

ExamMonitor Information and Procedures

This document serves to provide expectations and best practices for using ExamMonitor. The integrity of your assessments is of utmost importance and, as such, during your exam you will be monitored and are expected to adhere to the CUSOM Honor Code.

If you follow the instructions and guidance below, you should have no problems. Our goal is to make this experience as similar as possible to what you would experience in the Lecture Hall. You will only need to be connected to the internet for download, the initial start of the exam, and the upload. In the event you have any issues, Med Ed and IT will be available before, during and after your exams to make sure we resolve any issues that may arise. You will receive a Zoom link via email to connect with us directly if you have technical issues.

To minimize issues on exam day, we recommend you do a “test run” in the location you have chosen to be sure the space will work for you as we cannot control noise (e.g., garbage truck, lawn mowers, loud neighbors, etc.) or functionality in your remote location. You will need to make sure you are the only person in the room during your exam; this includes roommates, children, and pets. Please be sure there is a spot for you to plug in your laptop (and plug it in!). Other issues you should consider when selecting a location besides noise would be lighting, temperature, comfort of your chair, etc. Additionally, while you do not need to be in dress code on the day of the test, you are being recorded and these recordings will be viewed by an outside entity and, as you are all professionals, you should consider presenting yourselves with a neat appearance.

Phones, smartwatches, Bluetooth devices, or personal headphones will not be allowed in the room at any time during the exam. We are trying to replicate typical exam conditions as much as possible, so if an item would not be allowed in the Lecture Hall during an exam, then you are not allowed to have it with you as you take this exam. While we cannot supply you with earplugs, you may use your own foam earplugs; no earbuds, though. Non-adherence to these standards will be considered a violation of the CUSOM Honor Code and may result in an appearance before the APPS Committee.

You will be allowed a single sheet of blank paper no larger than 8.5” x 11”. Once you are through the facial recognition test at the start of the exam, you will show the camera your blank sheet of paper (front and back) and pan the camera 360 degrees around the room showing your workspace. The Notes and Feedback sections of Exemplify will be available, allowing you to enter notes as you take the exam and provide any feedback to Course Directors by selecting the Feedback checkbox. This is located on the right-hand side of your screen where you find the calculator. You may also have a pen or pencil, and reasonable quantities of food and drink in the room.

You may not leave the room during your exam.

An exam notice will be on the start of the exam reminding you of these procedures, which you will be able to access anytime throughout the exam should you need to reference it.

We have some additional recommendations/best practices for you while taking your exam. We are trying to replicate the normal exam conditions in the Lecture Hall as much as possible. You should refrain from staring off into the distance or having focus anywhere other than your exam. You are not allowed to read questions aloud, or have music or white noise in the background. While you may wear glasses during the exam, sunglasses and hats are not allowed. You should have no other resources at your workspace other than what has been specifically addressed (i.e., no personal white boards).

The chart below outlines what is and is not allowed during the exam, as well as a section on what to expect as you start and take the test.

<u>Allowed</u>	<u>Not Allowed</u>
<ul style="list-style-type: none">• Laptop, Power Cord, Mouse• Blank sheet of paper no larger than 8.5" x 11" (show camera at beginning and end of exam)• Foam Ear Plugs• One Pen or Pencil• Drink and/or Snack	<ul style="list-style-type: none">• Phones, smart watches, Bluetooth Devices, anything electronic that is not on your laptop• Music/ White Noise• Headphones or earbuds• Sunglasses and Hats• Other people or animals in the room with you• Any other resources not specifically stated in the allowed column

What to Expect:

Exam Start

Here is what to expect once you enter your exam password.

- Biometric Consent - On your first test, you must consent to ExamSoft capturing your biometric information (i.e., taking your picture). ***This is a requirement for you to access your exam.***
- Webcam / Microphone Access - On your first test, you will be asked to allow access to your webcam and microphone. ***This is a requirement for you to access your exam.***
- Facial Recognition - Smile for the camera! We will take your picture to verify your identity each time you take your test.
- Once through the facial recognition test we ask that you show the camera your single blank sheet of paper (front and back) and pan the camera around the room.

During your Exam

- Video recording will begin automatically, including both webcam and screen capture throughout your entire assessment.
- If you need to use the bathroom, you may, but you need to verbally say "I am going to the bathroom" so the microphone picks up the command. We do advise you use the bathroom before the exam and refrain from leaving the room unnecessarily.

Completing Your Exam

- Upon completion of the exam, Examplify will automatically upload your answer file along with the video recording of your exam session.
- Keep your computer connected to the internet with Examplify until you verify the uploads are complete.
- If for some reason your computer is turned off before the upload is complete, it will

automatically resume when your computer is turned on and connected to the internet.

If you have any questions please feel free to contact Med Ed at:

Cusommeded@campbell.edu or by phone (910) 893-1185.