

## Econ 1 Fall 2021 Exam Proctoring Protocol

You will be required to “self-proctor” your exam by hosting and recording your own Zoom meeting while taking the exam. The exam will be available as a PDF on Canvas. You will write your answers on blank paper (I will also provide a template answer sheet for you to print and use to take your exam), scan them, and upload them to Gradescope. You will then submit the video recording of your exam to the proctoring assignment that will be open on Canvas.

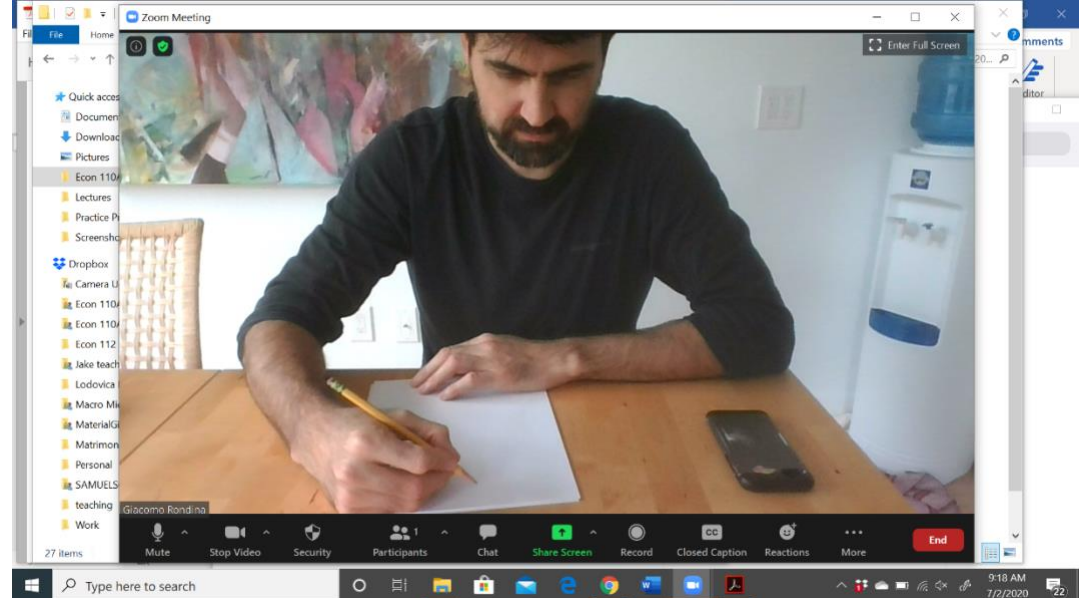
This document explains the proctoring procedure step-by-step. Please read it carefully and familiarize yourself with all the steps. Failure to follow the proctoring instructions may result in your written exam being replaced with an oral exam.

### PREPARE YOUR EXAM SPACE

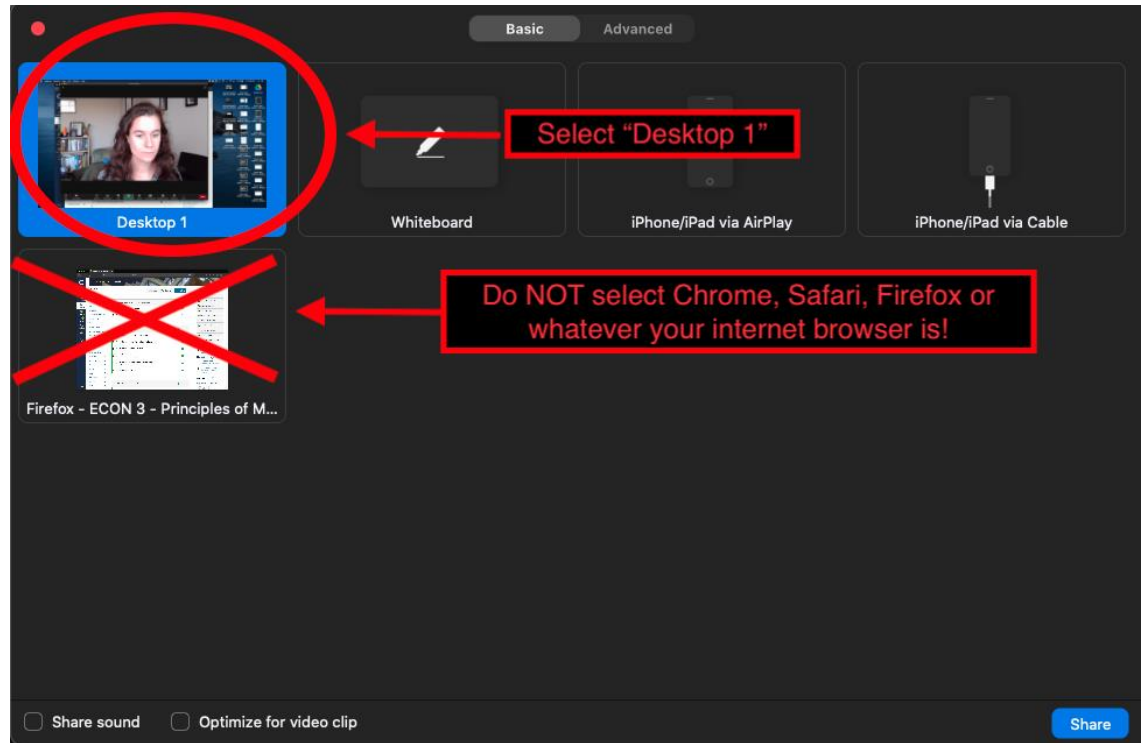
- Find a well-lit and private place to take your exam; no one else should be in the room.
- Clear your desk of notes, books, or any other materials besides the blank pages for your answers. Your phone must be face-down on your desk.
- You are NOT allowed to use a calculator.
- You are **NOT** permitted to use earphones or headphones of any type.
- You are not permitted to work with anyone else during this exam. You must exit out of all chat applications (e.g. Discord, Slack, etc.) prior to beginning your exam.
- You are not permitted to use the bathroom or leave the room for any reason. If you have an emergency, you must contact your assigned TA before leaving your workspace.

