

## Yuja Proctoring Protocol for written exams

### Requirements:

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

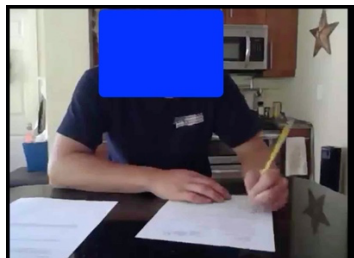
- Computer or tablet that is capable of accessing Blackboard and running Yuja Software capture (**Please note that Chromebooks will not work with Yuja software capture**)
- Stable, reliable, hi-speed (> 20 Mbps) internet access
- Webcam and microphone (inbuilt or external) to record the session
- Printer attached (or touchscreen technology to write on PDF) – if a student does not have a printer, instructor may allow answers 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.
- 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.
- 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 or headphones during the exam
- Before starting the exam, students should hold up sheets in front of the camera to show blank pages. If student is 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 to record an image of.

*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 ensure that their Yuja recording is running and their screensaver/power save mode is not activated during the exam.
- 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 (not the computer screen or sideways) during the test. Their hands should be clearly visible.

*At the end of the exam:*

- Once the exam is completed, the student 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 must 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, it is the student will have to show deletion of the file from the phone and/or email.
- Once all of 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). A student who does not complete the sample exam and address issues that arise during the process may 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 will involve the following:

- The exam will be live proctored using Zoom proctoring.
- The exam will 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.
- Should a student experience personal difficulties, such as severe illness, that would preclude him or her from taking either of these two exams, 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 two class exams at this time and a score of zero will be recorded for the missed exams until the exam is taken.

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