YouTestMe

Exam Proctoring

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1   Introduction

This article provides step-by-step instructions for reviewing the proctored exam in a "Record & Review" process.

Please keep in mind that "Record & Review" is only one of two proctoring options:
1.   Live proctoring - done in real-time by a human proctor present.
2.   Record & Review - done by AI in real-time. The recording is examined by the human proctor afterward.

2   Logging in as a Proctor

Please log in as a proctor with one of the following accounts.

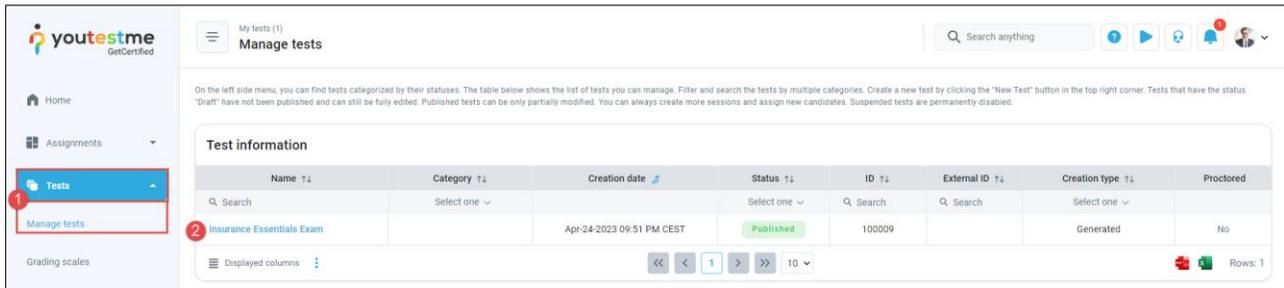Note: **Before you sign in, make sure to sign out from any profile you used previously!**

You can access the platform using this link.

| Username	Password
klai_proctor	Proctor12#
examinations_proctor	Proctor12#

3 Accessing the Exam Recording

Once you have logged in, follow these steps:

