

File name	How to use session level proctoring in your test
Author YouTestMe	
Confidentiality	Public
Last save date	Monday, May-22-2023 at 6:00:00 PM

# **Table of Contents**

1	Int	troduction	.1			
2	Check YTM Proctoring and Proctorio settings					
3	Cr	eate a sessions	2			
	3.1	Recommendations	.3			
4	M	ove candidates from one session to other	.4			
	4.1	Candidates with Not attempted status	.4			
	4.2	Candidates with attempted status	.4			

# **1** Introduction

This article explains how to use session level proctoring in the YouTestMe GetCertified.

This feature becomes available on the client's demand only. Once this feature is enabled, you will have the option to choose between two proctoring solutions - Proctorio and YTM Proctoring and assign them to a single test in different testing sessions. This means that you can combine both proctoring options within the same test, customizing them for different sessions.



### 2 Check YTM Proctoring and Proctorio settings

Once you log into the application, follow these steps:

- 1. Navigate to the **System** tab.
- 2. Click on the **Integrations** option.
- 3. Go to the **Proctoring settings** to ensure that it is properly configured for YTM Proctoring.
- 4. Go to the **Proctorio settings** to ensure that it is properly configured for Proctorio.

Search users	• Му	y assignments l	Jsers 🗸 Tests	- Surveys -	Training courses	Reporting	System 👻	🖾 🚺 🖓 🕻	
Integrations		3	4					customization otifications setup, system preferences, application re	
Single sign-on Webex setting	gs LRS settings	Proctoring settings	<ul> <li>Proctorio settin</li> </ul>	gs LTI settings	Web API settings				
Server settings Configure parameters of YouTestMe proctoring service. <u>Read more</u>						2		tive directory, LRS settings, proctoring settings and more	
Proctoring server:* (2) https://proctor-dev4.youtestme.com							Reports		
Secret key:* ⑦	******						View and export :	system performance reports	
Session template: ⑦	ytm_template						Maintenance Services, disk an	t database info, system monitoring, server log and more	
API address: ⑦	https://demo.youtes	stme.com/ytm34/pro	ctori 🖹						
Guest equipment check URL: ⑦	https://demo.youtes	stme.com/ytm34/gue	st/p 🖹						
Equipment check URL: ⑦	https://demo.youtes	stme.com/ytm34/pag	es/p 🖹						

### 3 Create a sessions

Navigate to the **Tests** tab and select the desired test under **Manage tests**. Once you enter the test, go to **Testing sessions** tab and create a session.

In the Proctoring configuration, you can choose one of the following options:

- YTM Proctoring
- Proctorio



		y assignments Users 🗸 Tests 🗸	Surveys 👻 Training courses	Reporting 🖌 System 🗸	I 🖾 I 🗘 I 🌲 虁 -
Tests			$\bigcirc$		Publish test
				×	
G	Settings Testing sessions Candidat	purchase or start the exam on their own, without for the manager to schedule them manually. If th	t the need		Proctors
0	Organize your test into testing sessions. Define wi	is connected to a training course or a user group assignment will automatically be available only to members.			
ō	New testing session Load test	ii Meeting:			Grid Details
	YTM Proctoring	If this option is enabled, the candidates will have live meeting before starting the test. Once the ca joins, the proctor should allow him to start the te	andidate		
	Available now	the monitoring dashboard. The system can autor create the WebEx meeting, or the proctor can pro			
	> O Location: Undefined	to the other meeting host.			
	🗘 Start time: May-01-2023	1 Proctoring:			
	(C) End time: May-31-2023	If enabled, a specialized proctoring tool with a construction of features is used to prevent cheating on the			
	🖉 Copy access link: 🖹	attempts in the session.			
	Copy meeting link: -	Proctoring configuration:	YouTestMe Proctoring	- Default settings	
	♂ Copy guest link: -	Proctoring configuration defines the set of feature proctoring type that applies to the session.	YouTestMe Proctoring	ing - Default settings	
	Training course: -	-	Proctorio - Default s		
	en Group: -	Locked: If this ontion is anablad condidatas can start the	sir teet only		
	Candidates: 0		Save		
	\$ Pricing: -		GallCel		

#### 3.1 Recommendations

You can create both Proctorio and YTM Proctoring variations for each session. For example:

- Red session YTM Proctoring
- Red session Proctorio
- Green session YTM Proctoring
- Green session Proctorio





By following this approach, you will have the flexibility **to compare** and select the proctoring solution that aligns best with your requirements for each testing session. This empowers you to customize the proctoring experience according to the specific needs and preferences of each session.

