YouTestMe

How to enable the "Automatic lock of the screen in case of a violation" option
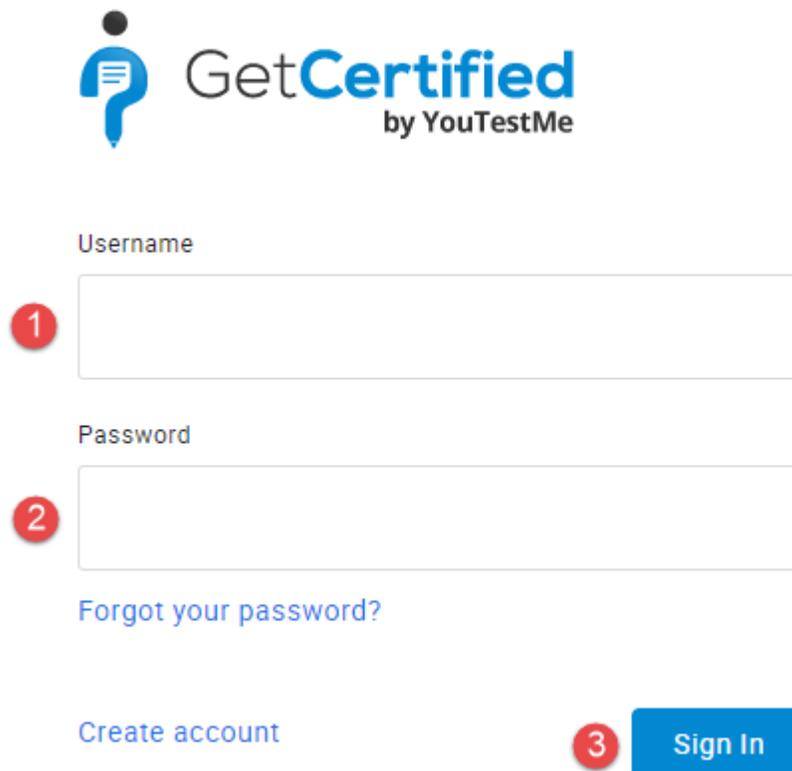
Contents

1   Introduction

This document represents step-by-step instructions for performing UAT on the "Automatic lock of the screen in case of a violation" feature.

2 Steps

2.1 How to access the sandbox instance

To access the p instance, please go to sandboxexams.ifse.ca and enter:

1. Username.
2. Password.
3. Click the **"Sign in"** button to enter the platform.
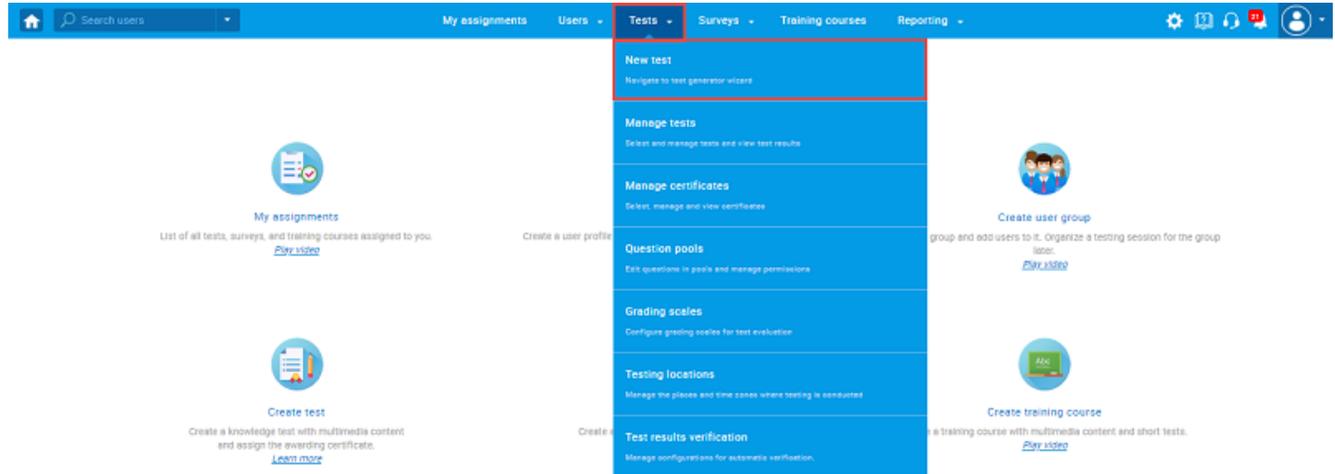

Note: To create tests, you need to log in with user that have the Content Manager role or other role with a higher level of permissions.