1. Select "Manage tests" from the "Tests" menu.
2. Open the "Insurance Essentials Exam."

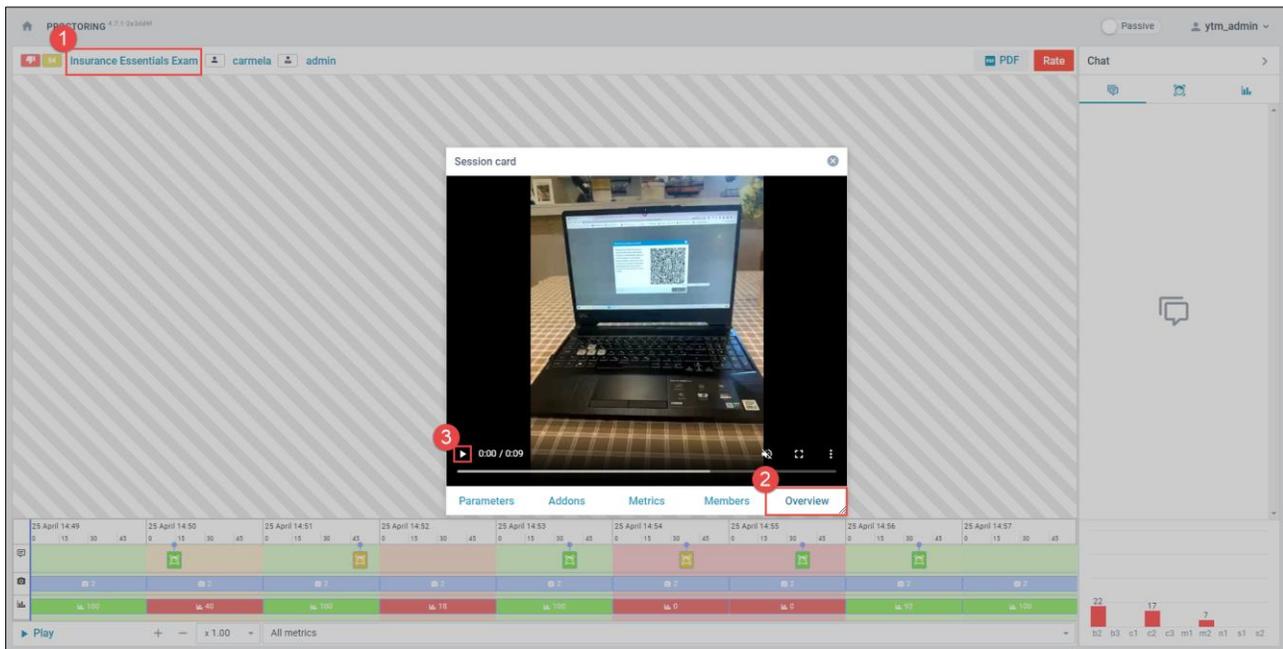
1. Open the "Monitoring tab.
2. Click on the **Global Session**.
