ENABLING ONLINE PROCTORING

A GUIDE FOR SCORPION™ FREE USERS

Requirements

1. You must have proctors who can work remotely online and have the "Admin" role in your Scorpion Project.
2. You need your own scheduling process to link proctors and students. This could be:
   a. An LMS that is integrated to your Scorpion project via the LTI integration.
   b. As simple as using a Google/Outlook Calendar to schedule proctors and students/candidates.
   c. A commercial scheduling software like Doodle.
3. The proctors must have access to commercial-level screensharing and video conferencing software (VCS) like Zoom, GoToMeeting, Microsoft Teams, Skype, etc. (Note: Free versions of these tools will not usually work.) Zoom will allow for one user to manage multiple separate meetings. Instructions for that can be found here:
   a. https://support.zoom.us/hc/en-us/articles/360001120743-Join-Multiple-Meetings-Simultaneously-on-Desktop

Launching exams via the launchpad (no LMS integration)

1. Candidate logs into the proctor's video conference (Zoom, GoTo, etc.) and shares their audio, video, and screen with the proctor.
2. Proctor logs into Scorpion and goes to the "Delivery" tab.
3. Proctor clicks the black "Proctor This Exam" button at the bottom of the page, which will launch the proctor controls in a new tab.
4. Proctor copies the link from the field directly beneath the setting called "Enable a URL where users can launch their own exams" on the "Delivery" tab. Note: If this setting is not enabled, the proctor will need to enable the setting and click the "Save" button in the upper right-hand corner before the link will appear.
5. Proctor pastes the launchpad link into the chat area of the video conference tool and instructs the student to click on it.
6. Proctor navigates to the tab opened for the proctor controls in step 3 above.
7. Proctor clicks on each student's name and clicks the "Resume" button to allow each student to enter and begin their exams.
8. Students take the exam. Proctor has the ability to pause/stop the exam if needed.
9. When a student completes the exam, the proctor closes the VCS.

Launching Exams with LTI Integration to LMS Enabled:

1. The proctor must follow steps 1 through 3 above.
2. The proctor **will NOT** provide the launchpad link to the students as described in step 4 and 5 above.
3. Instead, proctors will direct their students to the LMS module that houses the exam. This set up is different for each LMS and should be done ahead of time to ensure a smooth experience for the students as they try to launch the exam.
4. Once students have launched the exam from their LMS, the process is the same from steps 6 onward.