

Yuja Proctoring Protocol for online exams

Requirements:

All students will be required to have the appropriate equipment for testing. This includes the following:

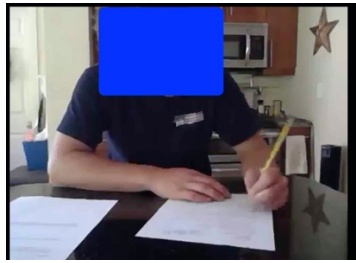
- Computer or tablet that is capable of accessing Blackboard and running Yuja Software capture (**Please note that Chromebooks will not work with Yuja software capture**)
- Stable, reliable, hi-speed (> 20 Mbps) internet access
- Webcam and microphone (inbuilt or external) to record the session. An external camera will be required if the computer's inbuilt camera is unable to capture the student's workspace, hands and face as described in the next section.
- Printer (or touchscreen technology to write on PDF) – if a student does not have a printer, the instructor may allow answers to be written on blank paper.
- Scanner or Camera to capture an image of your written work (not needed if using touchscreen) – special instructions must be followed if student is using phone camera to scan

Taking the exam:

The general rules for recording the exam session are listed below. Individual instructors may add further stipulations and instructions to this list.

Before the exam:

- The student should find a quiet space to take the test in. There should be no one else in the room. If the student has a special situation (young kids, roommate etc.), they should inform their instructor and discuss options with them.
- The student should present themselves professionally on camera – dress appropriately and be respectful and polite throughout the exam.
- The student should ensure that the Yuja proctoring session has been started off correctly by selecting “Start a proctoring session” and not “Create a recording” from the dropdown menu.
- A photo ID will be scanned prior to accessing the exam.
- A complete room scan, including work area, will be completed prior to accessing the exam. This scan should be done slowly enough that the instructor is able to verify that exam space requirements are satisfied.
- Students should use a mirror or their phone camera to show their computer screen (front and back).
- Calculators must not be accessible during the exam (unless approved of by instructor).
- Phones, tablets, books, notes and any other devices must not be accessible during the exam.
- The recording session will be set up to capture the student working on the exam and will include the area surrounding the exam paper. The student's hands and face should be visible (see example image below)



- A student is not permitted to wear a hat that covers his or her face.
- A student is not permitted to wear earbuds, headphones or any other devices during the exam, unless approved by the instructor.
- Before starting the exam, students should hold up sheets in front of the camera to show blank pages. If students are allowed to use scratch paper, they must hold up their scratch paper to show that it is blank.
- Any allowed material (formula sheets etc.) should be held up to the camera for image recording.

During the exam:

- A student is not permitted to leave the testing area while the exam is in progress. If a student needs to access a printer or scanner in a different room or area, they should discuss this with their instructor.
- There should be no disruptions during the exam. Students should not be talking to anyone else during the exam.
- Students should ensure that their Yuja recording is running and their screensaver/power save mode is not activated during the exam.
- If a student is using multiple monitors, all screens should be recording on Yuja.
- If technical issues arise during the test, a student should immediately contact their instructor to explain the situation.
- A student is expected to be looking at their writing area or computer screen (not sideways) during the test. Their hands and face should be clearly visible throughout the exam.
- All sheets of papers used for an exam (including formula sheets, if applicable) should be clearly visible throughout the exam.

At the end of the exam:

- Once the exam is completed, students should hold up each page of their written exam (including scratch work) in front of the camera to record an image in case any issues arise. Once this step is completed, the student should scan his or her written work using a scanner or camera. The document should be saved as a single PDF document and uploaded to Blackboard.
- Once the exam is uploaded and submitted, a student will clearly demonstrate the deletion of the scanned file from his or her computer. This includes showing its deletion from the computer's trash bin.
- The student will also demonstrate the destruction of the test paper by completely ripping it up by hand or using a paper shredder.
- If a phone camera is used to scan, the student will have to show deletion of the file from the phone and/or email.
- Once all these steps are completed, the Yuja proctoring session should be properly terminated.
- No exam will be accepted over email.

Sample Yuja Proctored exam:

All students will be expected to complete a sample Yuja proctored exam to be sure their equipment is working and that they are satisfying all testing requirements. This sample exam must be completed by the due date listed in the course (before the first exam) and should be taken using the same equipment and testing location that a student

plans to use for the exam. If students are traveling and need to take an exam at a different location, they should discuss this with their instructor. A student who does not complete the sample exam and address issues that arise during the process will not be allowed to take their exam.

Makeup Exams:

On any exam should a student fail to satisfy all testing requirements or experience unexpected technical difficulties, your instructor *may* give you one opportunity to complete a make-up exam. This exam may involve the following:

- The exam may be live proctored using Zoom proctoring.
- The exam may be given at a fixed scheduled time, for example 7 pm CT on Tuesday evening. No schedule adjustments will be made to accommodate individual student needs.
- The exam is not to be considered as an optional general testing opportunity. It should only be used when the Yuja proctored exam is not acceptable, or a student demonstrates a justifiable excuse for incorrectly recording or missing a Yuja proctored exam.
- This makeup opportunity may be contingent upon the student completing the other exams in the course satisfactorily.

Should students experience personal difficulties, such as severe illness, that would preclude them from taking either an exam or a makeup exam, the student *may* be given a final opportunity for a make-up exam at the end of the semester on Reading and Review Day at a pre-scheduled time. Students can make-up at most one class exam at this time and a score of zero will be recorded for the missed exam until the exam is taken.

Academic Integrity:

Academic integrity is a serious matter, and any deviations from appropriate behavior will be dealt with strongly. At the discretion of the instructor, situations of concern may be dealt with as a scholastic matter or a disciplinary matter.

As a scholastic matter, the instructor has the discretion to determine appropriate penalties for the student's workload or grade, but the situation may be resolved without involving many individuals. An alternative is to treat the situation as a disciplinary matter, which can result in suspension from the University, or have lesser penalties. A student who submits work that is not their own, will likely receive a failing grade for the exam, and at the instructor's discretion, may also receive a failing grade in the course. For more information read the Code of Student Life.

In some cases, an instructor may require that the student meet with them through Zoom to answer questions and verify the integrity of the work submitted for an assignment, quiz, or exam. This meeting may be scheduled at the instructor's convenience and may be recorded. The student's final grade may be contingent upon this meeting. If necessary, the instructor may share the student's work, email correspondence and recordings with the Online course coordinator or Chair of Math Department for further review. The Online course coordinator and/or Chair may attend the Zoom meetings, if required.

Examples of academic dishonesty in exams include, but are not restricted to:

- Copying from another student's work
- Having someone else complete the exam
- Using an online Math problem solver or search engine on any device
- Using a calculator or device, when not allowed to
- Accessing notes, textbook or other course material during the exam

This will be considered the departmental online exam policy and should be adhered to by all online instructors.