Remote Proctoring via Zoom

Remote language testing has become increasingly important. WebCAPE and TrueNorth assessments are well-suited to remote testing, but there are times when an organization requires proctoring. While there are many online proctoring solutions available, we have put together some tips for using Zoom to specifically proctor our assessments. While this guide focuses on Zoom, there are many video conferencing solutions that would be capable of a similar process.

1. Create a Zoom Account

Zoom has a variety of account options, including a free account option. The free account option does have some limitations, but would likely be adequate for proctoring WebCAPE assessments. See more here.

2. Schedule a Meeting

When scheduling the meeting, plan for enough time for the assessment-taker to check in with you at the beginning and also complete his/her assessment. Most WebCAPE assessments are completed in 15-30 minutes.

There are a few options for creating the meeting in Zoom. If you schedule a new meeting, a link to the Zoom room will be created. Each Zoom account also has a personal meeting id that can be used with creating a new link. Your candidate will join the meeting by clicking on the link. You can provide the meeting link to the candidate by copying and pasting the invitation into an email. You can see more information here.

3. Prepare for the Meeting

Ahead of the meeting, prepare yourself and your student/candidate for the assessment. Both parties will need a working webcam, microphone and sound output via headset or earbuds.

There are a number of measures you can take to maintain security. You can ask the candidate to show a form of id, surface of the desk they are working on, and the room they are working in using the webcam. Remind the student/candidate of any proctoring rules for your course. Add any additional controls or recommendations as you see fit.

4. Join the Meeting

The Proctor or Admin and the assessment Taker should join the Zoom meeting a little before the scheduled time. You can adjust the settings on your Zoom account to create a virtual waiting room if you'd like. If you are proctoring with multiple students/candidates at a time, you'll need to verify that everyone has arrived before proceeding.

More information on starting and joining Zoom meetings [here](#).

5. View Desktops

You can ask the student/candidate to share their computer screen. Instruct them to have no windows open at the time they share the screen. If you are proctoring a speaking assessment, you will want to make sure they select the option to share the computer sound in the lower left hand corner after they select "Share Screen".

If they have shared correctly, the proctor should be able to see the student's/candidate's webcam, hear sound through their microphone, see their screen and, potentially hear any sound from their computer.

More information [here](#).

6. Assigning the Assessment

We recommend creating a generic link that will only be used for remote proctoring. Once they have shared their screen, ask them to open a browser window. You can then request remote control through Zoom to be able to control their device. You can manually enter the link for the assessment in their browser. Once you have entered the Generic link you can give up remote control of the assessment taker's screen and they will be able to register their account and take the assessment.

More information [here](#).

7. Complete the Assessment

During the assessment, the proctor should mute his/her own microphone and turn off his/her webcam during the exam. The student/candidate should leave microphone, screen sharing, and camera on for the duration of the exam.

At the end of the exam, watch the Candidate end the assessment and sign out of the platform. Then either party may leave the meeting. Note: The steps above can be modified depending on your organization's needs.