3. Click on the "Three dots" next to **Carmela Miller**
4. Select the "Proctoring report" option
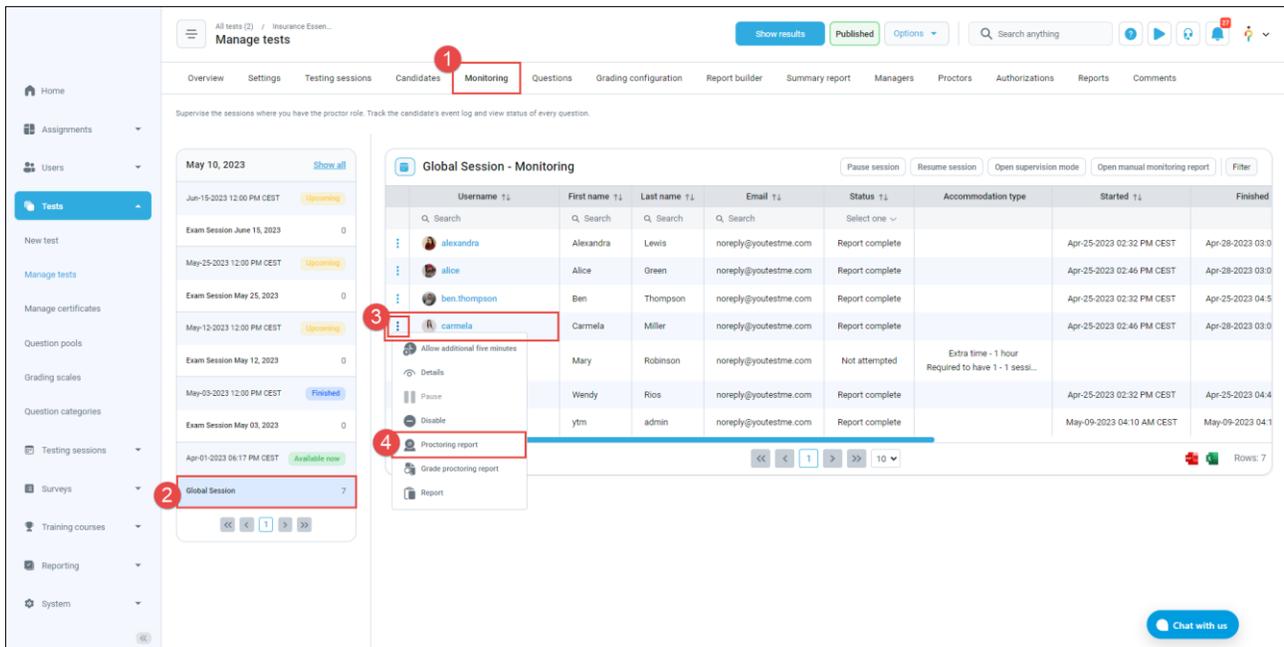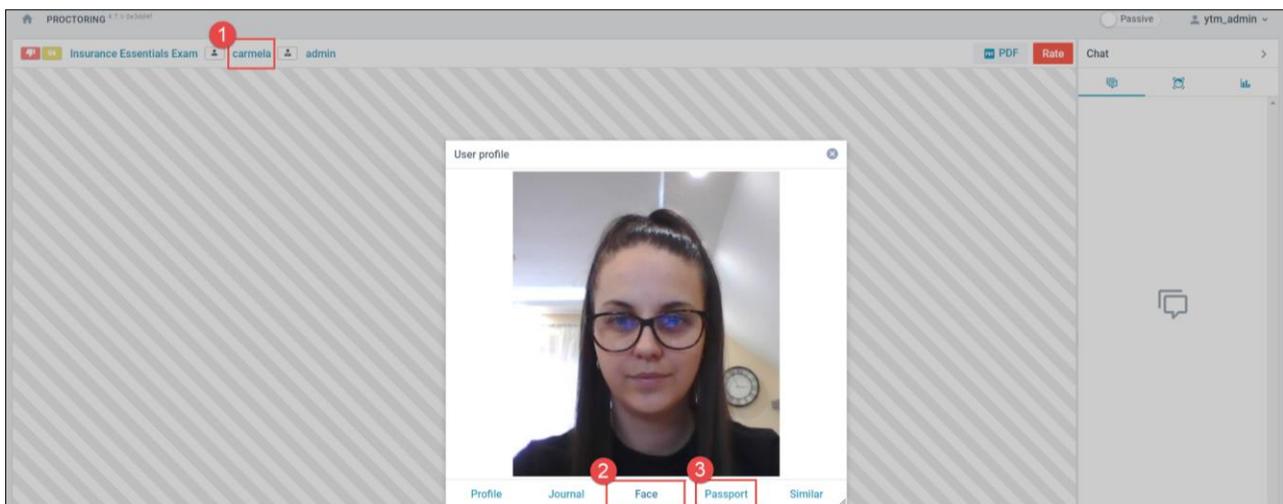
4   Reviewing the Recording