Note: To take the test from the candidate's perspective, you need to enter the application with the student role.
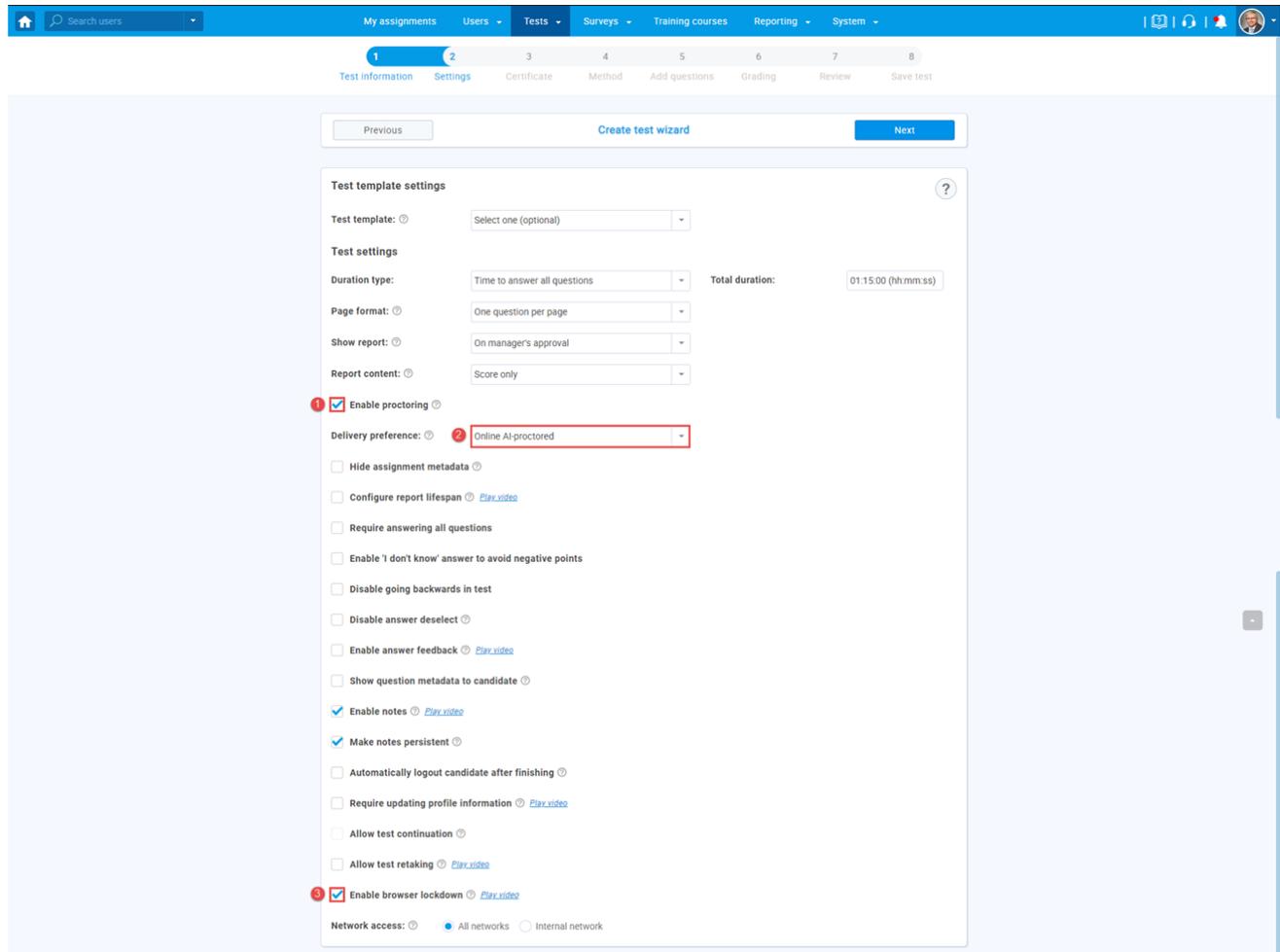
2.2   Creating a test

Note for content admin role: **The setting of Online-Live proctored, and Online-AI proctored tests differs by delivery preference option and lockdown browser.**

To create an exam, hover over the **"Tests"** in the main menu, and select **"New test"**.

