Baylor College of Medicine
EDUCATION INNOVATION CORE

ExamSoft

Faculty Guide : Exam Integrity with ExamID and ExamMonitor

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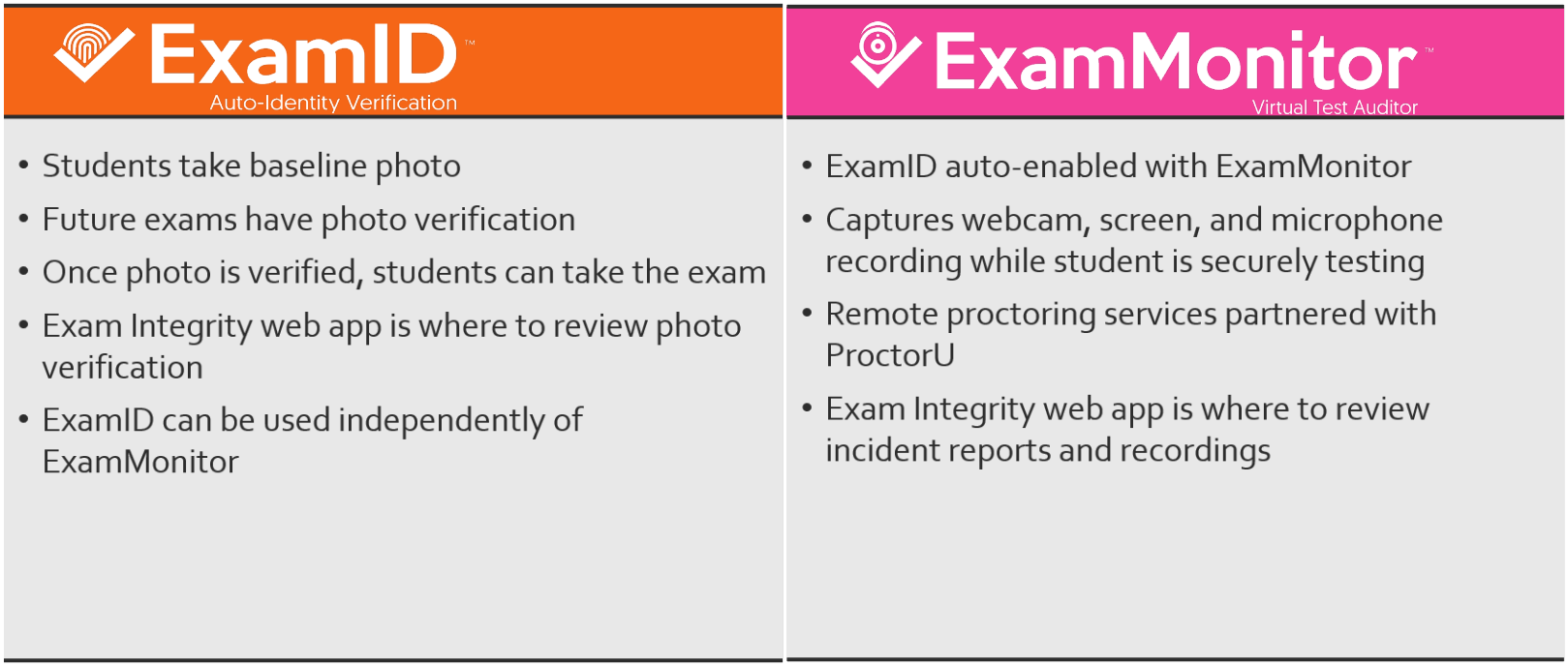


Prior to Exam Day

Give Permissions: Be sure to give permissions to view Monitor and/or ID to faculty who will need. You can review the PowerPoint for instructions.

Share Resources: Share the below information with students

Create Mock: Create a simple mock exam. A single question will do.

