YouTestMe

Multiple Requirements - Proctor

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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**.
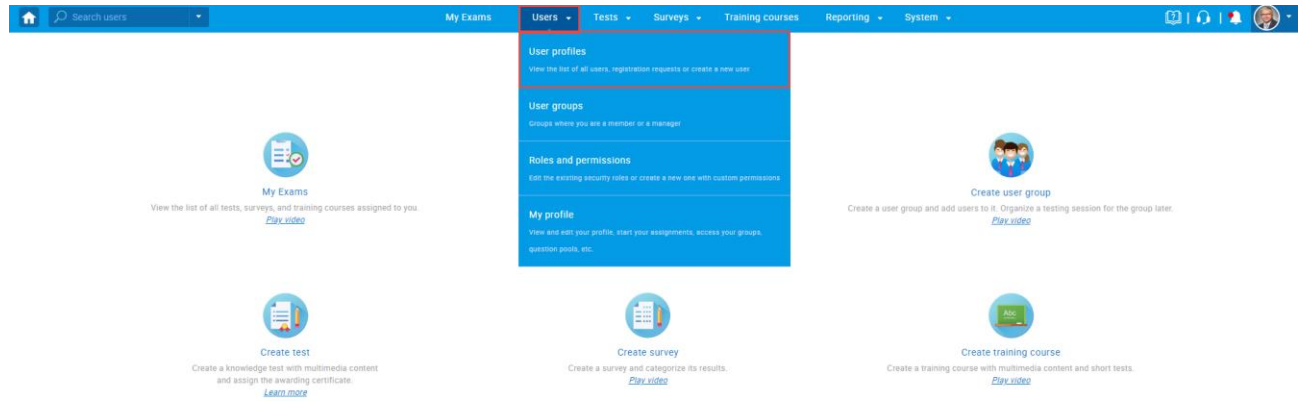
Then:

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.

