

AGGIE PROCTORING CENTER POLICIES & PROCEDURES

The Aggie Proctoring Center (APC) provides a pool of Aggie Proctors assigned to proctor exams via Zoom. The Aggie Proctoring Center attempts to replicate the in-classroom experience for the students and the faculty member. The faculty member conducts the proctored exam session in the same manner that faculty member conducts non-exam class session using Zoom.

INSTRUCTOR RESPONSIBILITIES

To use the Aggie Proctoring Center services, faculty members must agree to the following.

BEFORE THE PROCTORED EXAM SESSION

- Make the exam available to students in the learning management system (i.e., eCampus or Canvas). While most faculty use the Canvas Quizzes feature or the eCampus Test feature for their exams, faculty may choose to provide access to an external tool such as Gradescope, WebAssign, etc.
- Notify students and Aggie Proctors about the exam environment and other exam protocols.

DURING THE PROCTORED EXAM SESSION

- Attend the proctored exam session (or send a designated representative) and officiate in the class session.
- Monitor Zoom Chat to address messages from students and the Aggie Proctors.
- Address student conduct as necessary.

AFTER THE PROCTORED EXAM SESSION

- Review the recorded exam sessions and notes from the Aggie Proctors.
- Determine if the student conduct constitutes a violation of the Aggie Honor Code.
- Report and resolve any violations of the Aggie Honor Code with the Aggie Honor System Office.

HELPFUL TIP

The faculty member conducts the proctored exam session as if the faculty were conducting a face-to-face proctored exam. The faculty member may choose to send a designated representative to conduct and officiate in the class session. However, the faculty member may not delegate this responsibility to an Aggie Proctor. The Aggie Proctors attend the proctoring session as consultants “on loan” to the faculty member to assist the faculty in proctoring the exam. The faculty member retains all rights and responsibilities to administer the exam proctoring session.

PROCTORING CENTER FEATURES

Visit [Keep Teaching](#) for details about the Aggie Proctoring Center and how to request services.

HOURS OF OPERATION

- **Regular Semester Class Days** - We support proctoring exams during synchronous class meeting times only.
- **Final Exam Days** - We support proctoring exams during the regularly scheduled final exam times. The [Spring 2021 Final Exam Schedule](#) includes four times for each final exam day.

PROCTORED EXAM SESSIONS

- **Class Size** - We can proctor exams for up to 290 students in a single proctoring session.
- **Proctor-to-Student Ratio** - We assign Aggie Proctors using a 1:40 proctor-to-student ratio.
- **Zoom** - We use Zoom as the medium for proctoring exams. After a faculty member requests a proctored exam session, we create a Zoom meeting with the faculty member as host for the session.
- **Security** - For security purposes, only individuals who have registered may join the Zoom meeting during a proctoring session. We register all students enrolled in the class (from Compass/Howdy) for the Zoom meeting. While Zoom will send an email message to the students with the meeting details, faculty should still provide the Meeting ID and Join Meeting URL to the students.
- **One Device Proctoring** - The students will connect to the Zoom proctoring session from their laptop or desktop computer combined with a web cam.
- **Two Device Proctoring** - The students will connect to the Zoom proctoring session as instructed by the faculty member. The faculty member must provide instructions to the students for how to position the second device.

SPECIAL FEATURES

- **Meeting Recording** - We provide screen recordings from the Zoom gallery view for the faculty member from the proctoring session.
- **Aggie Proctor Notes** - We provide notes from the Aggie Proctors regarding student conduct during the exam.

ADDITIONAL NOTES

- **Multiple Proctoring Services** - We discourage use of Respondus Lockdown Browser, Respondus Monitor, HonorLock, or other similar proctoring software in combination with the proctoring service offered by the proctoring center. TAMU faculty should not combine other proctoring services with their use of the APC services.
- **Interventions during Exam** - During the exam proctoring session, the Aggie Proctors will not intervene by using the Zoom Audio, Chat, or Breakout Rooms features. The Aggie Proctors will notify the faculty member via private chat about suspicious student conduct. The faculty member can then use the private chat information to intervene during the exam as needed (*e.g., use the Zoom audio, chat, or breakout room features to intervene*).

NEED MORE HELP?

EMAIL : AIHELP@TAMU.EDU

PHONE : (979) 458-3417