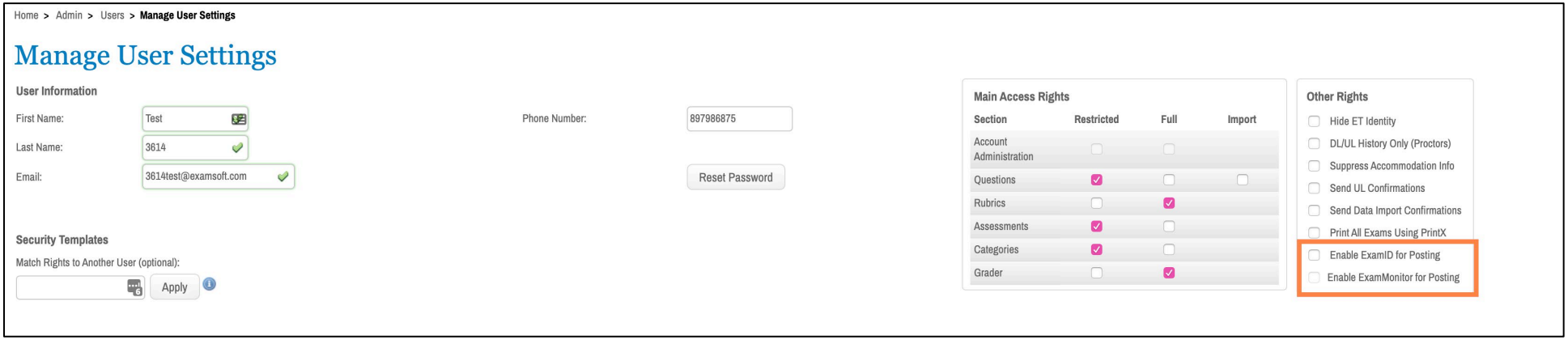
a. **Verify:** If you tested in a computer lab previously, verify students are not set as 'lab user' by reimporting them using these instructions with the lab designation removed.

b. **Enable ID:** Enable ID only for this mock exam. If you enable Monitor you will be charged credits. ID is all that is needed to ensure students get a baseline image, update to the most recent version of Examplify, enable all permissions necessary to be successful on the first ID/Monitor exam.

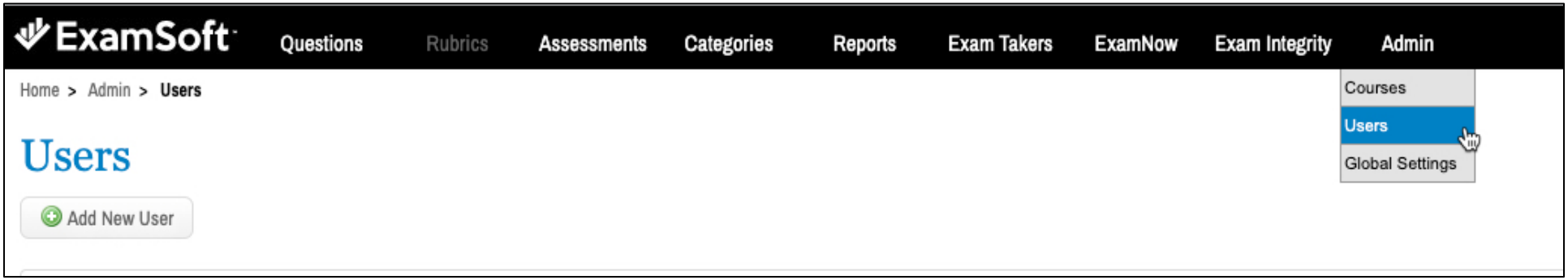
c. **Post:** Post this exam to ALL students who will be taking remote exams. They can take this exam at any time on their own before the real exam. We recommend allowing 24-48 hours in between mock exam and first exam to ensure students have configured their devices correctly.

Enabling ExamID/ExamMonitor for Users

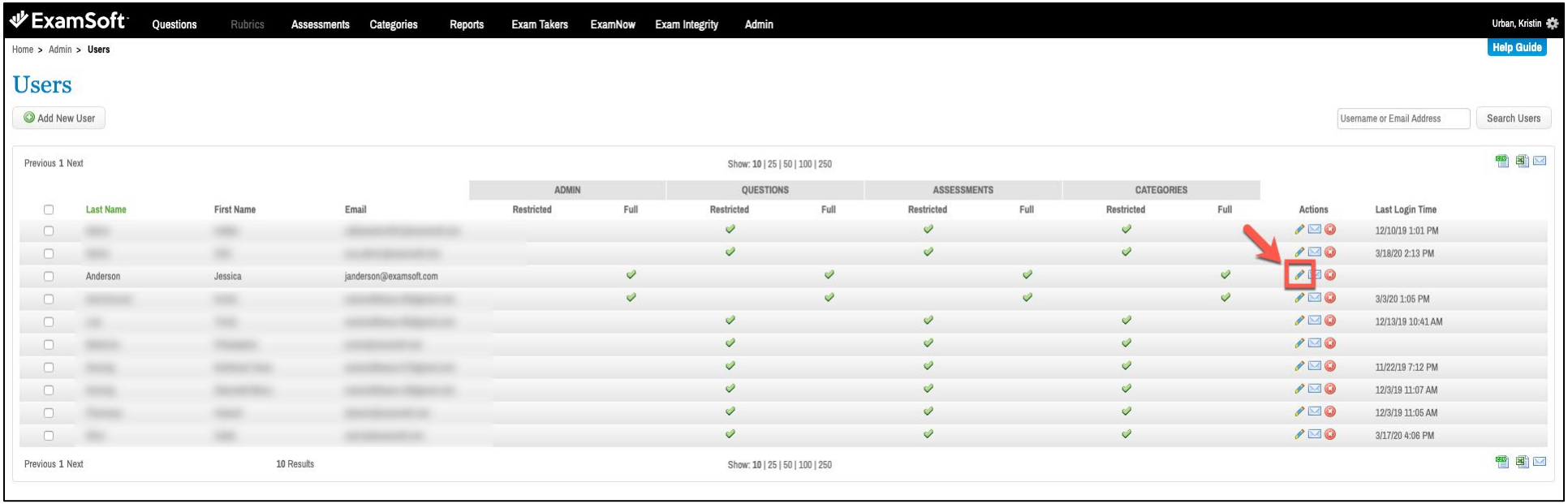
1. In order to enable ExamID or ExamMonitor on an exam, the user must have "**Enable ExamID for Postings**" and "**Enable ExamMonitor for Postings**" enabled in their user rights. These rights are all necessary to access the Exam Integrity webapp to review ExamID or ExamMonitor proctoring results.