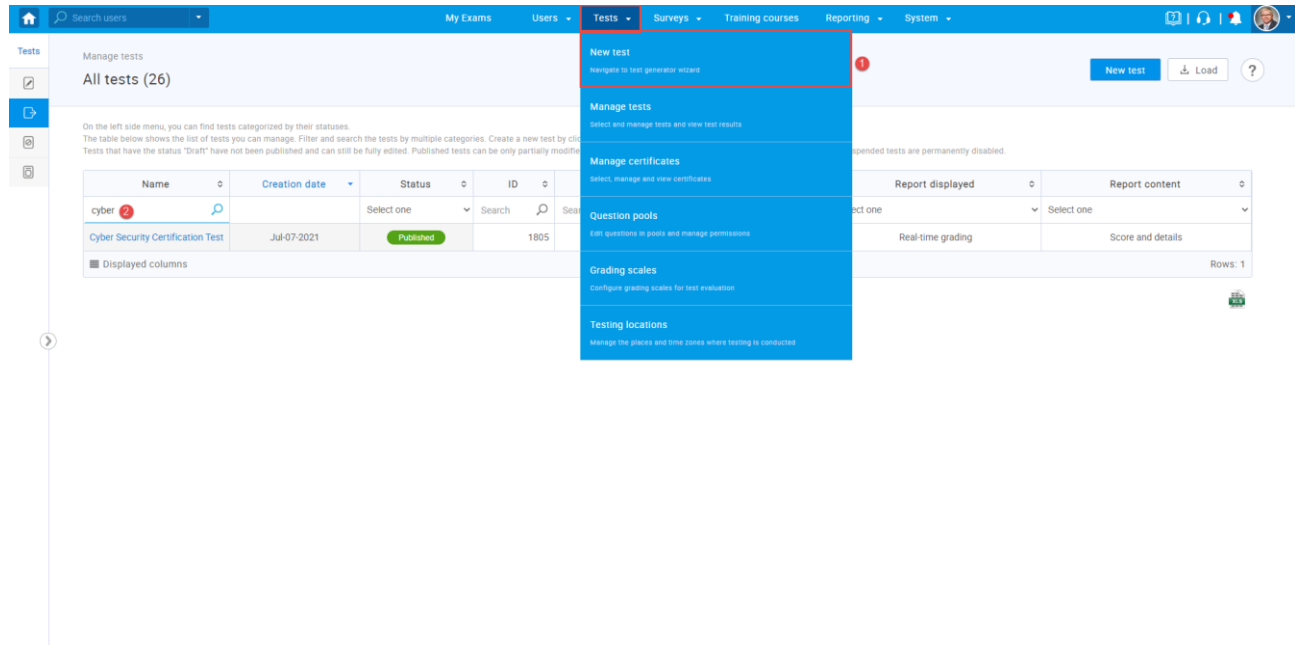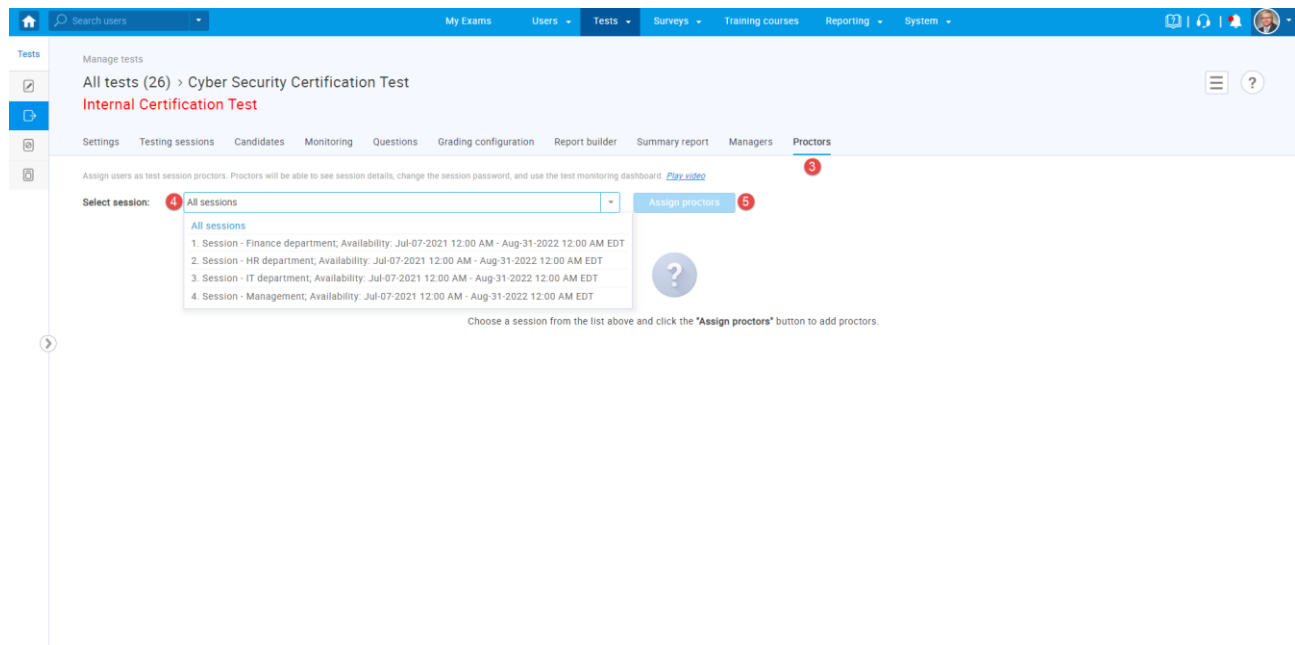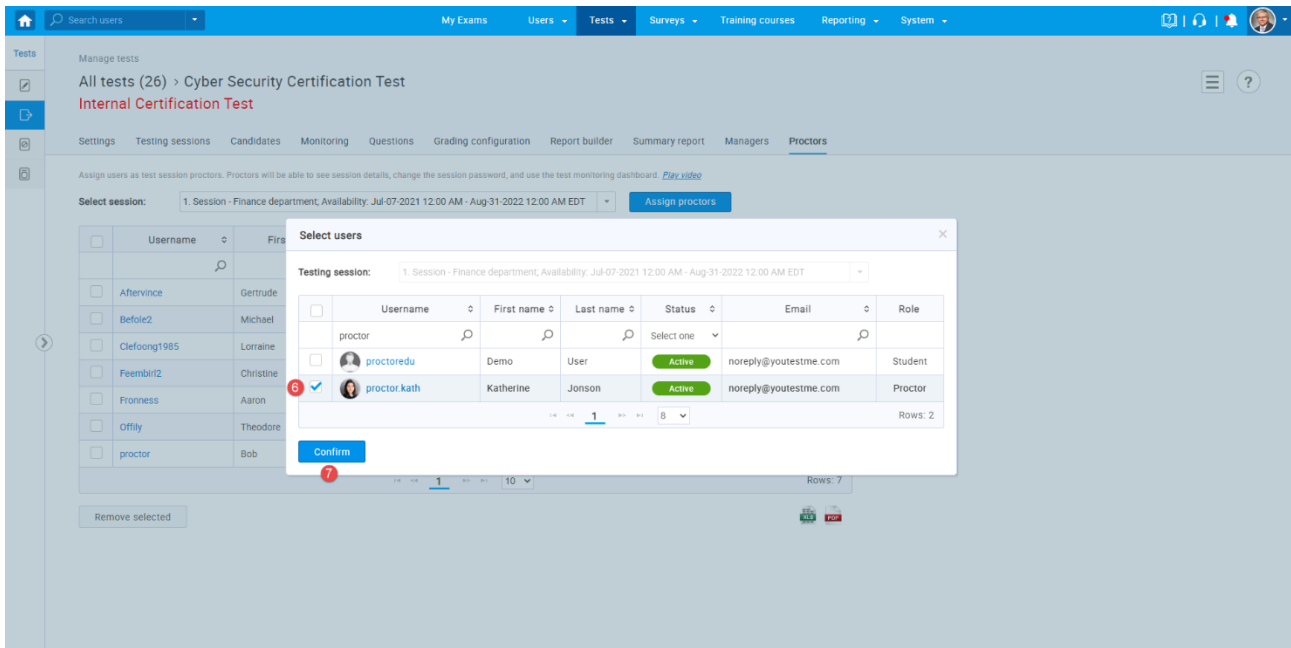## 2.1 Adding a proctor to the test