4.1   Checking the Enviornment and the ID

1. Click the exam name.
2. Selecting the "Overview" option.
3. Hit the "Play" button

Compare the candidate that was taking the exam with their ID:
1. Click on the candidate's name.
2. Click the "Face" tab to see the photo of the candidate.
3. If the ID was required (which was not the case in our example), you would click the "Passport" option.
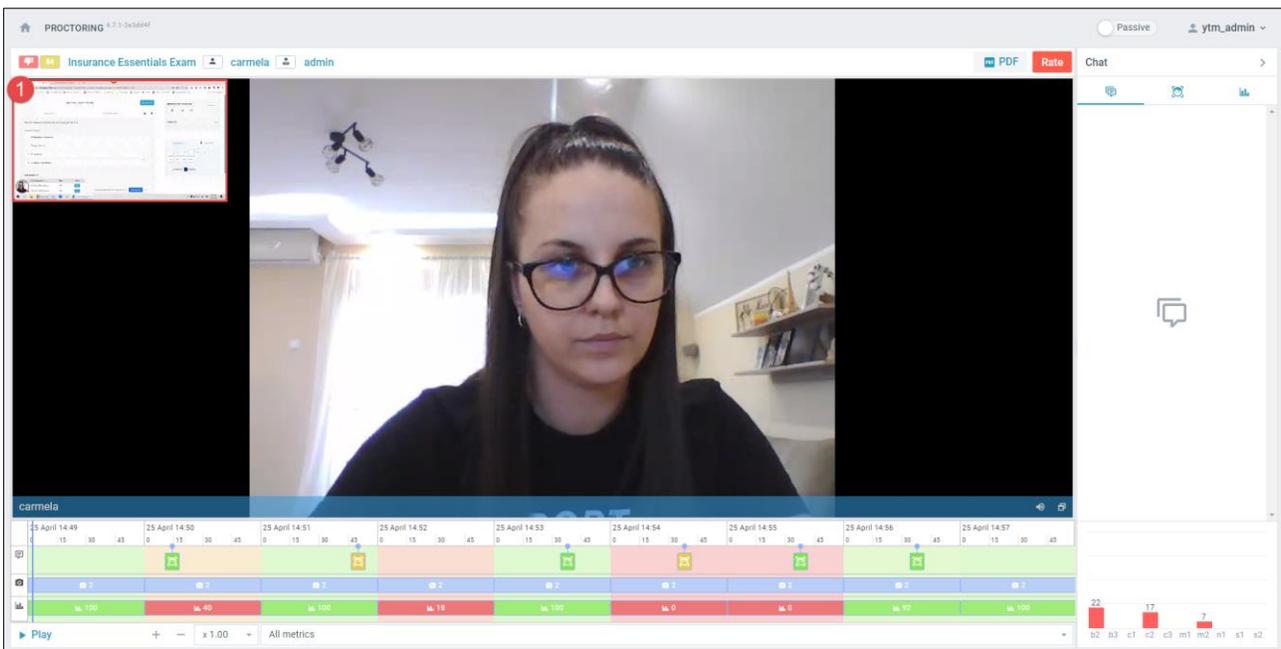
4.2   Checking the Suspicious Behaviour