2. Your Key Administrator (KA) will need to begin to adjust user rights for posting assessments with ExamID and ExamMonitor. This same permission controls who can see the Exam Integrity reporting containing incidents for a student as long as that user has permission to the folder where that exam is posted within ExamSoft.



3. To add these permissions, navigate to **Admin>Users**. Click the **pencil** icon next to the user you wish to give permissions to.

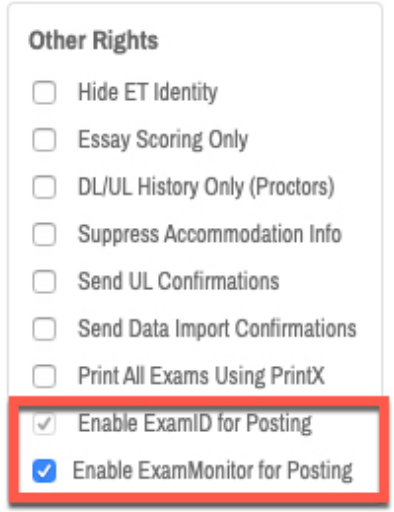


4. Under **Other Rights,** choose **Enable ExamID for Posting** and **Enable ExamMonitor for Posting.**

   These rights will:

   a. Let the user view the Exam Integrity at the top of ExamSoft and view any academic integrity breaches for the student, as long as that same person has permissions to the folder where the exam is located.

   b. Post an assessment using ExamID or ExamMonitor. It is important to note that if instructors choose this functionality for ExamMonitor, they are depleting from your bank of units. Therefore, you do not want to enable ExamMonitor for every assessment. Ensure your instructors understand this when you give them access to post this on the posting settings.