In the **"Settings"** of **"Test wizard"**, the following options should be set to test this feature:
1.   **"Enable proctoring"** should be enabled.
2.   **"Delivery preference"** should be set to **"Online-AI proctored".**
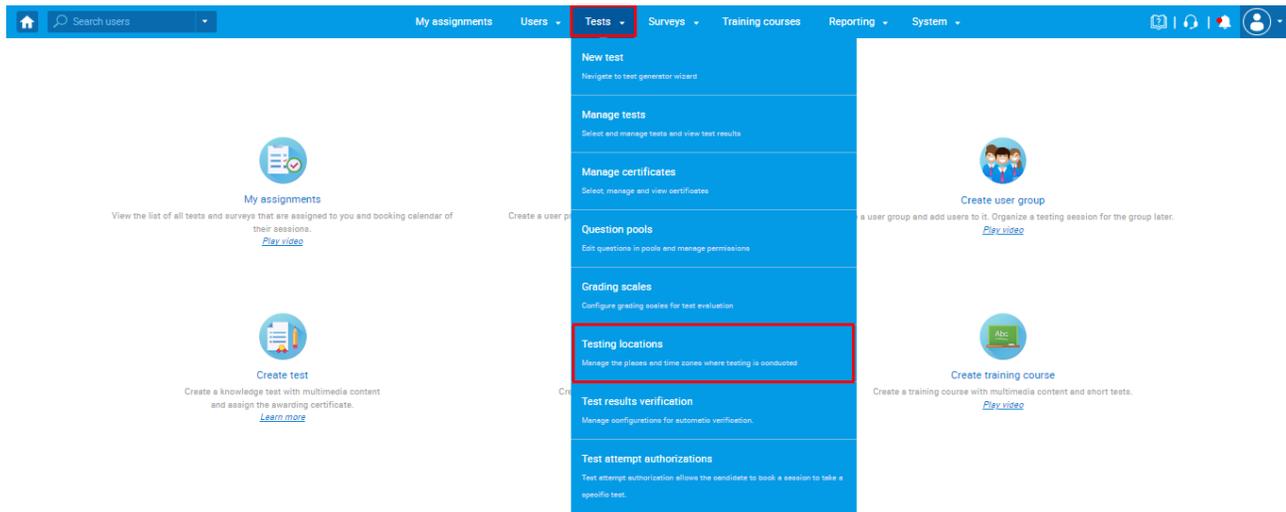3.   **"Enable browser lockdown"** should be enabled.

Note: Finish the test wizard process by configuring the test in the desired way.

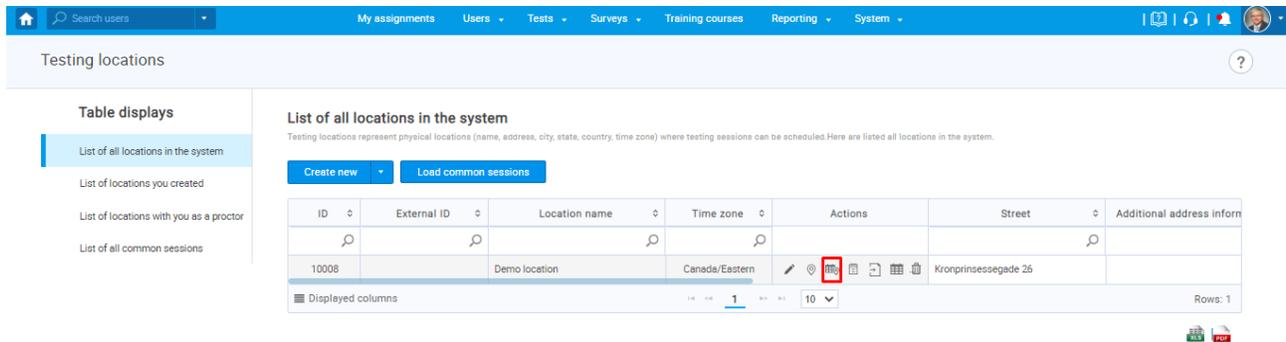## 2.3   Creating a common testing session

Note for IFSE CSR role: **Unlike students who take Online-Live proctored exams at pre-scheduled times, the students who will take Online-AI proctored exams can take the tests at any time, 24 hours a day, 7 days a week, and 365 days a year.**

This means that the Online-AI proctored exams should be organized in only one common testing session with unlimited time and without a defined capacity.

