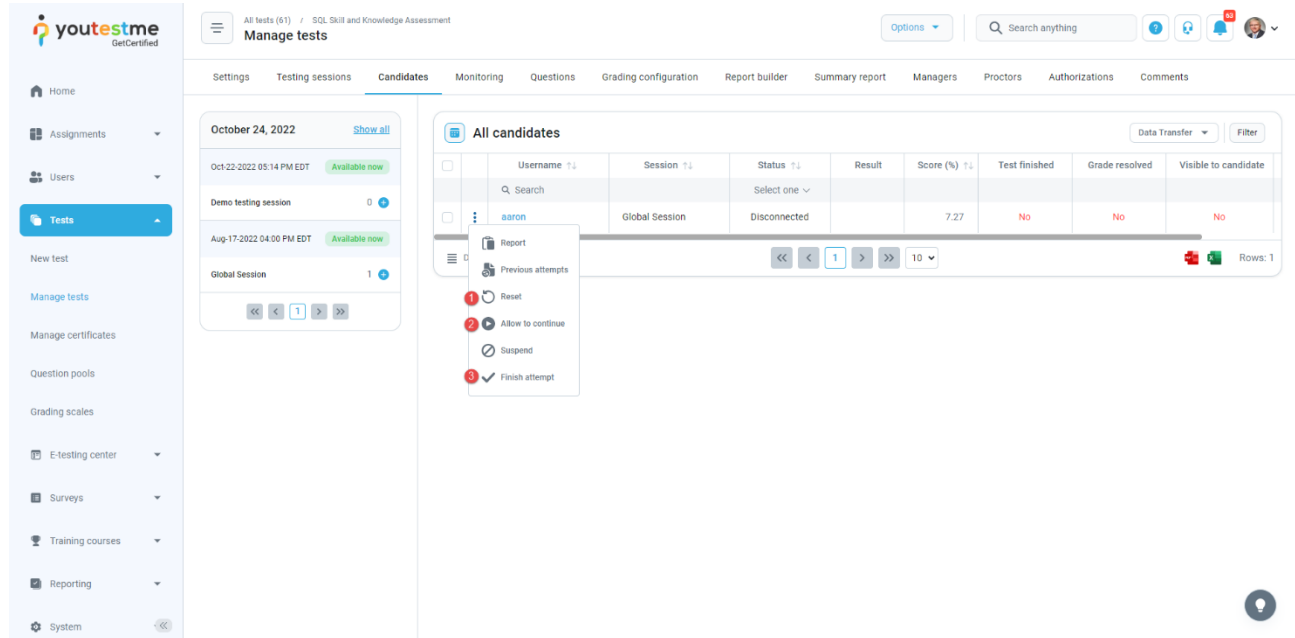


The screenshot shows the Youtestme Proctoring interface. The main content area is titled "Global Session - Monitoring" and displays a table of sessions. A context menu is open over the first row, showing options: "Allow additional five minutes", "Details", "Pause", "Disable", and "Report".

Username	Session	Started	Finished	Reports	Actions
aaron	Global Session	Oct-24-2022 08:33 AM EDT	Oct-24-2022 08:33 AM EDT	7 Proctor	Pause

In the **Candidates** tab, the proctor can:

1. Reset the test attempt for the candidate.
2. Change session for the candidate.
3. Finish the attempt for the candidate.



The screenshot shows the youtestme interface with the 'Candidates' tab selected. The main content area displays a table titled 'All candidates' with the following data:

Username	Session	Status	Result	Score (%)	Test finished	Grade resolved	Visible to candidate
aaron	Global Session	Disconnected		7.27	No	No	No

A context menu is open over the 'aaron' row, showing the following options:

- Report
- Previous attempts
- Reset
- Allow to continue
- Suspend
- Finish attempt

The interface also includes a sidebar with navigation options like 'Home', 'Assignments', 'Users', 'Tests', and 'Manage tests'. The top navigation bar includes 'Settings', 'Testing sessions', 'Candidates', 'Monitoring', 'Questions', 'Grading configuration', 'Report builder', 'Summary report', 'Managers', 'Proctors', 'Authorizations', and 'Comments'.