Using Proctortrack in Moodle
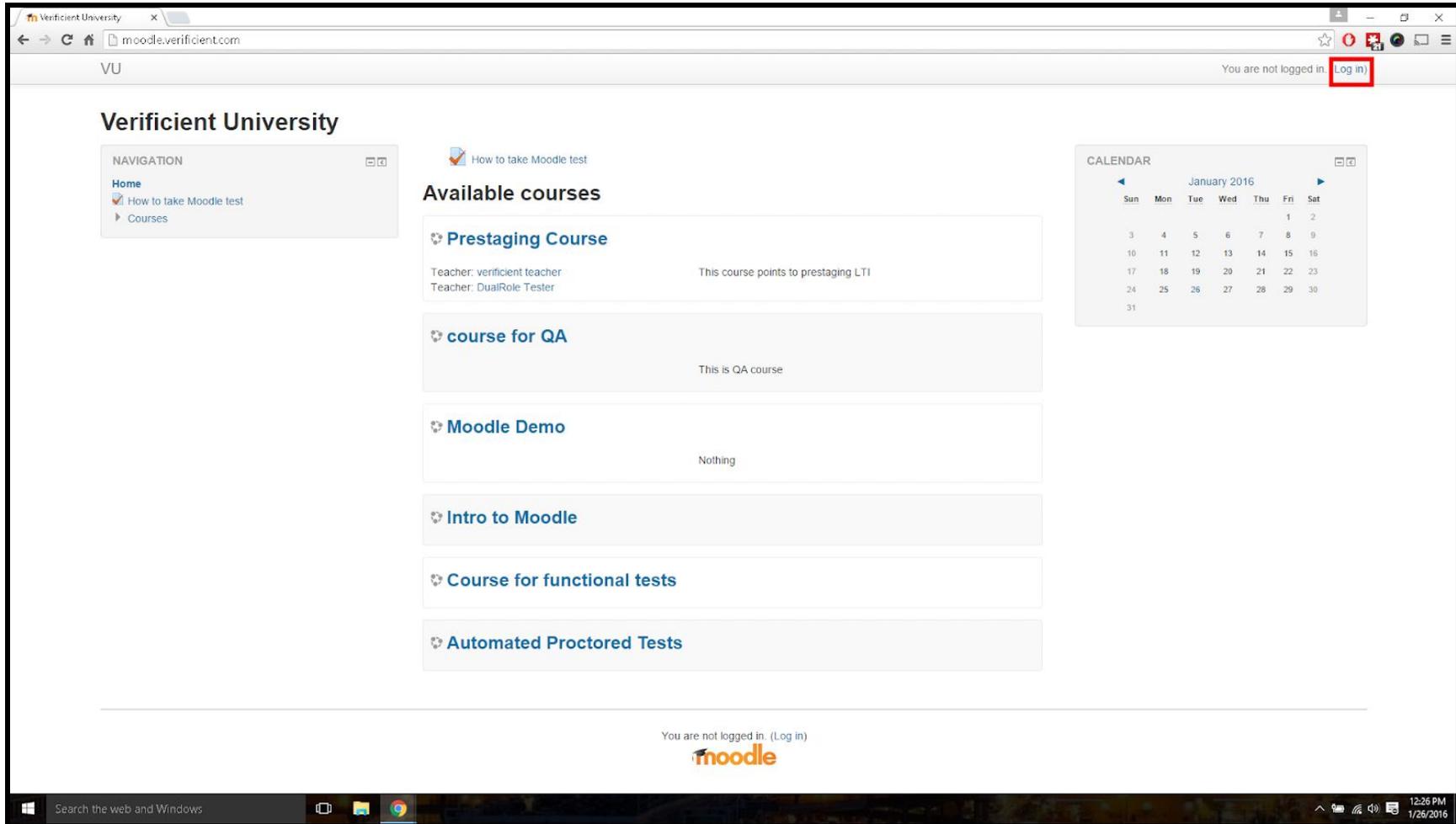
For instructor use only.

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Creating a Quiz

1.a. Click **"Log in"** to get to the login screen.

1.b. Enter **"Username" (1)** and corresponding **"Password" (2)** and click **"Log in" (3)**.