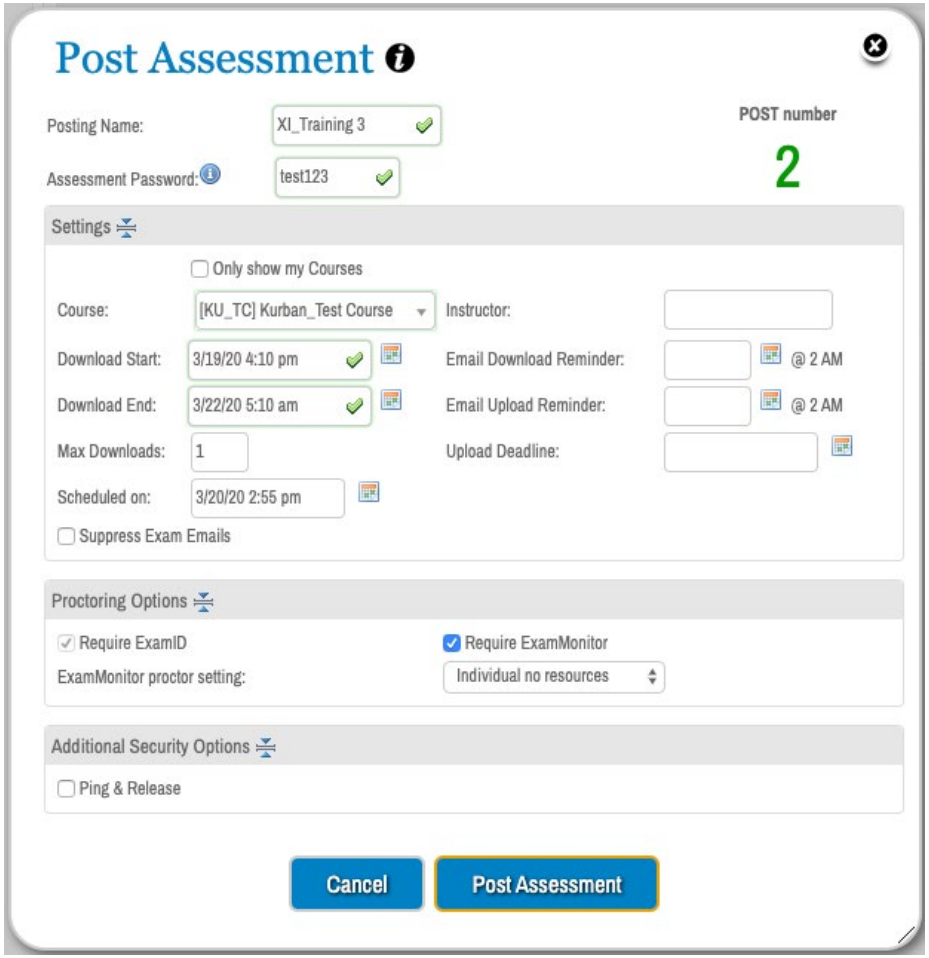


5. The new tab will appear at the top of your ExamSoft portal.

Posting an Assessment with ExamID/ExamMonitor

To post an exam with ExamID or ExamMonitor you will need to create your assessment as normal. When you get to Post Assessment, you will do the following:

1. Complete your post assessment settings screen. You will notice a new section called **Proctoring Options**.
2. If you wish to validate students only against a baseline, select **Require ExamID**. This feature will take a photo of the student and compare it to a photo the student previously took on a mock assessment (called a baseline). If the student's image is a match, the student will be able to proceed with entering the exam.
3. If you wish to remotely proctor this student (via recording only - this is not a live proctoring solution), select **Require ExamMonitor**.
4. You will notice that ExamID will be enabled by default so that we can also validate the student upon entry.



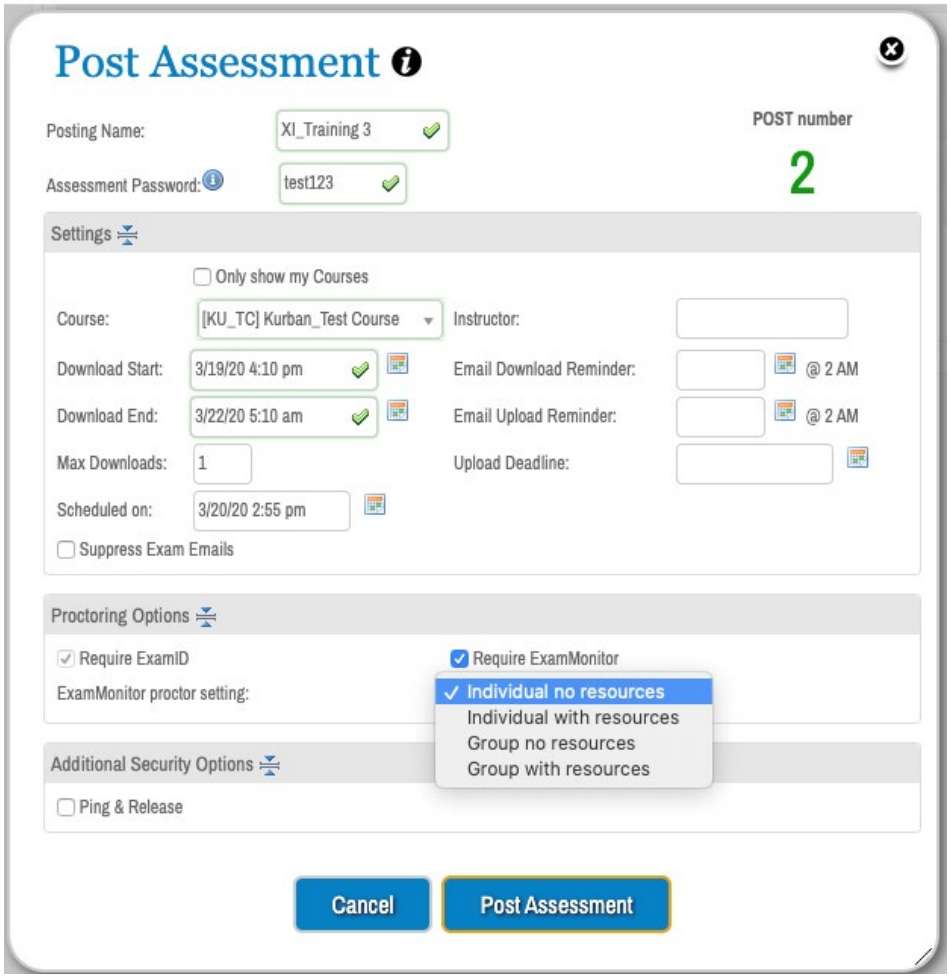
5. If you selected ExamMonitor, you will need to select which proctor setting you wish to use for this assessment:

Individual no Resources:
This option means that a student must be the *only* individual in the room during the exam. Any other voices or people in frame may be logged as in incident by ProctorU's intervention team. NO resources means that absolutely no resources may be used on this exam. This includes earbuds, headphones, cell phones, text books, note cards, scratch paper, whiteboards, etc.

Individual with Resources:
This option means that a student must be the *only* individual in the room during the exam. Any other voices or people in frame may be logged as in incident by ProctorU's intervention team.
WITH resources means that ***ANY*** resources may be used on this exam. This includes earbuds, headphones, cell phones, text books, note cards, scratch paper, whiteboards, etc.

Group no Resources:
This option means that a student may not be the only one in frame. Other people may be around (such as a library setting, coffeehouse, classroom, hospital, etc.) However, even though this is a group option, this **DOES NOT** mean that other people can be talking to the exam taker regarding the exam as the *no resources* flag is indicated as well. Anyone talking to the exam taker regarding exam content may create an academic integrity breach. NO resources means that absolutely no resources may be used on this exam. This includes earbuds, headphones, cell phones, text books, note cards, scratch paper, whiteboards, etc.

Group with Resources:
This option means that a student may not be the only one in frame. Other people may be around (such as a library setting, coffeehouse, classroom, hospital, etc.) Because this is with resources and a group setting, other people may talk about the exam content and communicate answers on the exam answers. Think of this as your 'open book, group test option.' **WITH** resources means that ***ANY*** resources may be used on this exam. This includes earbuds, headphones, cell phones, text books, note cards, scratch paper, whiteboards, etc.



Individual with no resources	Individual with resources	Group with no resources	Group with resources
• The exam is expected to be taken in a room where the exam taker is by themselves. The user is not to access any outside resources.	• The exam is expected to be taken in a room where the exam taker is by themselves. The user is allowed to access additional resources, including books, notes, etc.	• The exam is expected to be taken in an exam room where other students may be testing. The user is not to access any outside resources.	• The exam is expected to be taken in an exam room where other students may be testing. The user is allowed to access additional resources, including books, notes, etc.

