

## Proctored Exam Procedure

- Proctored exams are administered virtually through Zoom and **require a desktop or laptop**, a stable internet connection, and a working webcam and microphone.
- An exam URL will be provided via Zoom chat once logged in. Zoom meeting will continue in minimized window during entire exam.
- Chat box can be utilized for any questions.

## Proctored Exam Guidelines

1. No other person is allowed to enter the room while you are taking the proctored exam.
2. The lighting in the room must be bright enough to be considered “daylight” quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind you.
3. You must sit at a clean desk or table.
4. The room must be as quiet as possible. Sounds such as music or television are not permitted.
5. The following items must not be on your desk or used during your proctored exam:
  - Textbooks
  - Phones
6. You may use scratch paper and a calculator.

## The computer you use to take the test

1. You must close all other programs or windows on your testing computer before you begin the exam.
2. You must not use the following tools:
  - Programs such as Excel, Word, or PowerPoint
  - Communication programs such as Skype

## Your behavior

1. You must remain visible in your webcam. Although your Zoom window may be minimized, you should still be visible in your webcam.
2. You must not use headphones, ear buds, or any other type of listening equipment.
3. You must not communicate with any person other than proctor.
4. You must not use a phone for any reason.
5. You must not leave the room during the exam for any reason.

## Consequences of Rule Violations

If you violate the online proctoring rules and receive an **Unsatisfactory** status, you automatically receive a score of 0 for the exam – VREB Regulations.