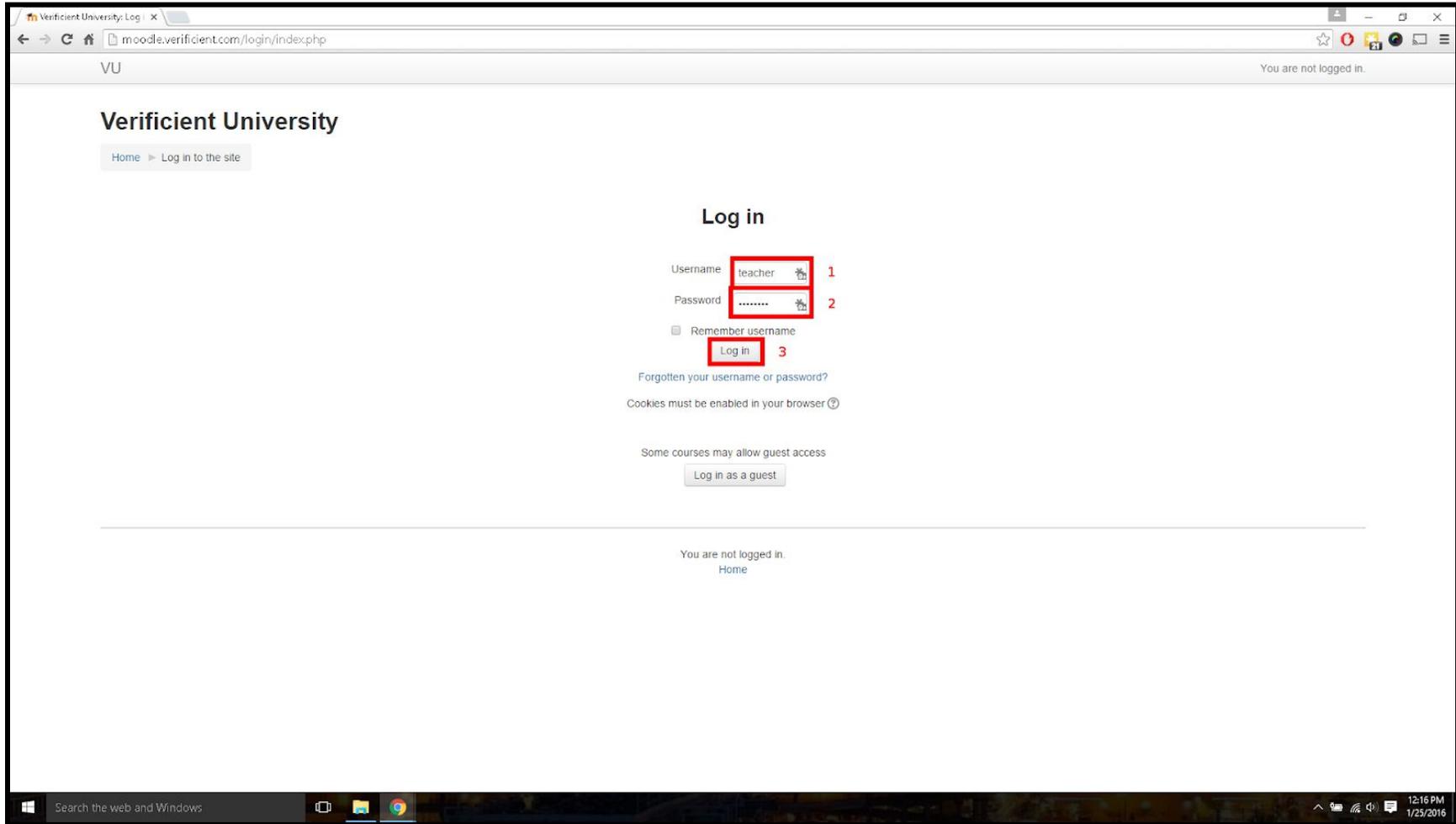
2. Navigate to the desired course by clicking on it in the list of available courses.

3. Click **"Turn editing on"** on the right.

4. Click **"Add an activity or resource"**.