To create the common testing session, navigate to "**Tests**" in the main menu and choose "**Testing locations**".

Create the common session on the desired testing location by clicking the "**Create common session**" icon.

The pop-up window will appear to configure the common testing session in the following way:

1. **Session name** – You should put the general name of the testing session since it will be available all the time.
2. **Delivery preference** – Should be set to "Online-AI proctored".
3. **Availability** – Session should be available 24 hours a day, 7 days a week, and 365 days a year. Therefore you can set a big time range. An example is shown in the picture below.
4. The "**Candidate self enrollment**" option should be enabled.
5. The booking deadline should not exist.
6. The cancellation deadline should not exist.
7. Capacity should be unlimited.
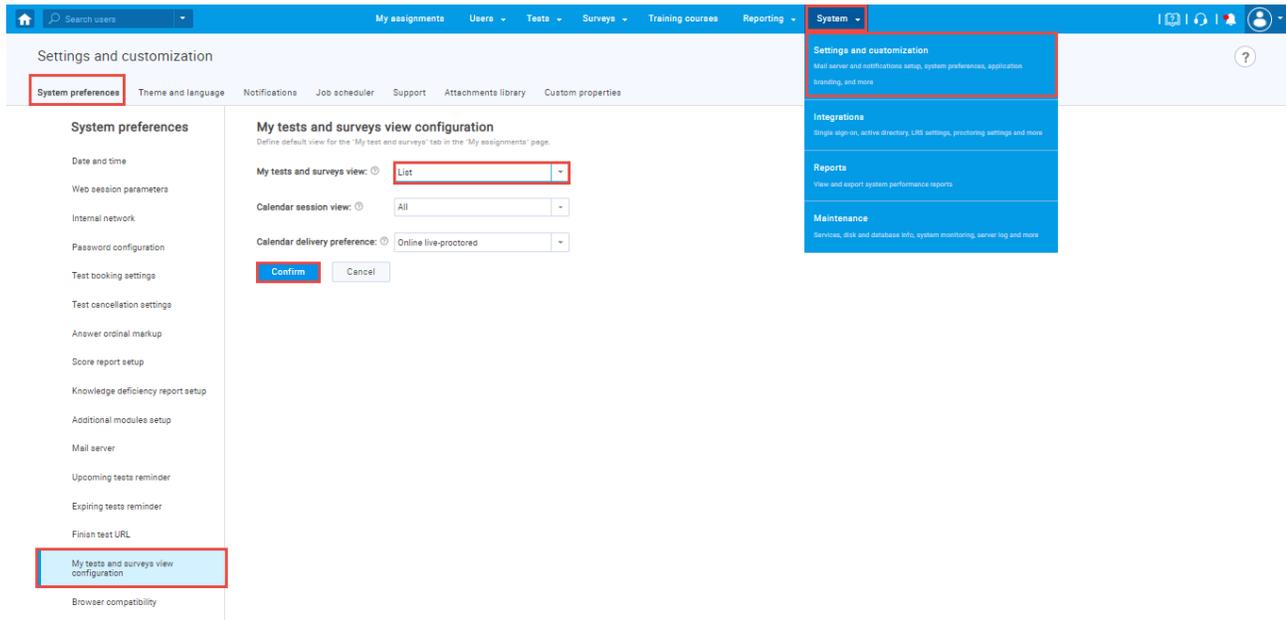8. The "**Authorization required**" option should be enabled.