- Hit the "Play" button in the center of the screen to start the recording
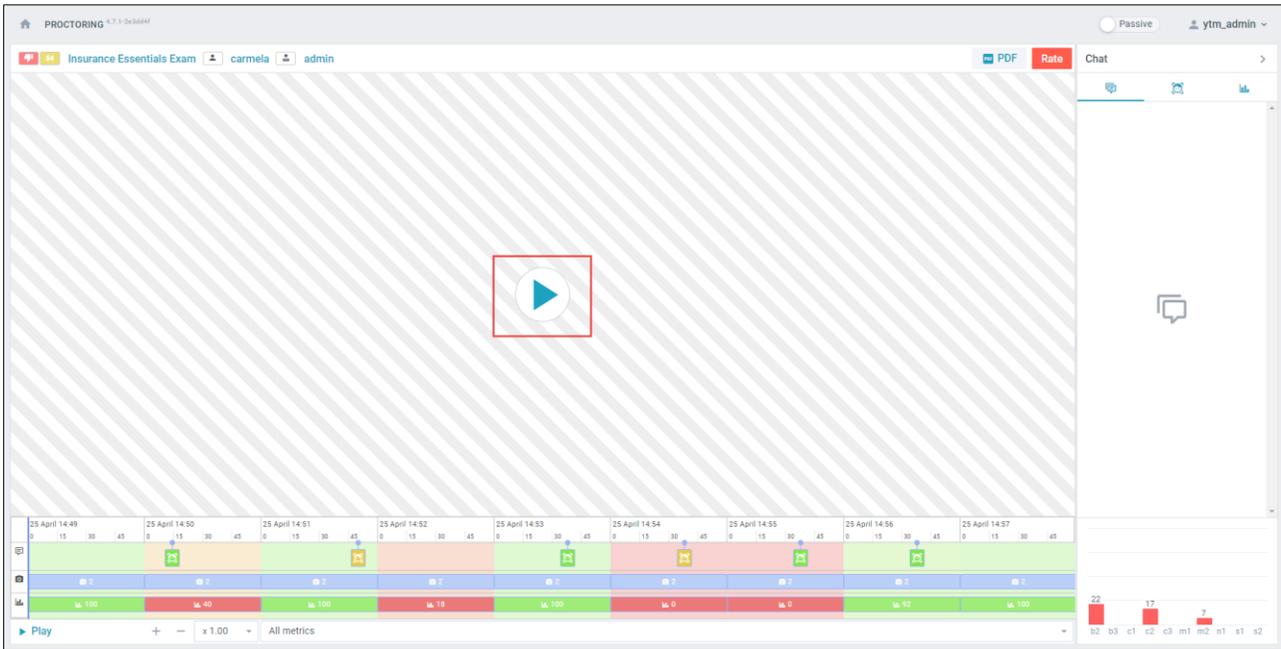
1. Use the panel in the top left corner to switch between the web camera and the candidate's screen.
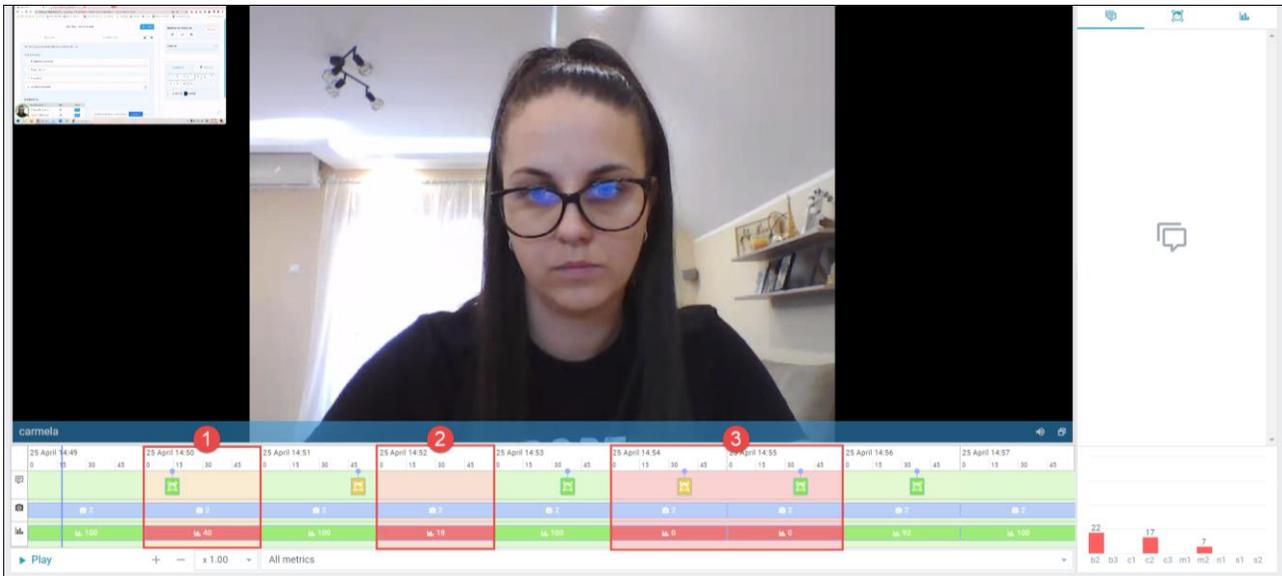
When reviewing the recording, you should focus on the timeline at the bottom of the screen.
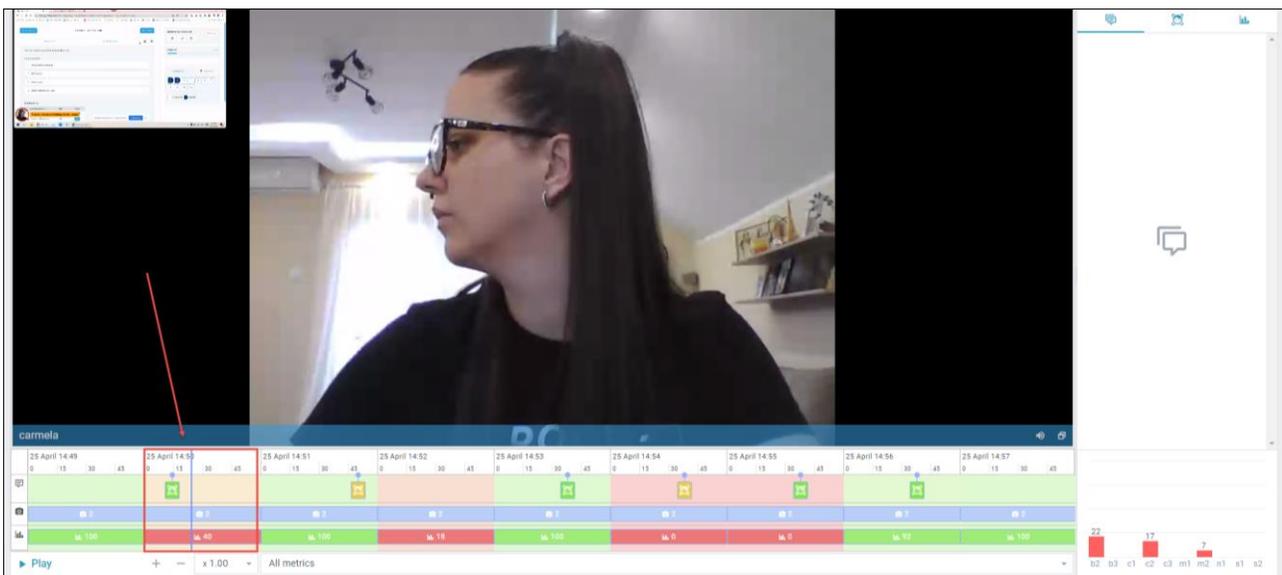
AI marks the suspicious parts with:

- Red
- Orange
- Yellow

Green parts represent the parts of the recording when AI didn't detect anything suspicious.

In our example, we have three red parts:

If we click on the first red part and hit the "Play" button in the bottom-right corner, we will see that the **candidate is not looking into the camera**.

If we click on the second red part and hit the "Play" button in the bottom-right corner, we will see that the **candidate is not even in front of the camera**.
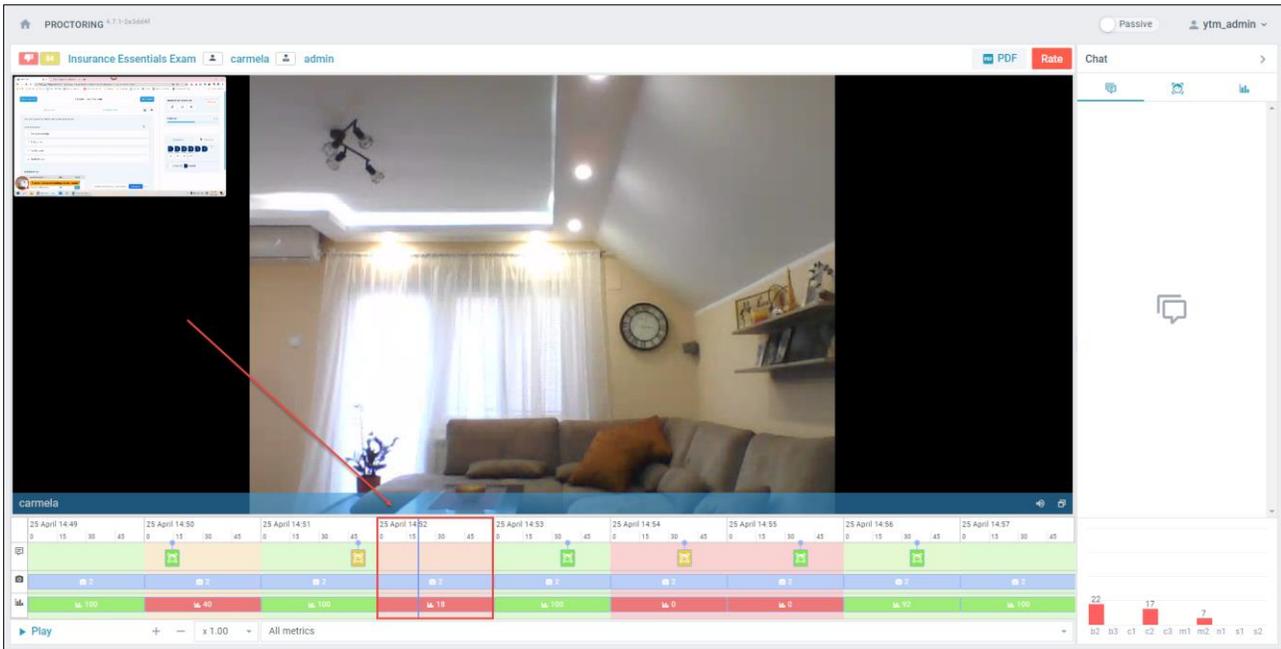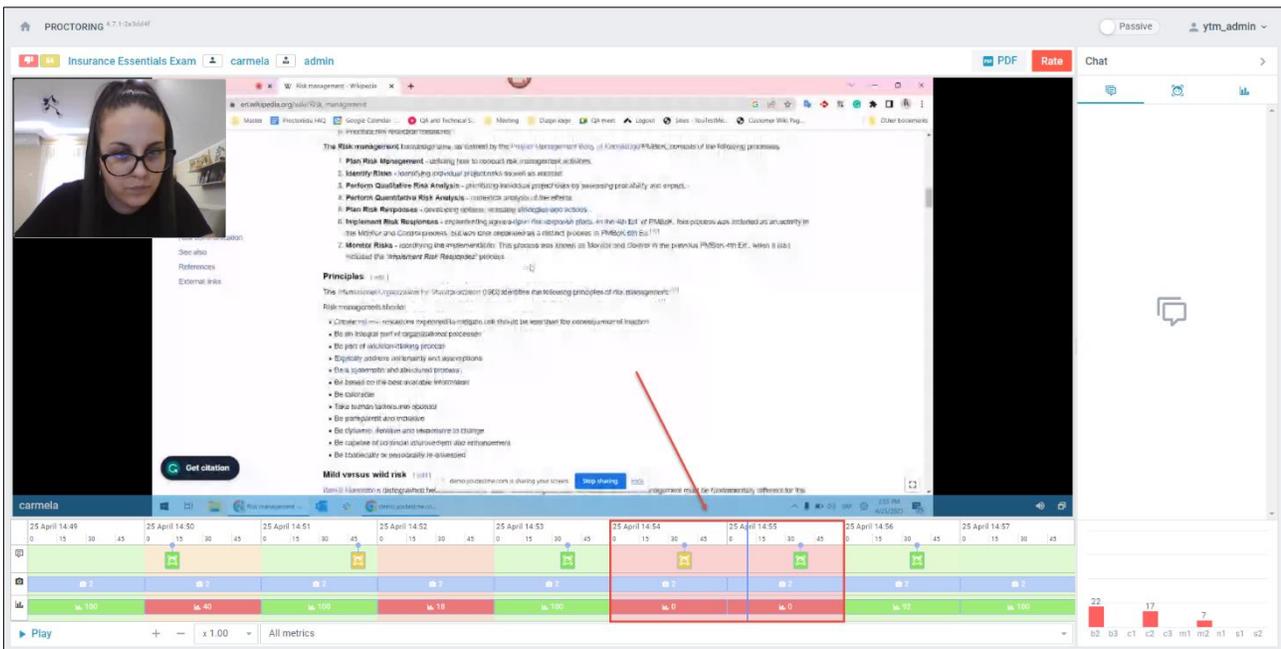