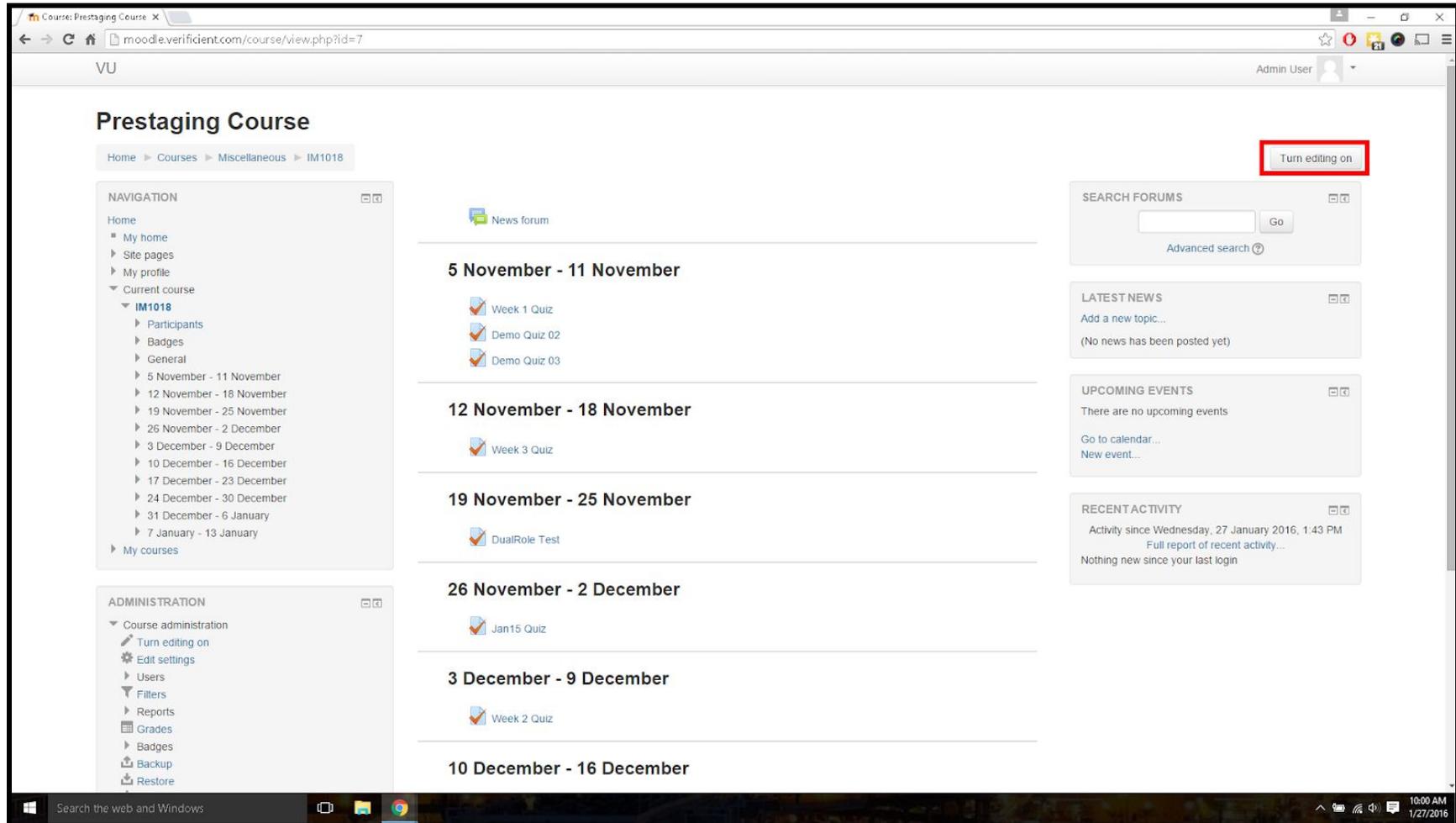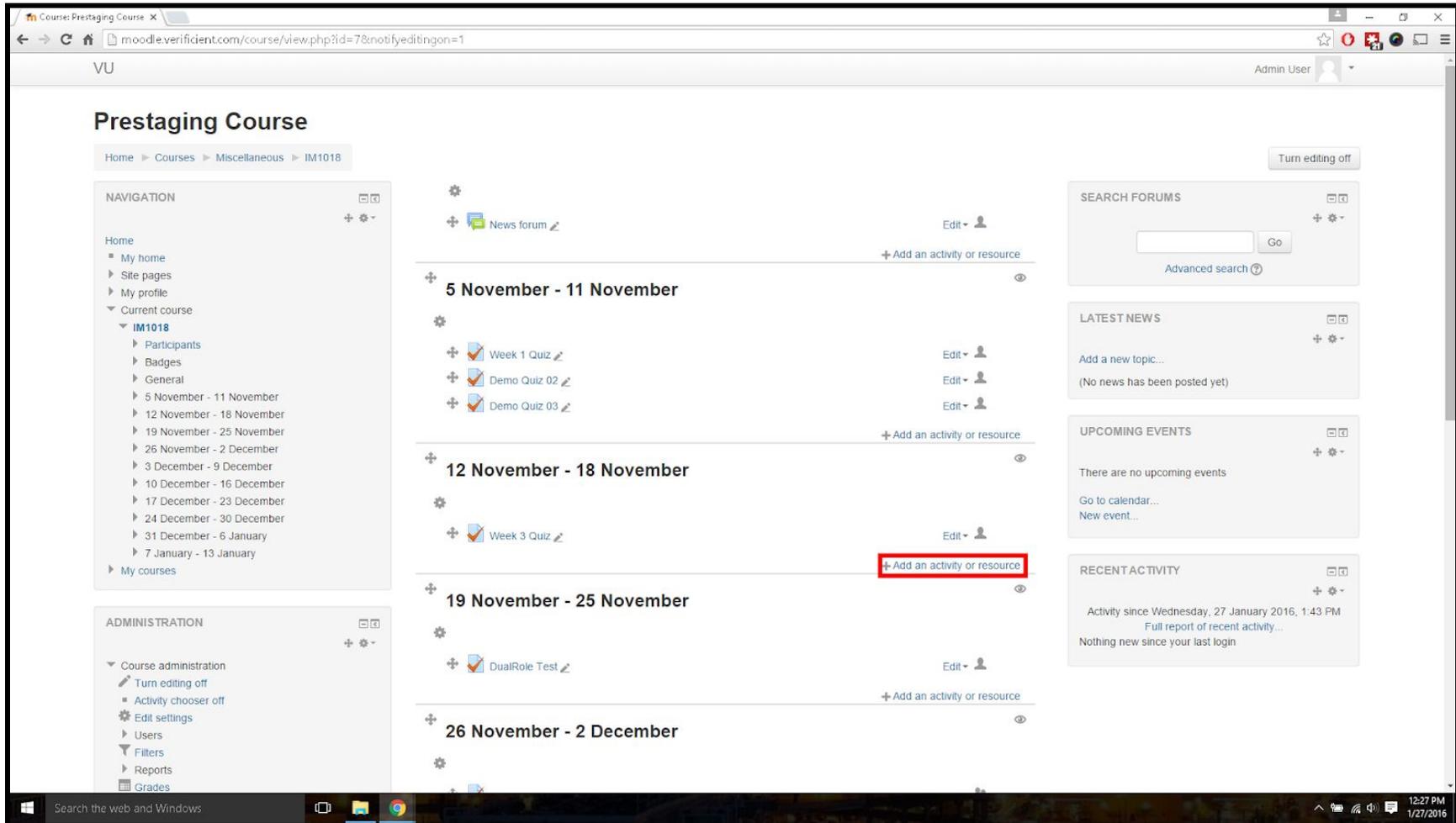
5. Click **"Quiz" (1)** followed by **"Add" (2).**
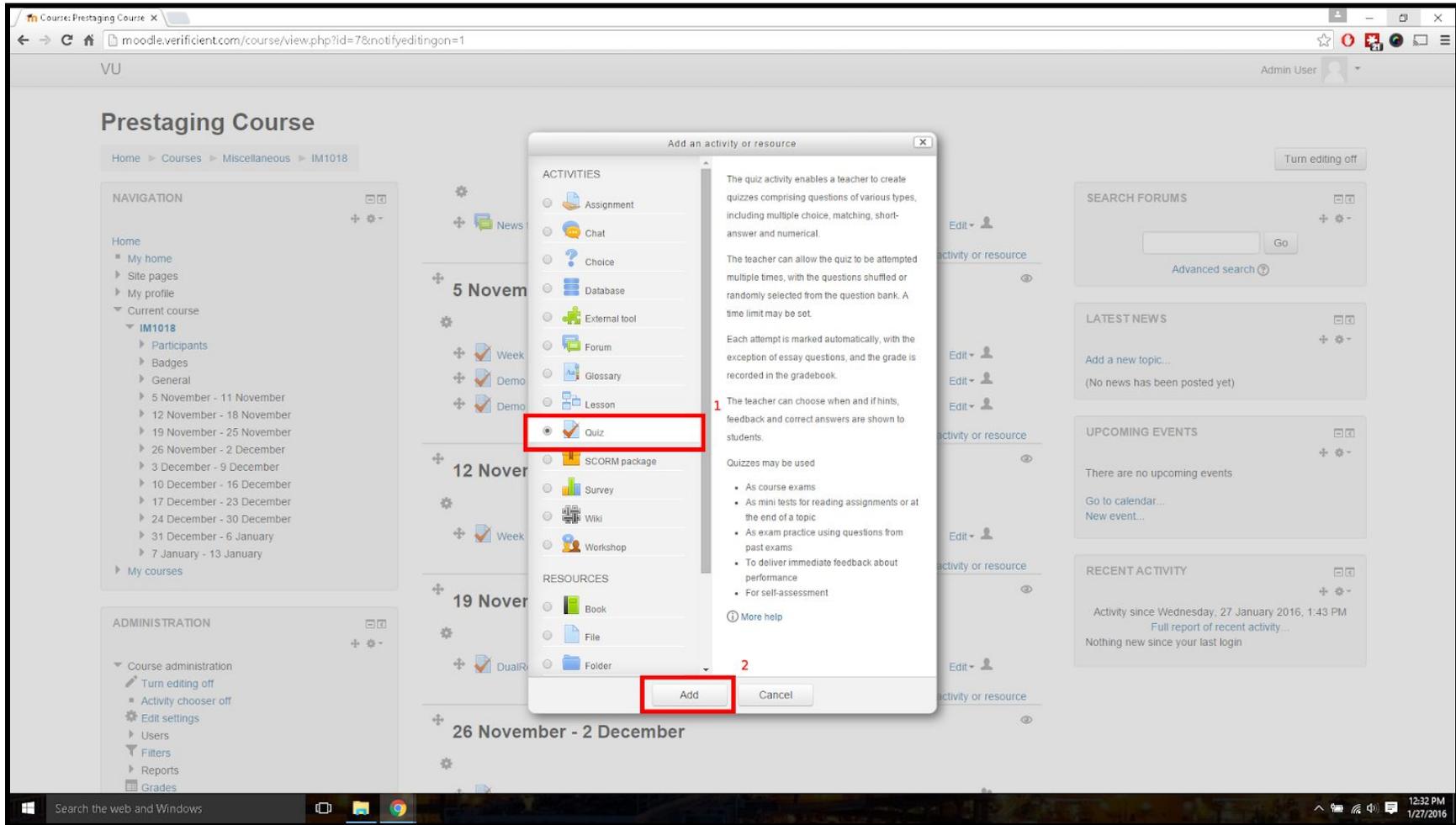
6. **Name** the quiz as you would like and **scroll** to the bottom of the page.