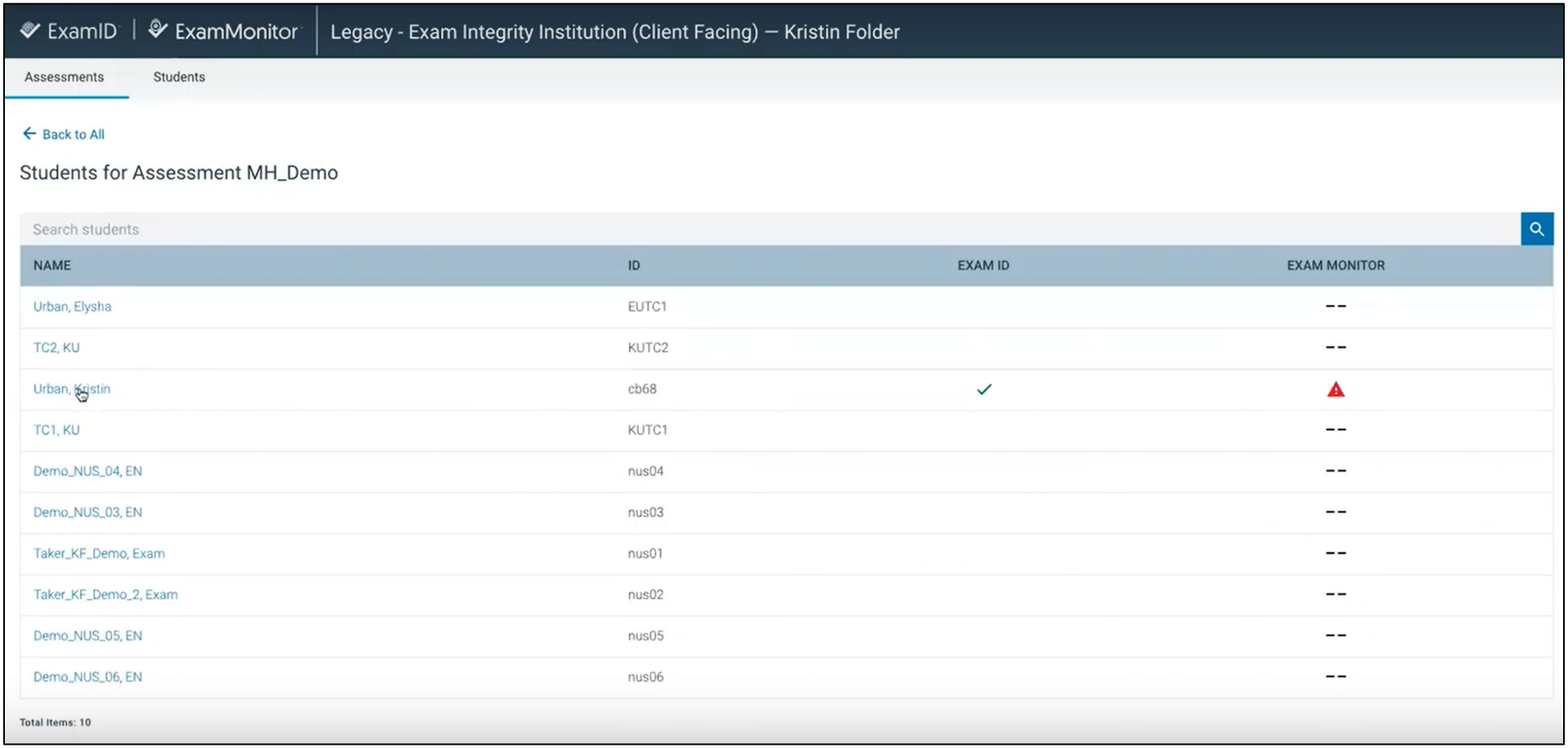
6. Once you have selected your proctoring options, you may click Post Assessment.

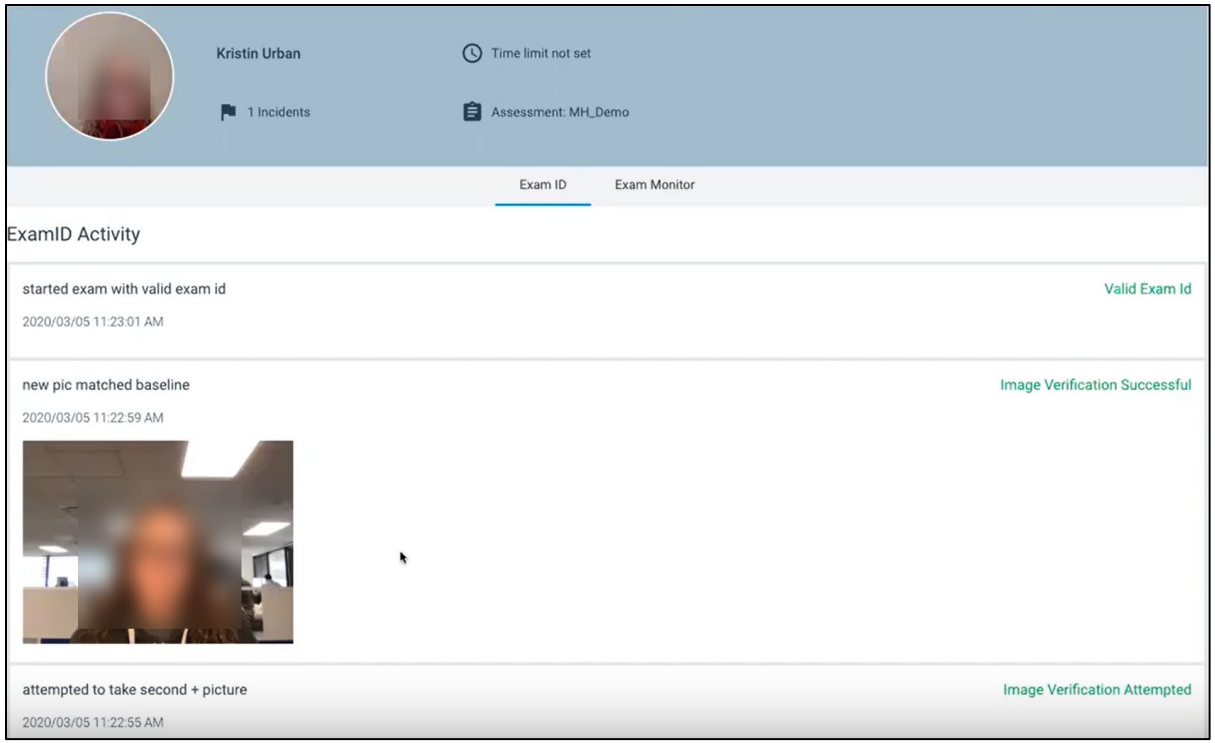
Note: If you make any changes to the posting (course, students, proctoring options, etc.) the exam must be re-posted.