If we click on the third red part and hit the "Play" button in the bottom-right corner, we will see that the **candidate is talking and googling for answers**.

Note: **Googling for ansewrs is typically prevented by enabling the browser lockdown option**.

For an easier review process, you can:

1. Speed up the recording.
2. View violation codes and percentages for situations with violations.
3. Access a tab with random short recordings taken by the system to see specific violations.
4. Download a PDF report showing violations by minutes or event with a legend.
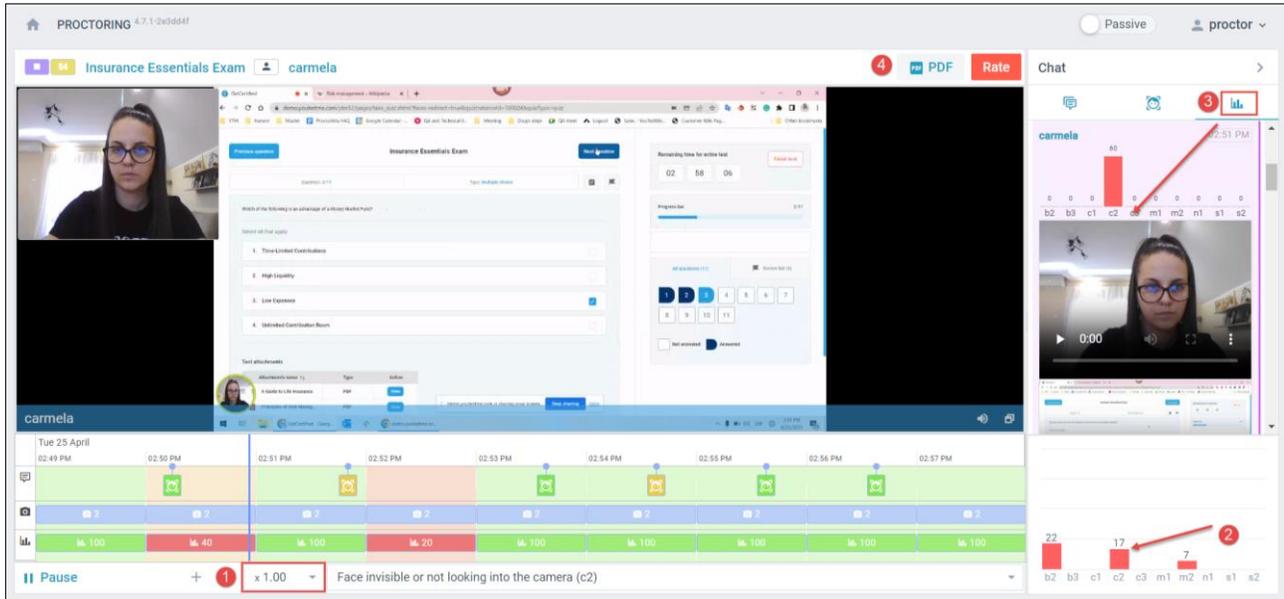
The two images below show two parts of the PDF report.