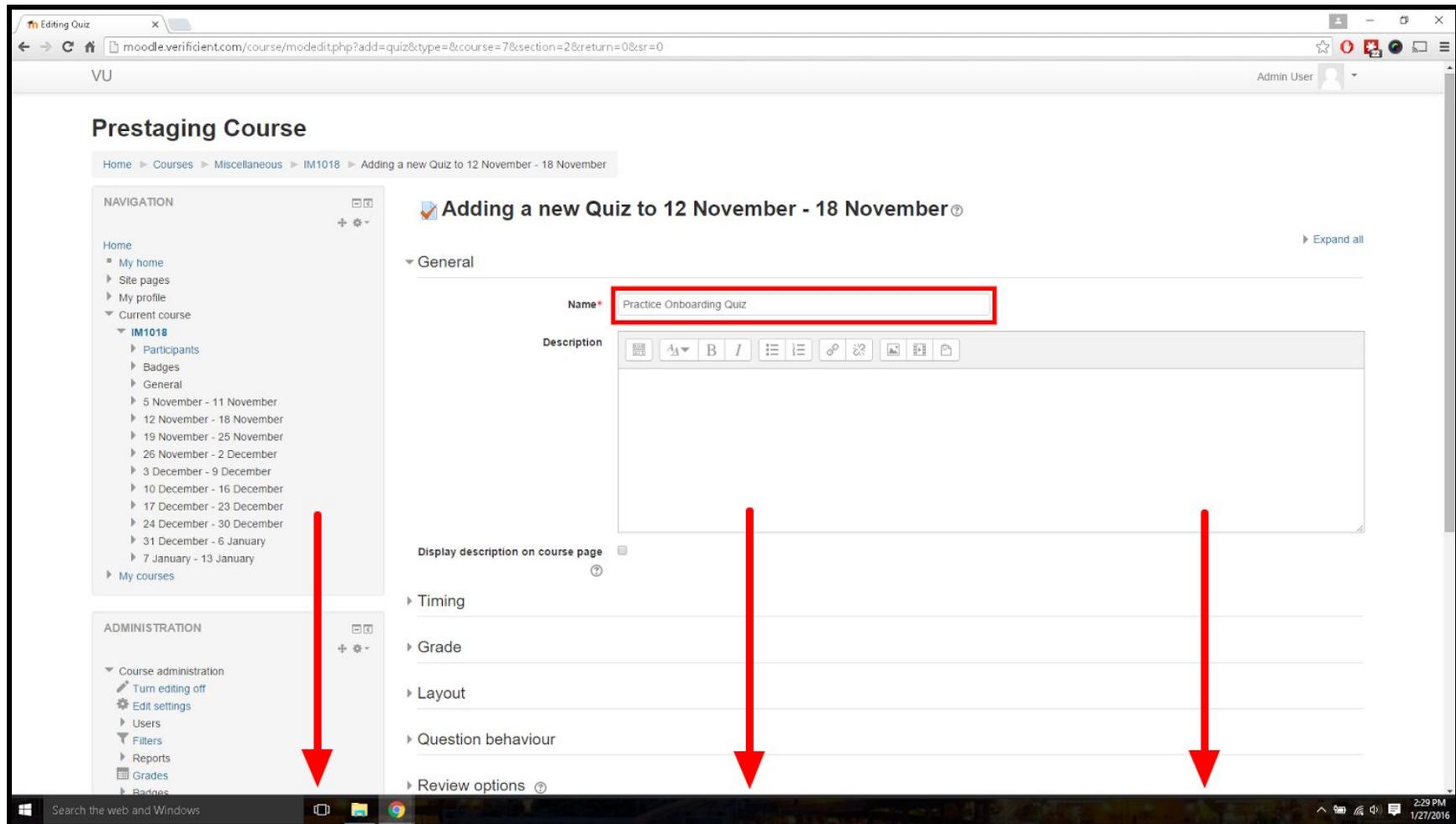
7. Expand the **"Extra restrictions on attempts" (1)** category. A **checkbox (2)** labeled "Enable Verificient Proctoring for this Quiz" will appear. Make sure it's checked. Click "Show more" to enter the password for the quiz.