2.4 Taking a test

For a student to start an Online-AI proctored test, they need to have authorization for it.
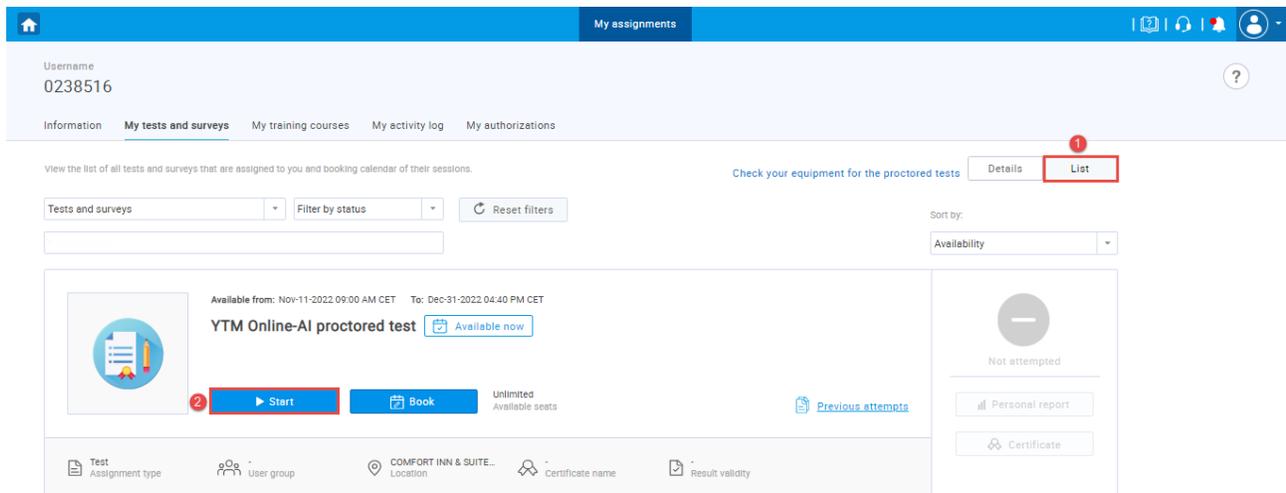
Note: The process is the same as for the Online-live proctored exams; Authorization is automatically created in the YTM system when a student purchases an exam in the IFSE system

