Center for Teaching and Learning: Teaching Tip

Proctoring Exams Using D2L and Zoom

This guide provides steps and tips on how to proctor paper/pencil exams using D2L and Zoom.
Disclaimers:
- Used in a mathematics class size of 25
- This does not prevent ALL dishonesty

Prework

1. Create an assignment in D2L that contains a PDF of the exam and set release dates/times for when the exam begins and ends.
   a. If you allow students to print the exam, you can provide an alternate version with space for students to write answers. May want to provide extra 5 min for students to print.
   b. If students don't have access to a printer, inform them to be prepared with paper and pencil.
2. Setup Zoom session in D2L for students to join.

Synchronous Exam Session

3. Students access the Zoom meeting, preferably using their computer with webcam (viewing window is smaller when using cell phone) and turn video on. Encourage students to plug in their device and if using their phone for zoom, disable notifications (each time a notification comes in through their phone you lose video temporarily).
   *Make sure you can see each student working (hands should not move out of the video). Fix any issues with students immediately. (Images: Student permission granted by email on 5/8/2020).
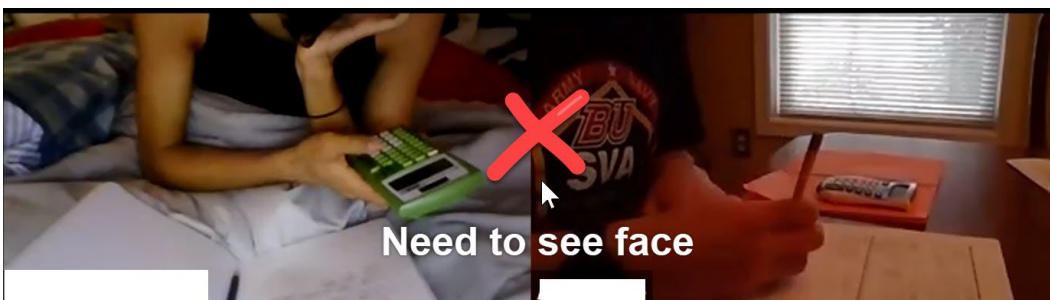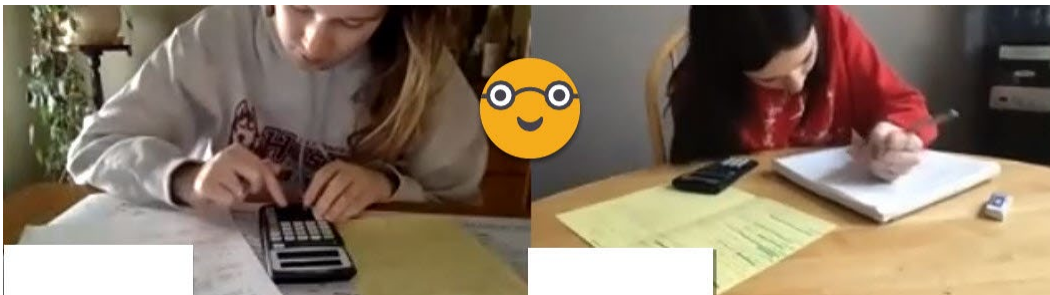
4. Students use their computers to access the exam in D2L. Option to print exam or work from computer.
5. Students complete the exam as the Zoom session is monitored by the instructor (optional to record the session).
6. To submit written work, students take pictures using OneDrive, Notes on iPhone or another app to save as a PDF document (This provides a format that feedback can be provided by the instructor using a tablet with pen and return to each student).
7. Have students submit work to assignment folder in D2L:
    a. Have students notify using chat in Zoom that they completed the exam and document the time on a spreadsheet. Students immediately capture work and uploaded the PDF document to the assignment folder in D2L.
    b. Students may exit the Zoom session once the instructor verifies submission. It is important to verify submissions because students may miss documenting a page of their exam work or submit in the wrong format (.HEIC extensions).

Recommendations:

Do a test run prior to the actual exam. During one of the regularly scheduled classes, have students turn on their video and orient in a way that they can be seen working. Be prepared for students not having a lot of space (working on beds, etc.). Have a practice assignment folder in D2L with a PDF for students to access. Have them complete an activity on paper, capture their work as PDF and submit by email or to the assignment folder in D2L. Troubleshoot any issues.

What you need to know about your students' situational factors to make this workable:

- Will students have the technology or bandwidth to use zoom while taking the exam?
  Answer: Do a test run. If an issue, work with students on possible alternatives such as a local library.
- How do you handle technology issues during the exam?
  Answer: Provide help information for Zoom. If a student loses connection, document how long the connection is lost. Have students email issues immediately to you.
- How do you handle unreadable submissions?
  Answer: Check submission prior to student leaving Zoom.
- What do you do with students who have accommodative documentation?
  Answer: The students should utilize Disability Services and complete the exam through their services.
- Will students be tech savvy and able to easily use technology?
  Answer: Be aware that students will have tech issues (importance of doing a practice run) and encourage students to arrive early to set up technology and arrange work space.
- Will students be working in an environment free from distractions?
  Answer: Insist that students work in a quiet room at a desk/table, and show entire space/room prior to starting the exam (as sometimes people hide behind the camera).
- Will students have enough time to copy the exam questions if they were unable to print it?
  Answer: It takes student a long time to copy the exam questions which limits their exam taking time.
- Why encourage a computer webcam over a phone?
  Answer: It allows a wider viewing area and students can capture their work with the phone without the video being close to their face (and allows the instructor to continue to proctor during the submission of work).

- How to proctor students you may have academic dishonesty concerns about?
Answer: Consider pinning those students as it helps to keep their viewing window consistently located in Zoom.

Consideration

Have students complete a survey prior to using Zoom and D2L to administer exams. Here are some questions you may want to consider using for the survey:

Likert Scale Question
Scale: Never, Rarely, Occasionally, Regularly, Always
1. Do you have access to:
    a. a computer/laptop
    b. smart phone/tablet
    c. high-speed internet (DSL or better)
    d. earbuds/airpods/speakers
    e. microphone/telephone/headset with microphone
    f. webcam
    g. printer
    h. scanner/camera/scanner app on cell phone
    i. pencil and paper
    j. a quiet place to work with a desk/table

Written Response Questions
2. Share any concerns you may have completing exams using Zoom and D2L.