1. **START A RECORDED INDIVIDUAL ZOOM MEETING.** 5 minutes before you begin your exam, begin an individual Zoom meeting and start recording to the cloud. Here is how to do it:
  - a. [DO NOT SKIP THIS STEP] Check that you are logged into Zoom through UCSD Single-Sign-On. When you open your Zoom application, click on your profile picture in the top right corner. Usually this will just be a box with your initials on it. If the drop-down menu says "licensed", you are logged in correctly (skip step b). If the drop-down menu says "Basic", you are logged in incorrectly (Follow step b to log in).
  - b. In your Zoom application, log out of your account. Next, sign in with SSO. Under company "domain", enter ucsd.zoom.us. You will then be taken to a login page through your web browser where you must enter your UCSD credentials. Repeat step 1 to make sure you are logged in correctly at this point (if you still having problems logging into ucsd.zoom.edu, e-mail edtech@ucsd.edu)
  - c. Start a personal Zoom meeting (with just yourself).
  - d. **Turn on both audio (unmute yourself) and video.** Both audio and video must always be ON from this point onward. Do **NOT** use a virtual background.
  - e. Click record. It will give you the option to “Record on this computer” or “Record to the Cloud.” **Choose "Record to the Cloud."** Do not record on the computer, because you might run the risk of running out of space and the recording would be incomplete.
2. **PLACE THE CAMERA READY FOR THE EXAM.** Once the recording has started please do the following:
  - a. Place your device with the camera such that we can see you and the desk where you will be working. Your video should look like the picture below. Make sure that your face is visible as well as any paper you are using (in the picture I am using my laptop camera, and

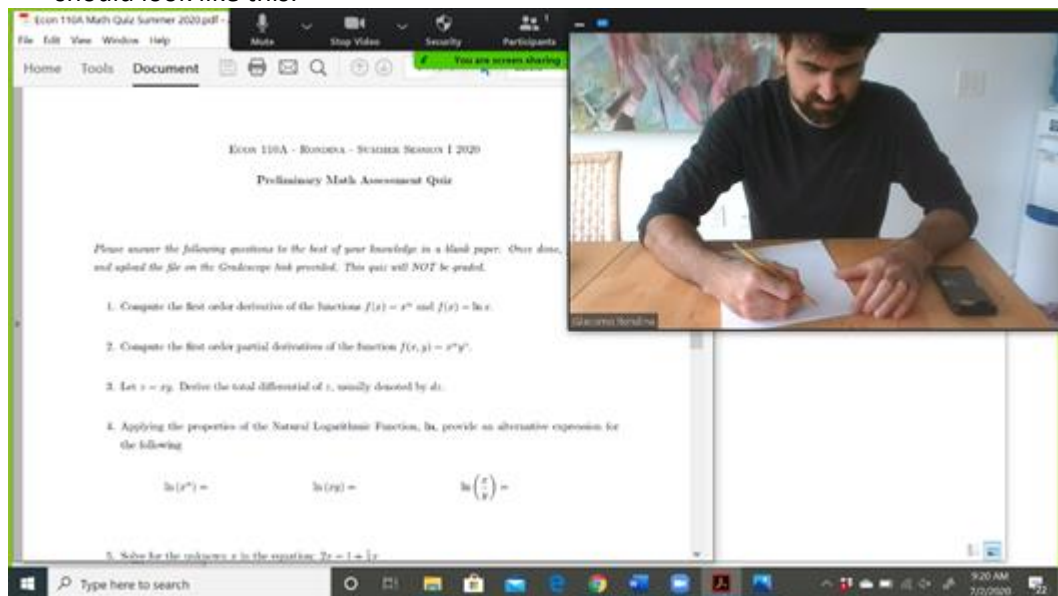
I have placed my laptop over a few books so the desk can be shown and I am still able to read the laptop screen where the pdf of the exam is displayed).