Once students enter the YouTestMe system, they should be redirected to the "My tests and surveys" page with the "Details" view set as default.
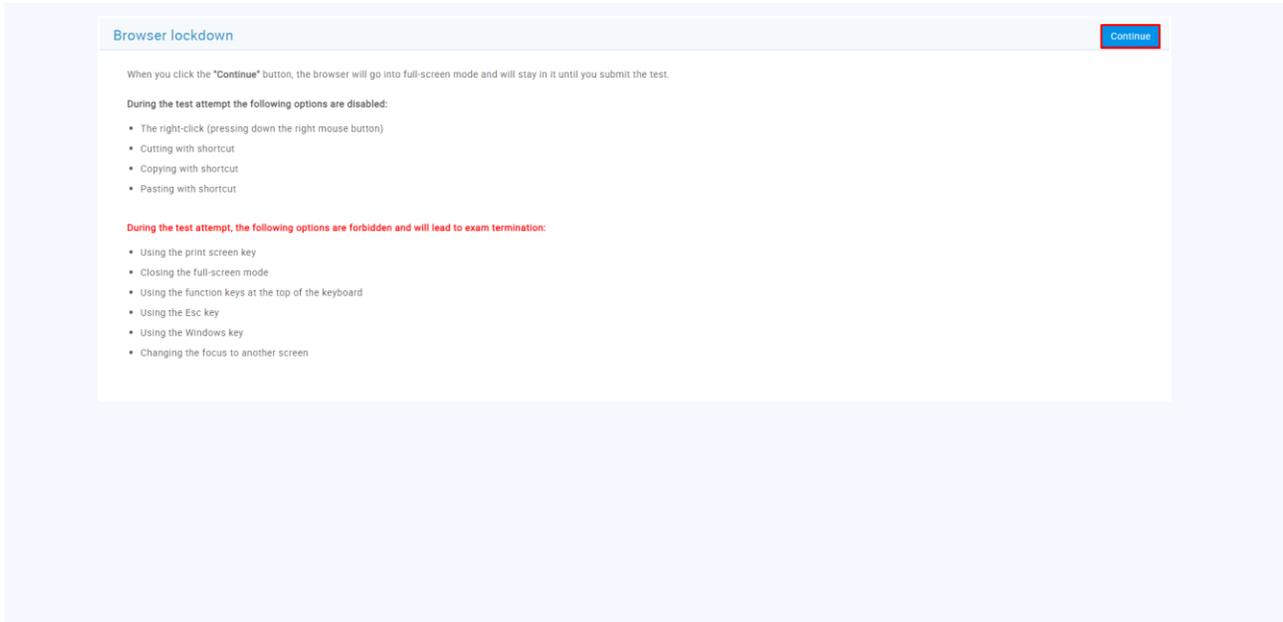**Note:** The default view can be changed from the "**System**" -> "**Settings and customization**" - > "**System preference"** - > "**My tests and surveys view configuration**".
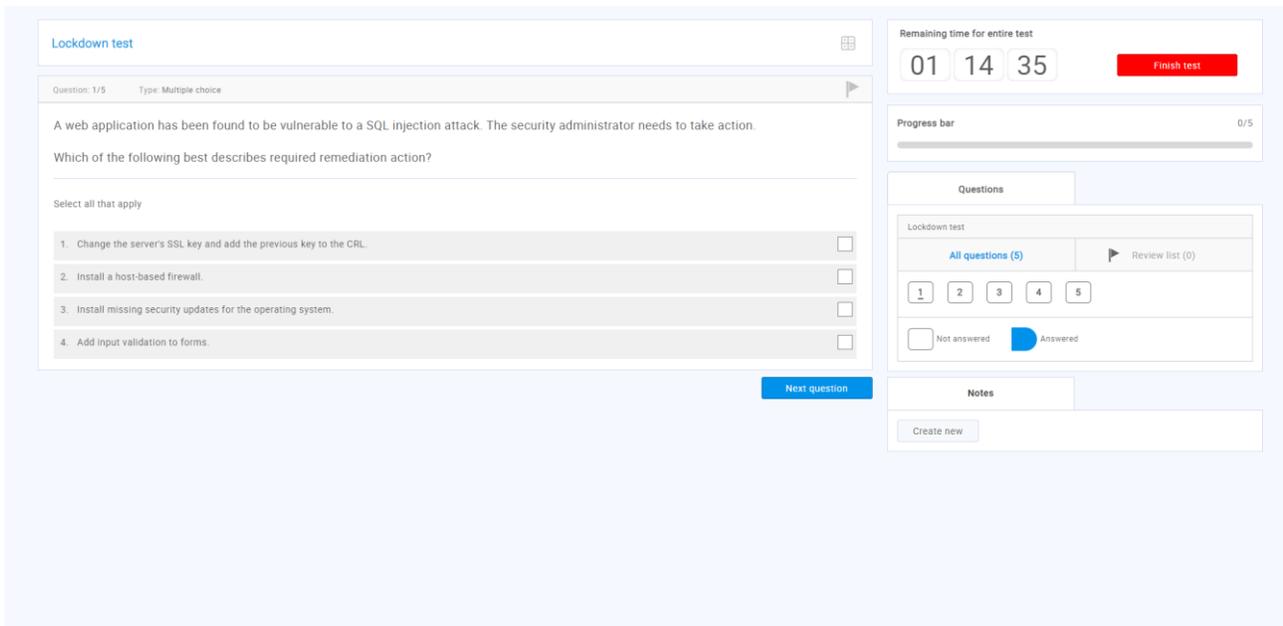

The student should select the "**List**" view and click on the "**Start**" button.

Upon starting the test, the student will be presented with a warning of what might trigger exam termination. Right-click menu options, cutting, copying, pasting with a shortcut, using the screen printing, closing the full-screen mode, using the function keys at the top of the keyboard, using the ESC key, using the Windows key, and changing the focus to another screen are disabled.