## 4 Move candidates from one session to other

#### 4.1 Candidates with Not attempted status

- 1. Click on the **Change session** icon for desired user.
- 2. Click to choose one of the offered sessions.
- 3. Select the desired session and confirm the change.

î		assignments Users <del>-</del> Tes	sts 🗸 Surveys 🗸	Training cour	ses Reporting	- System -	ा 🕼 । 📭 🎆 र				
Tests	Testing sessions Show all candidates	All candidates - Car Add or remove candidates from t		ts and grade them.							
<b>⊡</b>	Green session - YTM 6 Proctoring	Marked for review: 0	Marked for review: 0 Filter by start date: © From To O Sho								
ō	Available now Add candidates	Session ¢	Status \$		Result \$	Actions	Test finished G				
	Green session - Proctorio	Green session - YTM Pro	Not attempted			5 Q 🖞 Ø 🖹					
G	Available now Add candidates	Green session - YTM Pro	Not attempted			€0∰0£ €0∰@1					
		Green session - YTM Pro Green session - YTM Pro	Not attempted	· Mohammed As	hour		×				
	Available now     Add candidates	Green session - YTM Pro	Select session:	I. Green session -	YTM Proctoring; Avai	lability: May-15-2023 12:00 AM - M	ay-31-20: •				
	• Available now Add candidates	Green session - YTM Pro	ſ				Q				
	Red session - Proctorio	Green session - Proctorio	Not attempted	1. Green session - YTM Proctoring, Availability May-15-2023 12-00 AM - May-31-2023 06           d         2. Green session - Proctorio, Availability: May-15-2023 12:00 AM - May-31-2023 06:23 AM           3. Red session - YTM Proctoring, Availability: May-15-2023 12:00 AM - May-31-2023 06:03 AM							
	Available now Add candidates	Green session - Proctorio	Allock and a second and		0.	May-01-2023 12:00 AM - May-31-20					
		■ Displayed columns		14 <4	<b>1</b> •> •- 10	~	3 Rows: 9				
		Actions - Show s	uspended attempts								

### 4.2 Candidates with attempted status

There are two options available in this variant:

- Option 1: You can resolve it by manually resetting the user's attempt and transferring it to a new session. The old attempt will be archived in the previous session.
  - 1. Click the Reset icon.
  - **2.** Choose one of available sessions.
  - 3. Confirm changes.

sior	Reset test attempt - Xia Wu X									
S	Select session: 1. Anhui Ronds Science & Technology Inc. Co.; Availability: Mar-01-2023 12:00 AM - Mar-31-2033 04:21 PM 🔹 2									
A	ssign versio	n manually		3						
&				Confirm	Cancel				Show all	
dd car	ndidates	¢	Status 🗘	Score (%) ≎	Result 🗘	Actions	Test finished	Grade resolved	Visible	
		)	Report complete v							
	• •		Report complete	40.00	Failed	1 5 🕞 ıl 🖉 🗎	Yes	Yes		
	<b>0</b>		Report complete	80.00	Failed	5 🗅 🛯 🖉	Yes	Yes		
Add candidates			Report complete	100.00	Passed	5 🕞 🛯 🖉 🕄	Yes	Yes		
			Report complete	100.00	Passed	5 🕞 🛯 🖉 🖹	Yes	Yes		

• Option 2: If you have too many candidates, then let us know, and we will take the necessary action through our internal maintenance procedure to resolve it for you.