

AGGIE PROCTORING CENTER EXAM DAY CHECKLIST

EXAM DAY CHECKLIST

1. REVIEW ZOOM SECURITY SETTINGS

- Disable "Share Screen"
- Disable "Rename Themselves" after the Aggie Proctors have changed their name to "Aggie Proctor #"
- Disable "Unmute Themselves"

2. REVIEW ZOOM IN-MEETING CHAT SETTINGS

- Enable "Participants Can Chat With: Host Only"

3. SET CUSTOM GALLERY VIEW IN ZOOM

- After other participants join the meeting, use drag and drop to rearrange at least one person on the gallery view screen
- As the host, click "View," then "Follow Host's Video Order," to deploy your view to all participants (this sets the screens so that each proctor sees the exam same screen and participant order as the faculty member)

4. WELCOME STUDENTS AND BEGIN THE EXAM

- Remind students the Zoom meeting will be recorded with the following statement:
- "This proctored exam session will be recorded. After the exam, I will review the recording for any violations of the Aggie Honor Code. Only the Aggie Proctoring Center, my teaching assistants, and I will have access to the recording. The recording will be stored in a password-protected location."*
- Inform students regarding what to do when they finish the exam (e.g., leave the Zoom meeting)
- (OPTIONAL) If desired, ask students to show their TAMU ID to their webcam

5. PROCTOR THE EXAM

- Scroll among Zoom gallery view screens to observe students
- Monitor Zoom Chat to address messages from the Aggie Proctors and students
- Address student conduct as necessary

6. END ZOOM MEETING

- As students complete the exam and exit the Zoom meeting, the number of Zoom gallery view screens will change. As a result, you will eventually have multiple Aggie Proctors observing the same gallery view screens.
- Use Zoom Chat to thank the Aggie Proctors and to inform them when they can leave the Zoom meeting

NEED MORE HELP?

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