Note: Once the candidate enters the test, it will be displayed on the full screen and cannot be minimized, as shown in the picture below.
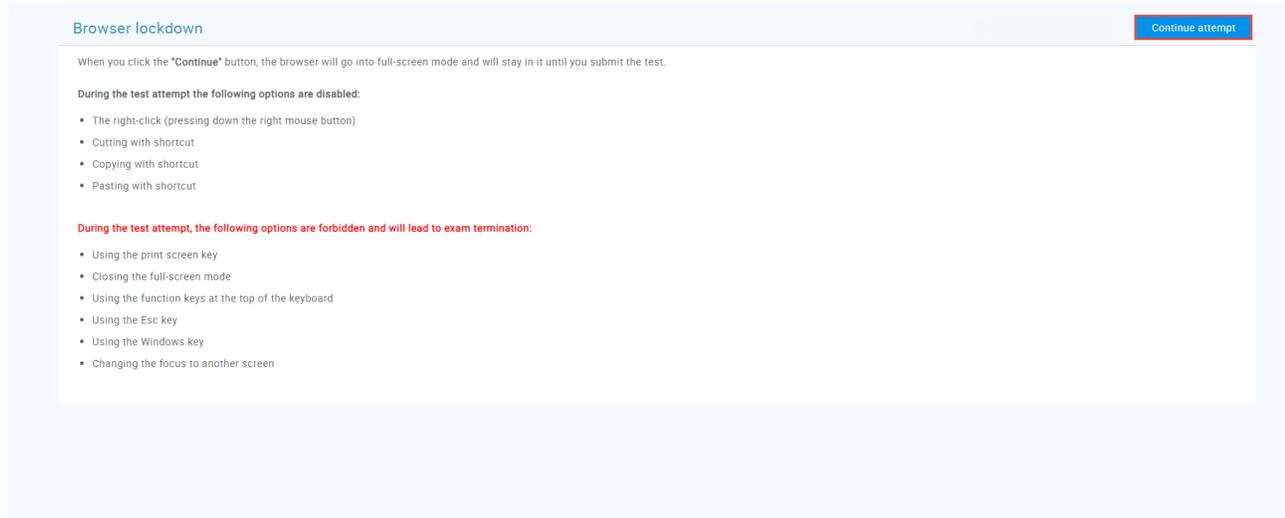

Note: In case a candidate commits a violation, the screen will be locked.

Example

Suppose the candidate used ESC on the keyboard, the screen will lock.
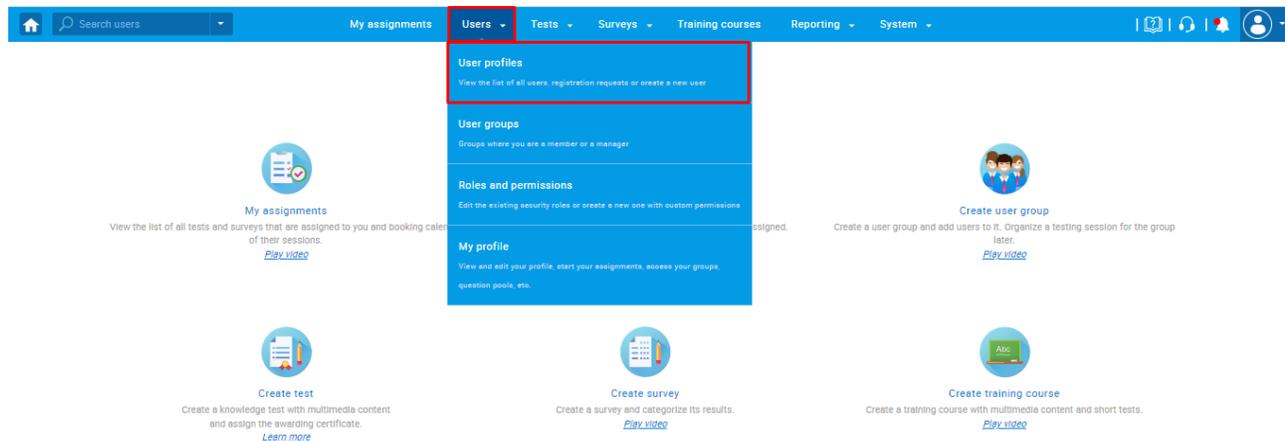
To continue with the test, the candidate should click on the **"Continue attempt"** button.

Browser lockdown   Continue attempt

When you click the **"Continue"** button, the browser will go into full-screen mode and will stay in it until you submit the test.

During the test attempt the following options are disabled:

- The right-click (pressing down the right mouse button)
- Cutting with shortcut
- Copying with shortcut
- Pasting with shortcut

During the test attempt, the following options are forbidden and will lead to exam termination:

- Using the print screen key
- Closing the full-screen mode
- Using the function keys at the top of the keyboard
- Using the Esc key
- Using the Windows key
- Changing the focus to another screen

Note: The system will note the time the candidate spent outside the full screen.

2.5   How to check the time a candidate spent outside of the full-screen

Enter the candidate's profile from the "**Users**" - > "**User profiles**".

Navigate to the list of all users and click on the username to go to their profile.

Navigate to the **"Activity Log"** tab. There, will be displayed a detailed log of user activity in the application.

Example

This example shows that the candidate started violating browser lockdown rules on Dec-09-2022 at 05:01 PM CET and stopped violating Dec-09-2022 at 05:06 PM CET.