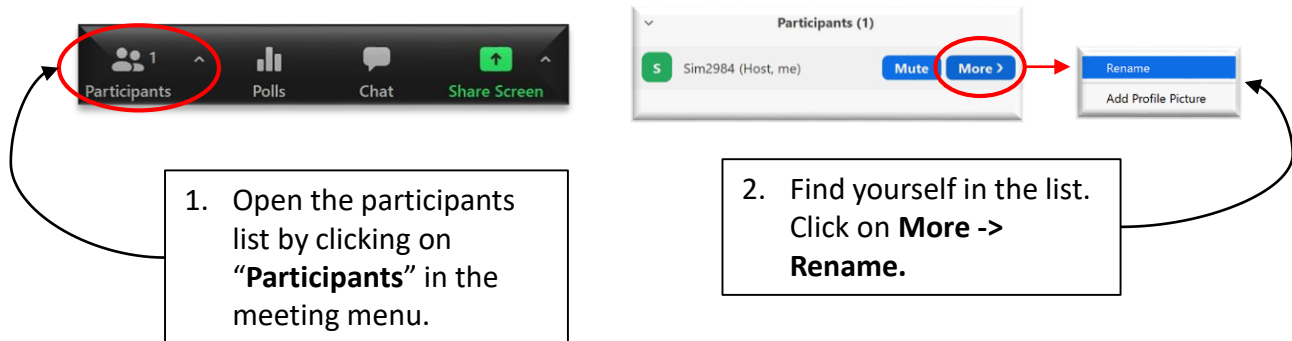# Instructions for Students During a Zoom Proctored Exam

1. You need a link to the meeting or meeting ID and Password to join the Zoom proctored meeting. Your instructor will provide this link to you in the way that they choose (e.g., via NEXUS, email, etc…).

2. **Please join the Zoom meeting by [INSERT TIME FOR EXAM] or sooner.**

3. **Please use the first three letters of your last name and the last four digits of your student number as your Zoom handle**, so that we are able to take attendance and verify your identity. You can enter your name when you join the meeting, or you can change your name once you are in the meeting. Your instructor/proctor can also rename you.

   To rename yourself:

   1. Open the participants list by clicking on "**Participants**" in the meeting menu.

   2. Find yourself in the list. Click on **More -> Rename.**

4. You may not use digital ink to write your exam. You must use pencil/pen and paper.

5. Please ignore/hide the time clock in Crowdmark, it is not accurate.

6. Remember to have your University of Winnipeg Student ID with you and to have a charger(s) for your device(s).

7. When you first join the Zoom meeting, you may be in the "waiting room" if your instructor is using this feature. **Please be patient and wait until you are admitted by your instructor/proctor.**

8. For the exam, you may be partitioned into breakout rooms with one proctor per room. Your instructor will travel between breakout rooms to check on students and answer questions.

9. Keep yourself muted during the exam and use the Zoom chat feature to let your proctor know you have a question. The proctor will either answer your question or alert your instructor. **Please be patient while you wait for assistance.**
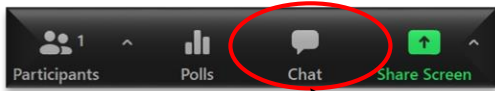
Note: In a breakout room the chat is not private.
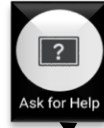
Note: This is the "Ask for Help" button. Please **do not use this** unless the instructor has given you permission. This option is only available in a breakout room and will send a notification that you have a question directly to the instructor.

10. At **[INSERT TIME FOR EXAM]**, the proctors will tell you to quit writing the exam and begin uploading your answers. **You must stop writing at this time and start uploading to Crowdmark (or NEXUS if your instructor is using it).** You will receive at least 45 minutes to upload.

11. If you are done with the exam early, please let your instructor and proctor know and wait until you are given permission to upload.

12. If you have any issues uploading your exam, let the proctor know about this immediately by using the chat. They will then assist you.

13. If you are disconnected for any reason, please re-connect ASAP. If it is a longer disconnection, please immediately email **[INSERT Instructor email]** if you still have an internet connection**.** Otherwise, please call your instructor immediately at **[INSERT Instructor phone number].**

14. Please review all instructions given on the exam.

Important: The proctored exam **may be recorded for later review**. Instructions/proctors will be monitoring for any evidence of academic dishonesty. Please see the statement about recording in your course outline. Ask your instructor if you have any questions about the recording.

15. **Camera Placement**:

- It is recommended to use at least two devices during the exam, one as your Zoom device and one as the Crowdmark device.
- It is recommended to use a standalone webcam or smart phone as the Zoom device as you can more easily position it to get the optimal camera view.
- Your instructor/proctor may ask you to move your webcam during the exam.

Optimal Camera Placement: We have a clear view of your face, hands, work surface and your Crowdmark/NEXUS device. Your workspace only has the things allowed during the exam.
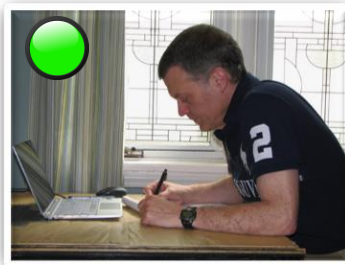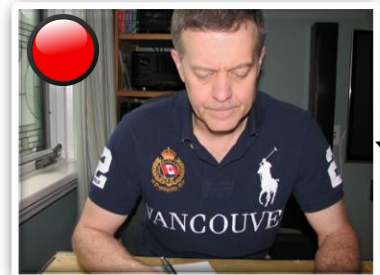

Suboptimal Camera Placement:

Do not have a clear view of your device.

Student is too far from the camera.

Unacceptable Camera Placement

Do not have a clear view of your device, hands or workspace.