TO PROCTOR AN EXAM IN ZOOM:

Zoom is available as an app on your smartphone and on your desktop. **When proctoring exams via Zoom, both the proctor and student should use the desktop version** rather than the app **and will need a webcam, microphone, sound output via headset or earbuds and a strong Internet connection.** The student's computer should have only one display. Other platforms may be used such as: Zoom/ Google Meets/ Microsoft Teams exam. Please refer to your local IT departments for instructions related to your platform.

Schedule. Schedule a meeting in **Zoom**; allow plenty of time for the student to check in with you at the beginning and also complete his/her exam. If you schedule a new meeting, a link to the Zoom room will be created (you can also use your personal meeting id). Your student will join the meeting by clicking on the link. You can provide the meeting link to the student by copying and pasting the invitation into an email manually. **Please also email a copy of all exam sessions to contactus@georgiahosa.org.**

More information at
https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-

Join. Proctor and student should join the Zoom meeting at the scheduled time. Both parties must have a working webcam, microphone and sound output via headset or earbuds.

More information at
https://support.zoom.us/hc/en-us/sections/201728913-Joining-Starting

Security. Ask the student to state their name show the surface of the desk they are working

and the room they are working in using the webcam. Remind the student of the exam rules found on the log in page of the exam.

View Desktop. Start your Zoom meeting as the host. Click the upward arrow to the right of Share Screen, then select Multiple participants can share simultaneously. This allows multiple participants to share their screen at the same time. Ask the student to share their computer screen with computer sound selected. Proctor should be able to see/hear the student's webcam, microphone, and their computer screen and sound.

More information at https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-

When the student is finished with the exam.

❑ **Confirm submission/receipt** of the completed exam file before ending the exam session.

Procedure. Tell the student what procedure to follow if they have a question or a problem during the exam. Example: chat me with any questions, or use your mic to ask and questions. Note: remind students that you are not able to answer any test questions.

Proctor. The proctor should mute his/her own microphone and turn off his/her webcam during the exam. The student should leave microphone, screen sharing, and camera on for the duration of the exam.

Leaving the Exam. At the end of the exam, watch the student submit the exam and sign out of the application. Then either party may leave the meeting.