To add a new proctor:

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

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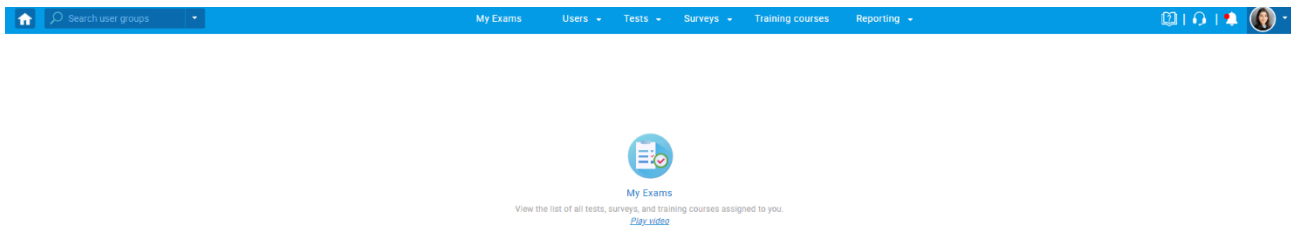5. Click the **Assign proctors** button.

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

2.2   Proctor's dashboard

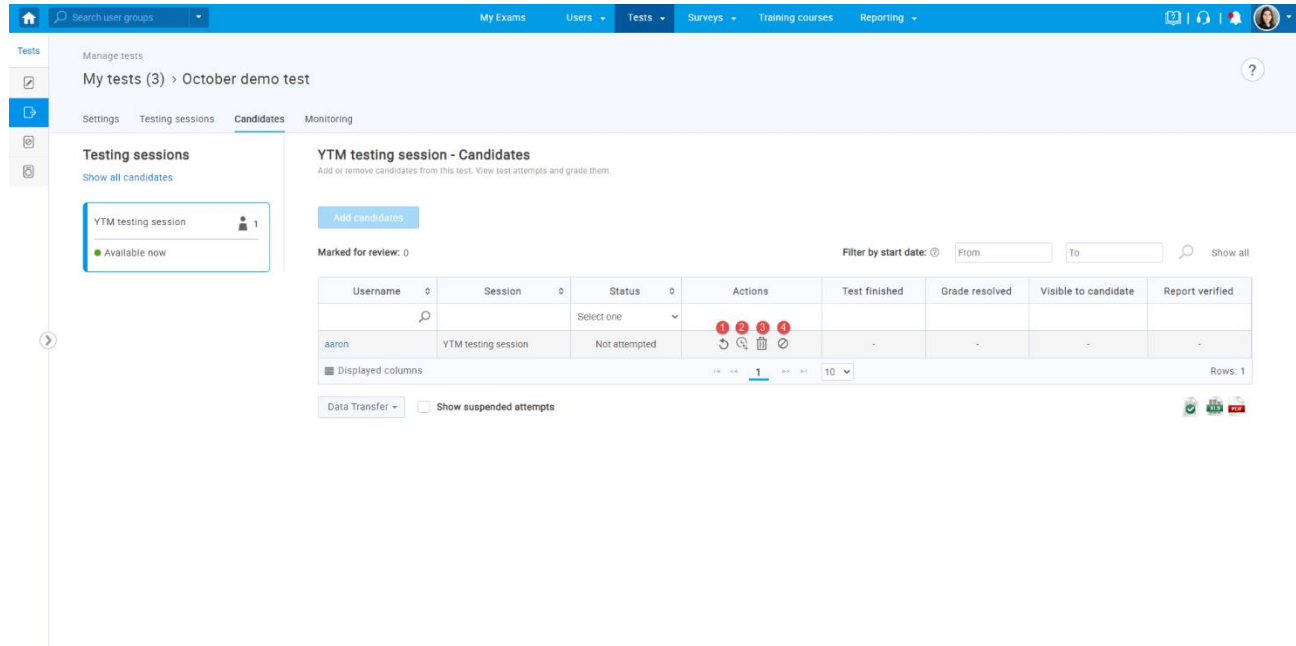Proctors can see and access tests where they are assigned as a proctor.