- b. If you are not using your phone to take the video, place your phone face down next to you like in the picture above. Do not touch your phone until the exam is over.
  - c. If your only option is using your phone to take the video, place it in a location where you, the desk and the screen on which you will be reading the PDF of the exam are all visible. If this situation applies to you, please provide an image of how you plan to place your phone as soon as possible so it can be approved, or a modification suggested (including an oral exam if an appropriate solution cannot be found).
- 3. IDENTIFY YOURSELF AND SHOW YOUR BLANK ANSWERS.**
- a. Say your name and show your student ID next to your face. Make sure we can see your face and your ID clearly in the recording.
  - b. If you do not have a student ID, you can access an electronic version of your ID card via the UC San Diego [mobile application](#). You may also show a passport or US-issued driver's license alongside your student ID number written on paper.
  - c. Carefully show the front and back of each page you are using to write your answers, so we see there is no writing on them prior to the exam. If you need extra pages during the exam, please show them front and back before writing on them.
- 4. SHARE YOUR DESKTOP.**
- a. If you are using a camera connected to a laptop or a desktop, share your computer desktop using the "Share Screen" feature (at the bottom of the Zoom window).
  - b. Select "Desktop 1." Do NOT share your web browser.



- c. Show the Zoom window with you in it (this is important: we want to see you taking the test as well as your screen). This is how you do it: Zoom -> Preferences -> Share Screen -> "Show Zoom windows during screen share". Your zoom recording while taking the exam should look like this:

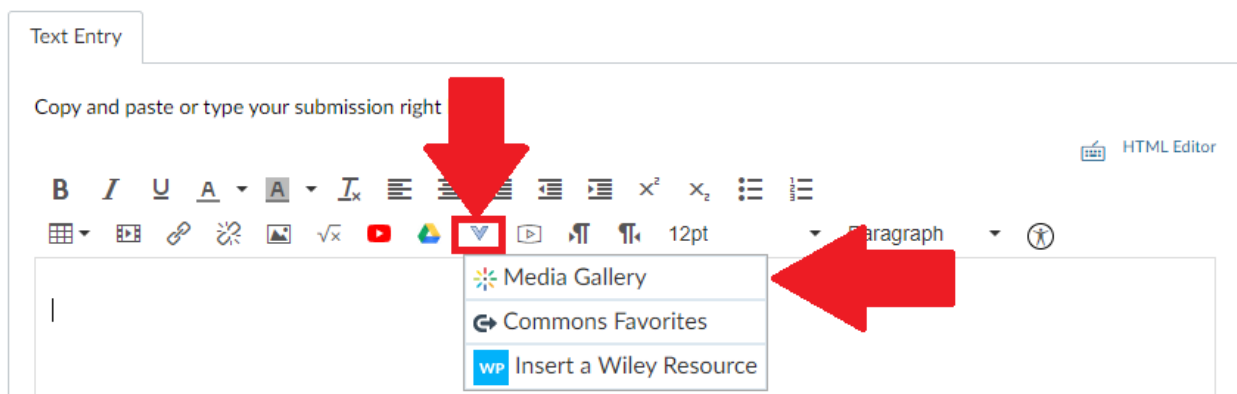


5. **START THE EXAM.** Open Canvas and display the PDF of the exam on your screen. You may begin working on your answers at this point. Please ensure that your video and audio are always on.
6. **QUESTIONS DURING THE EXAM.** If you have a question for the Instructor or the TA, please do one of the following:

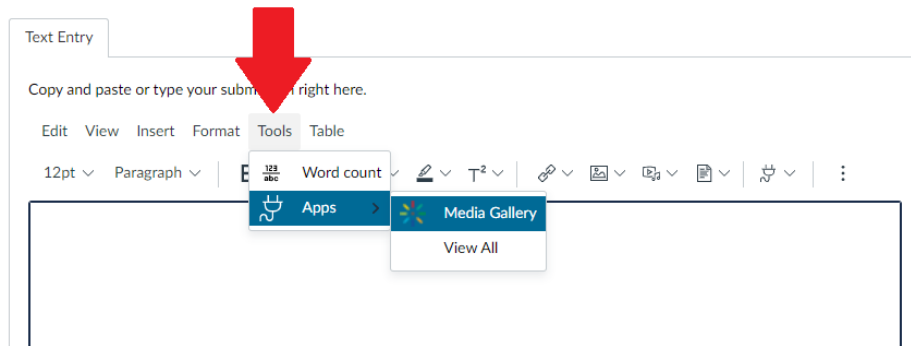
- a. Invite any TA or the instructor to your meeting. To invite them go to Participants>Invite>Contacts> type their name and click send. They will be with you as soon as possible. If they do not respond quickly, please invite another TA.
7. **FINISHING YOUR EXAM.** Once you are done with your answers, or the time of the exam is up, complete the following steps:
    - a. Collect and number all of your answer pages and write your name on each of them.
    - b. Stop sharing your screen and **just show your video.**
    - c. Hold up your answer pages one by one in front of your camera so that the entire page is visible and your answers can be clearly read from the video.
  8. **SCAN AND UPLOAD ON GRADESCOPE.** After you have shown all of your answers, proceed to scan and upload them onto Gradescope. **Make sure you scan all of your answers into a single PDF in the correct order.** You will have 15 minutes to complete the scanning and uploading procedure. If you run into issues and you need more than 15 minutes, please send us a message so that we know what is going on. Please keep the recording of the Zoom meeting going while you are scanning so we have a record if you run into problems. Once you are done uploading the answers on Gradescope, you can stop the recording.

**IMPORTANT NOTE:** If the version of the answers that you upload on Gradescope is different from the version you showed on video in Step 7.c, we will be forced to initiate an academic integrity violation case.

9. **WAIT FOR YOUR VIDEO RECORDING TO BE AVAILABLE, UPLOAD IT ON CANVAS AND SUBMIT IT TO THE VIDEO PROCTORING ASSIGNMENT.** You now need to submit your Zoom recording on Canvas. This process may take a while, so please read these instructions carefully.
  - a. You will receive an email from Zoom once the cloud recording is ready, typically 1-2 hours after the recording. If you don't get an email after 1-2 hours please check your My Media on Canvas.
  - b. When your recording is ready, go to the Exam Proctoring Submission assignment associated with your exam and click submit assignment.
  - c. Now you must embed your video recording from your 'My Media' gallery. There are two methods to access 'My Media':
    - i. Click on the blue 'V' icon on the toolbar (highlighted below) and then click on 'Media Gallery'.



- ii. If you do not see the blue 'V' icon on the toolbar, please follow these steps: 1) click on the Tools dropdown menu; 2) click on Apps; 3) click on Media Gallery.



d. Find your proctoring recording and click on 'Embed'. Then click on 'Submit Assignment'.  
NOTE: If your proctoring video does not appear in 'My Media', you can upload it yourself from your computer by following these steps:

- 1) Locate your recording:
  - a) If you recorded your meeting locally, the recorded video should be in your Documents folder. To see where your local recordings are saved, open Zoom, click the settings icon and navigate to the Recording page. Here you can see where your video is stored.
  - b) If you recorded your meeting to the cloud, you will need to download the video from Zoom. Open Zoom, click the settings icon and then navigate to the Recording page. Click on 'Manage my cloud recording' which will take you to a webpage where your recording is stored. Download the recording to your computer.
- 2) Upload your recording: Login to Canvas and access the course page. Click on 'My Media' and click the blue 'Add New' button, selecting 'Media Upload'. From here you can either drag and drop or browse to where your recording is stored. Please rename the video to '[Your Name] Exam Proctoring'. Make sure you select 'Private' for 'Publishing Status'. Finally click Save.

Once your recording is in 'My Media' you can return to step c above.

- e. Correctly submitting your Zoom recording is necessary for your exam to be graded. You must submit your recording within 24 hours. If you have issues please email the instructor or a TA as soon as possible.

#### **FINAL NOTE:**

The goal of this proctoring method is to help ensure that all of you submit your own work. Every step is important in this proctoring process but I recognize that there are a lot of steps! While I know the process is detailed, I hope I have made the reasons for each step clear to help make it easier to remember. However, problems can happen in this unfamiliar, virtual environment. If there is a problem with an aspect of your proctoring video, I will substitute an oral exam for your written exam. If you have concerns with this proctoring method, please let me know. I will work with you to find a solution, but my default plan is to use oral exams if written exams are not possible.