Checking Student ID in Exam Integrity

To check if students have initialized their exam ID and they have a baseline image, you can access your mock exam from the Assessments folder in Exam Integrity.

You will be able to see how many students were verified and if any of them needed a resume code. You can click on student names to see the individual student IDs, and then can see their baseline images.





On the mock exam the baseline image will match exactly with the actual image that that student took because they didn't have a baseline image before that so there was nothing to compare it to. But after that every single time the student goes into an exam that enables ID, it will compare it to that baseline image that they take in that mock exam.

You can review the baseline image by logging in and checking a student's ID, and review whether their image was verified or not.

During the Exam

- The student begins by logging in through ExamID, verifying their identity through our two-step authentication process that virtually eliminates the possibility of exam taker impersonation.
- Once the exam has begun, ExamMonitor captures a continuous audio and video recording of the exam taker using both webcam and screen capture. This recording creates a complete and permanent record of all of the exam taker’s actions from the first moment of the exam through the very end.
- No WiFi connection is required during the exam, as the recording is captured locally on the exam taker’s device. (WiFi is only necessary to start the exam and to upload the final recording once the exam has been completed.) This eliminates WiFi connectivity issues as a possible point of failure in the remote proctoring process.

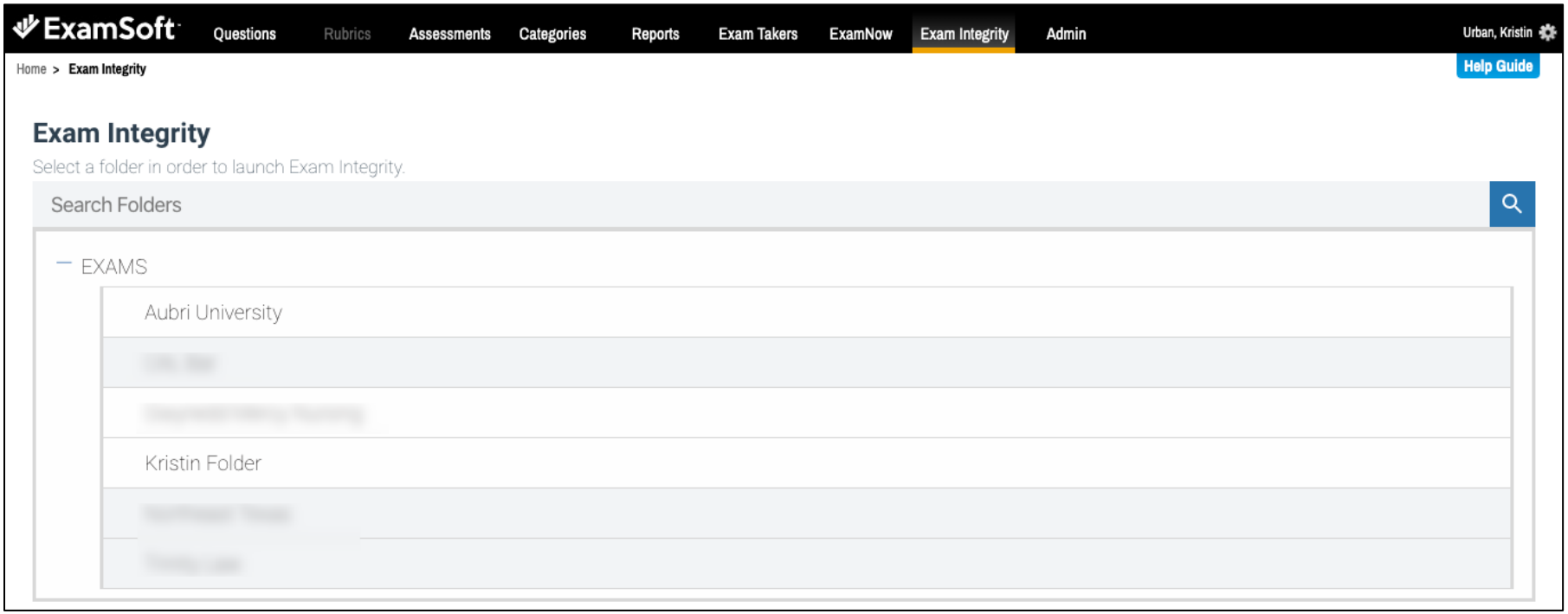
After the Exam

- Once the exam is complete, the proctoring files are uploaded alongside the exam answer files and stored within ExamSoft.
- Assessment recordings are then reviewed for any abnormalities using an artificial-intelligence system that analyzes student activity, gaze, background noise, and more.
- Faculty and administration then receive a proctoring report for each questionable incident that highlights anomalies and provides educators with the ability to review the video recordings in question.