Finally, click on **"Save and return to course" (3)**.
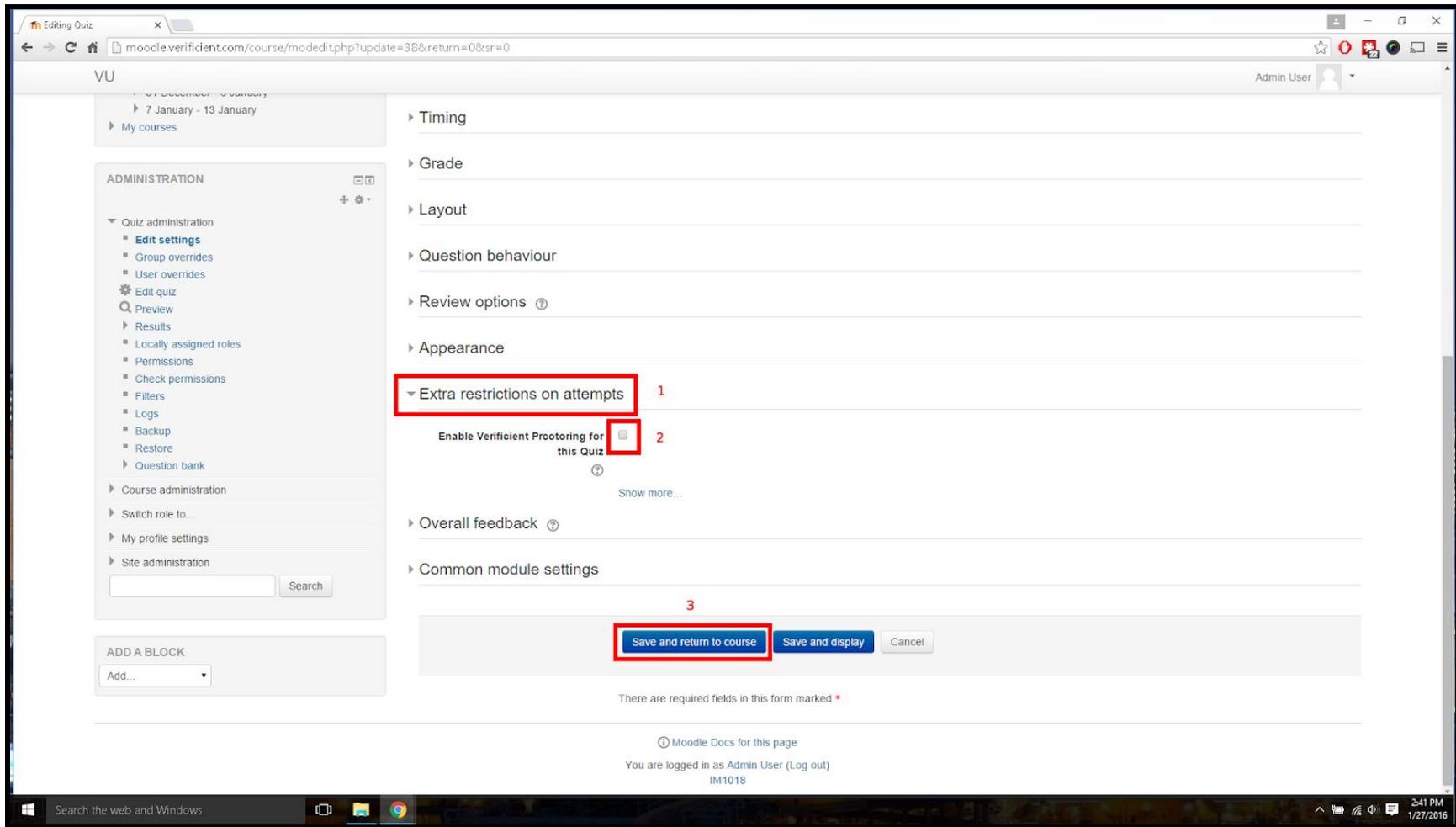
8. The list of assignments in edit mode will be opened up. Find the recently created test in the chosen week and click **its name**.