Student profile

	Login	qd0Rllkq_100006
	Name	carmela

Proctoring session

Identifier	a51cda62-3b2d-45e8-9112-50b59eb4c675_100024
Subject	Insurance Essentials Exam
Started at	04/25/2023 12:49 PM (UTC)
Stopped at	04/25/2023 12:57 PM (UTC)
Credibility	54%

Distribution of events

By time, minutes

	1	2	3	4	5	6	7	8
b2	0%	0%	0%	0%	0%	83%	100%	0%
b3	0%	0%	0%	0%	0%	0%	0%	0%
c1	0%	0%	0%	0%	0%	0%	0%	0%
c2	0%	60%	0%	80%	0%	0%	0%	0%
c3	0%	0%	0%	0%	0%	0%	0%	0%
m1	0%	0%	0%	0%	0%	0%	0%	0%
m2	0%	0%	0%	2%	0%	30%	27%	0%
n1	0%	0%	0%	0%	0%	0%	0%	0%
s1	0%	0%	0%	0%	0%	0%	0%	0%
s2	0%	0%	0%	0%	0%	0%	0%	0%

By events

| b2	b3	c1	c2	c3	m1	m2	n1	s1	s2
22%	0%	0%	17%	0%	0%	7%	0%	0%	0%

Legend

b2 — focus changed to a different window
b3 — full-screen mode is disabled
c1 — webcam is disabled
c2 — face is not visible in the camera
c3 — several faces in front of the camera

m1 — microphone muted or its volume is low
m2 — conversation or noise in the background
n1 — no network connection
s1 — screen activities are not shared
s2 — second display is used

5   Rating the Recording

Once you have reviewed the recording, rate it based on your observations.

To do that:
1.   Click on the "Rate" button
2.   Mark the conclusion as Positive or Negative
3.   Leave a comment
4.   Click on the checkmark to release the report.
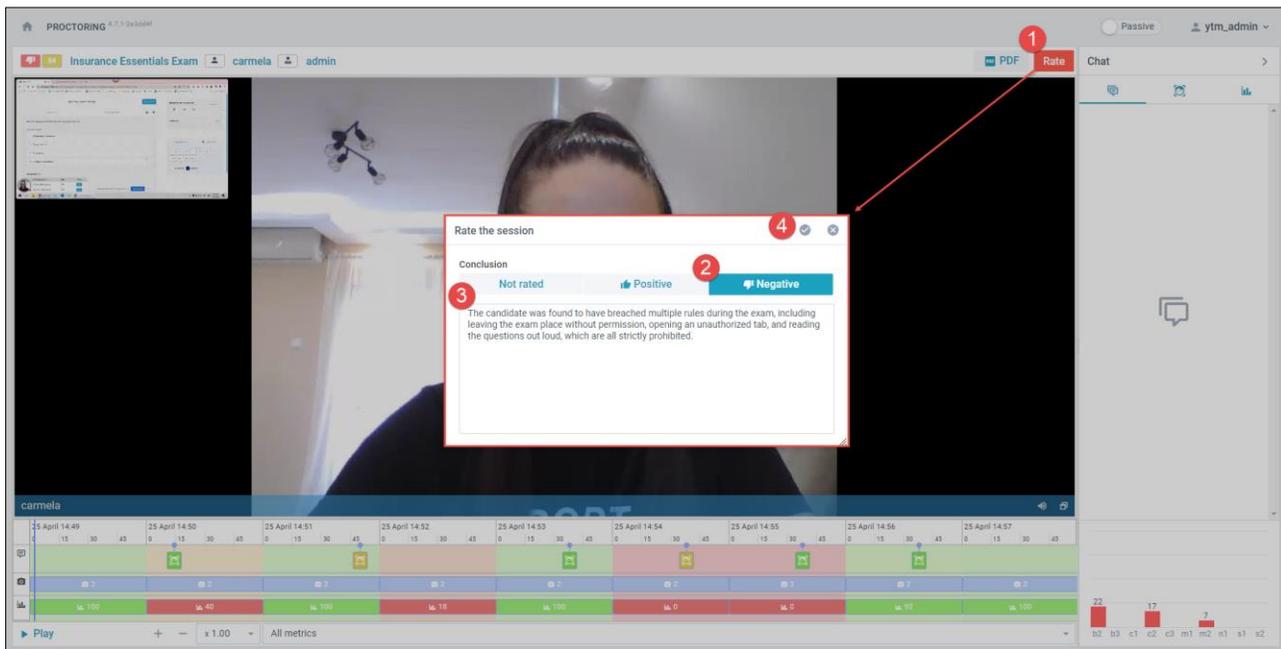
Once the report is released, the rating will be visible to the exam manager and the candidate.

6   Conclusion

This was a short introduction to reviewing the AI-proctored exam session.

Hopefully, now you have a basic understanding of how the "Record & Review" process works.

This was the last of the three instructional materials we prepared for your trial. You can revisit the first two by using the following links:
*   Exam registration system
*   Exam administration system