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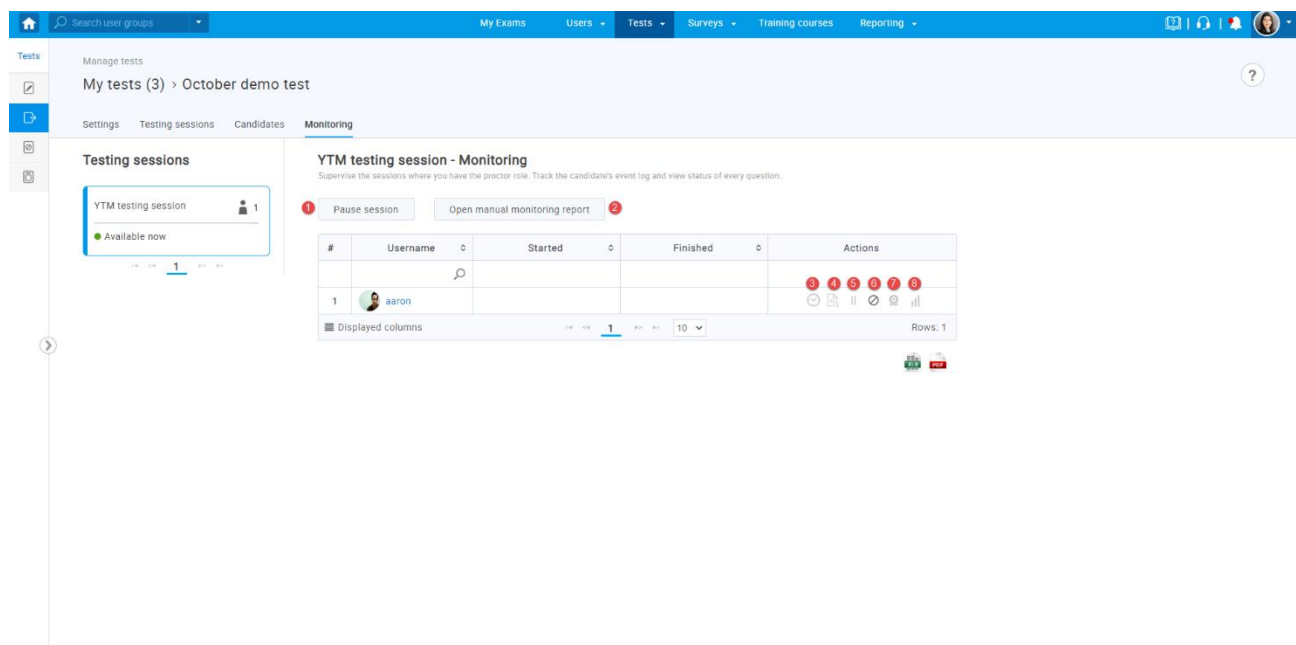
In the **Candidates** tab, the proctor can:

1. Reset the test attempt for the candidate.
2. Change session for the candidate.
3. Delete attempt.
4. Suspend attempt.