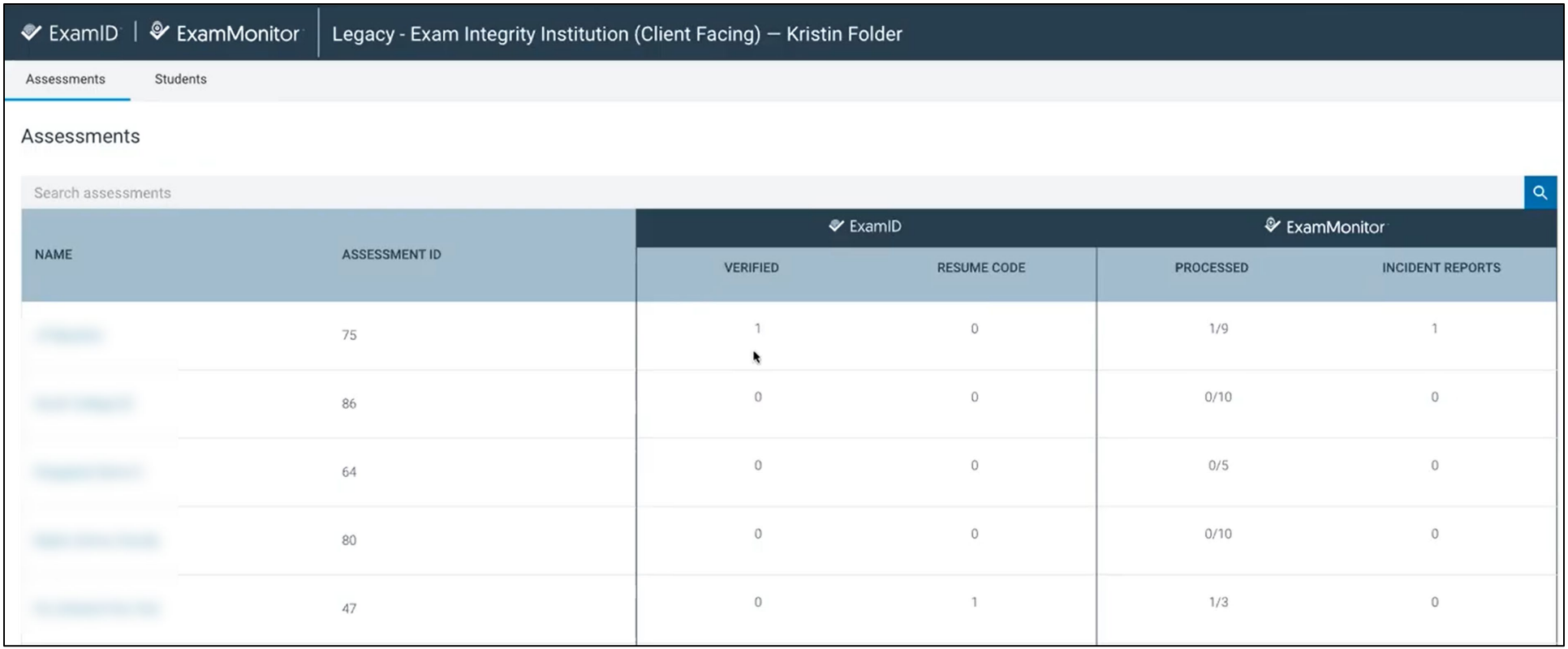
Reviewing Results in Exam Integrity

1. To review results in Exam Integrity, go to the BCM ExamSoft website. Login and then click on the Exam Integrity tab.

2. The next screen will ask you which assessment folder you want to look at. Only the folders you have access to will be seen on the screen.



3. A new tab opens which will show all the Exam Integrity information with a breakdown for every single assessment given inside of that assessment folder, verifications for ID as well as any resume codes used.



The column for ExamMonitor shows how many videos were processed and how many incident reports took place. Even if none of the videos were processes, you can still review them before ProctorU give you that report.