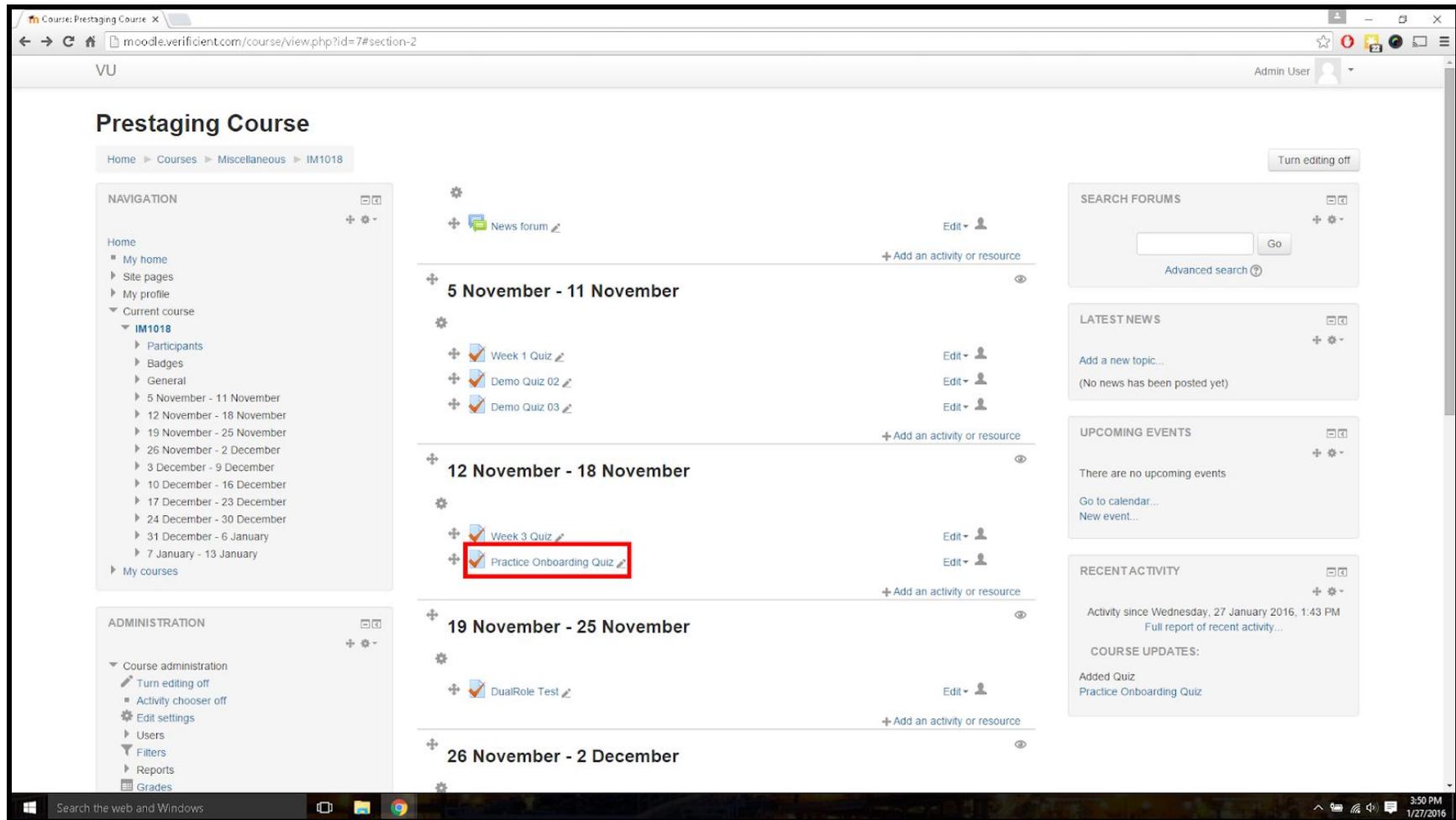
9. Click **"Edit quiz"**.
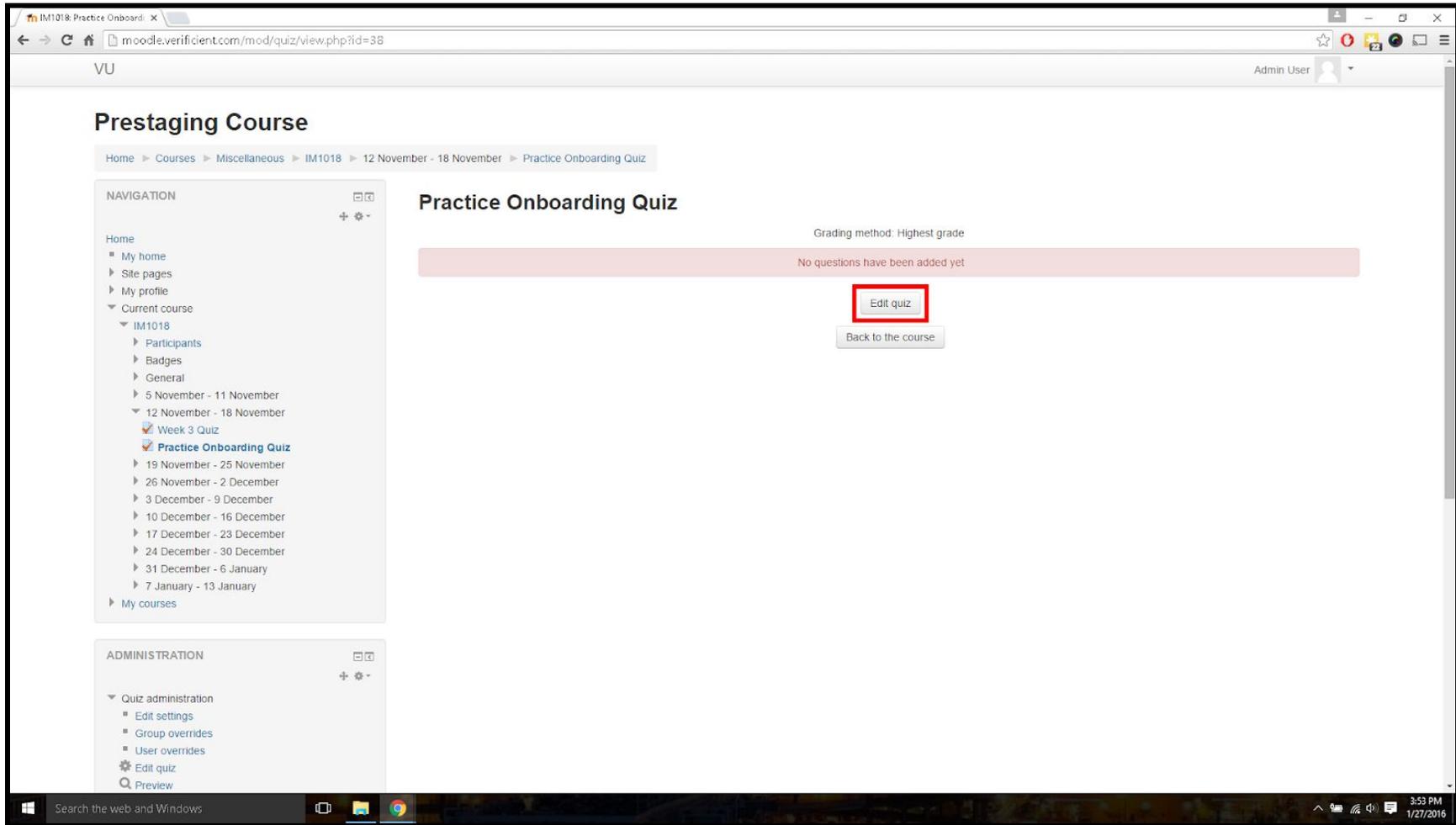
10. Every test needs to have at least one question. Click **"Add"** followed by **"+ a new question"** once it's shown in the drop-down menu.
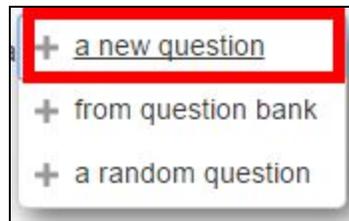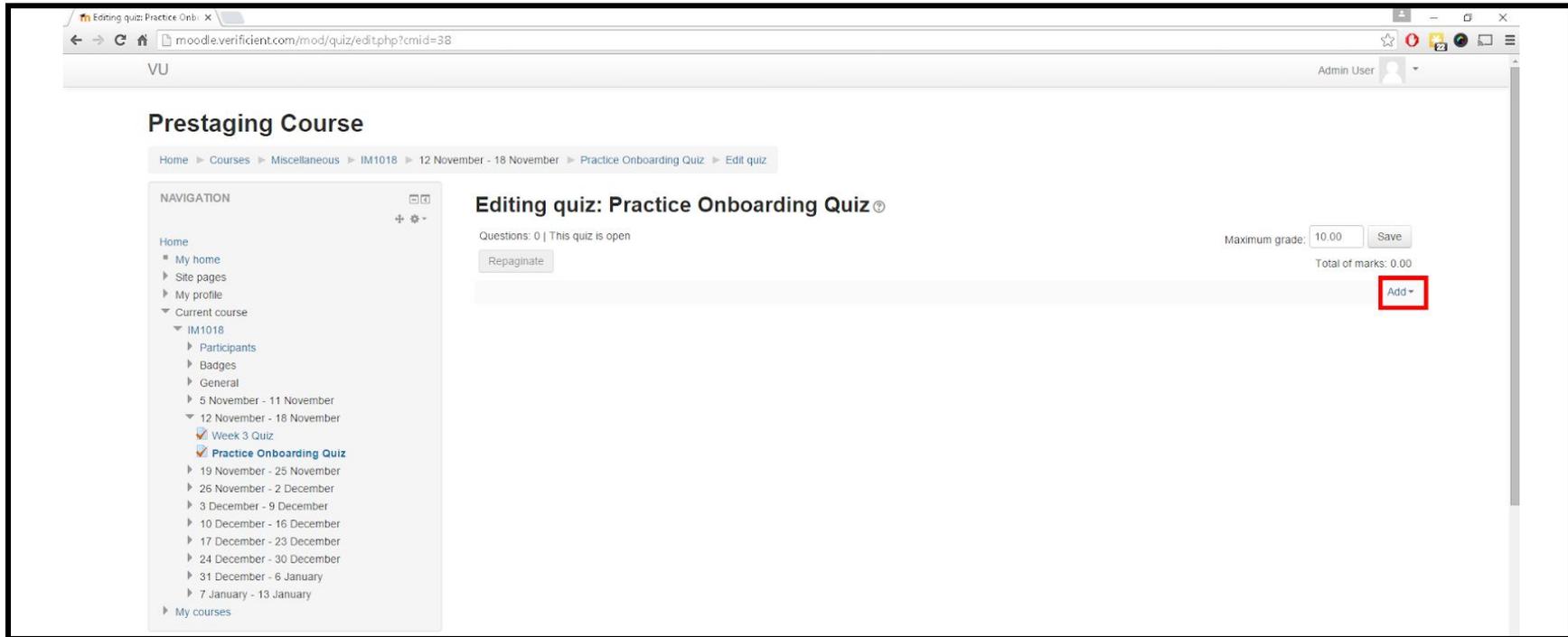
11. From the left pane, choose from a list of **question types (1)**. Here, "Multiple choice" will be chosen for demonstration purposes. After selecting a choice, click **"Add" (2)**.
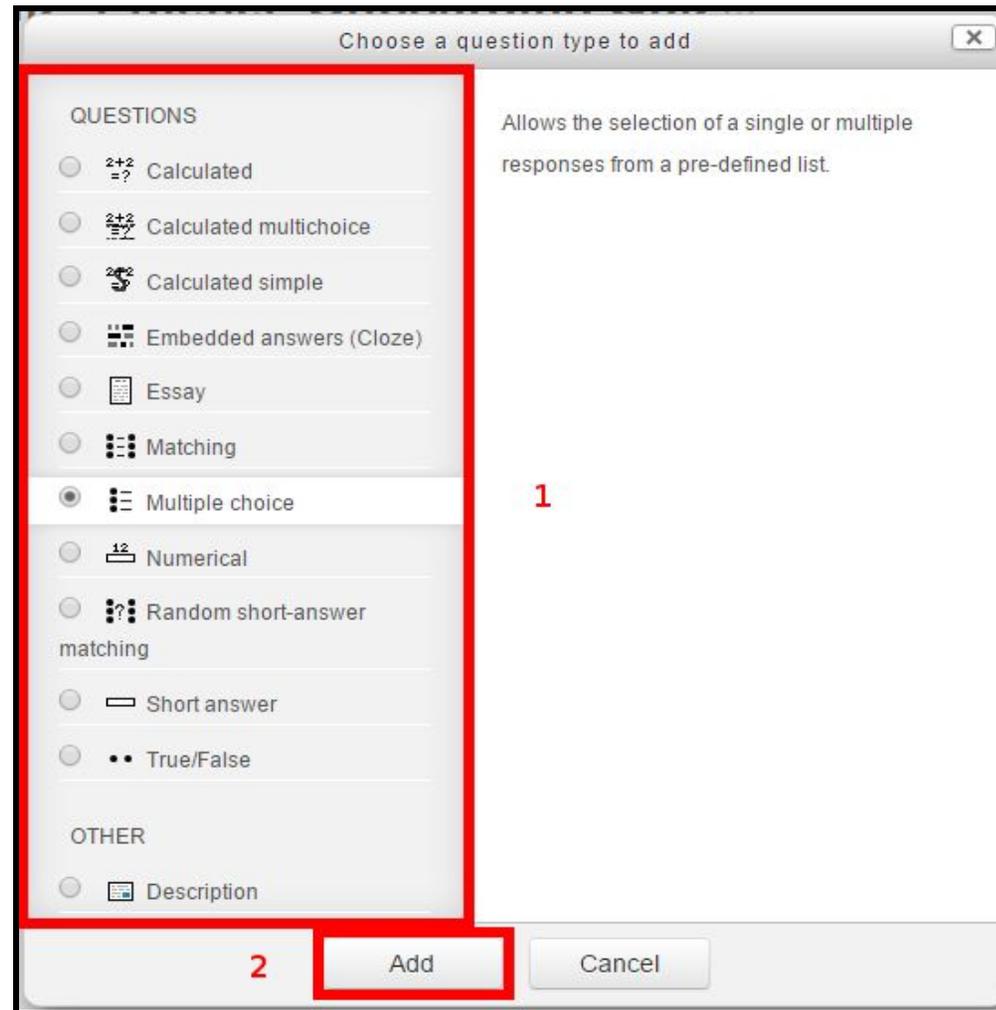
12. This page will look different depending on the question type. What's shown below is the page given for adding a new multiple choice question. Give the question a relevant **name (1)**. Type out the **question (2)** and decide on its **weight (3)**. When done, **scroll down** to continue editing.
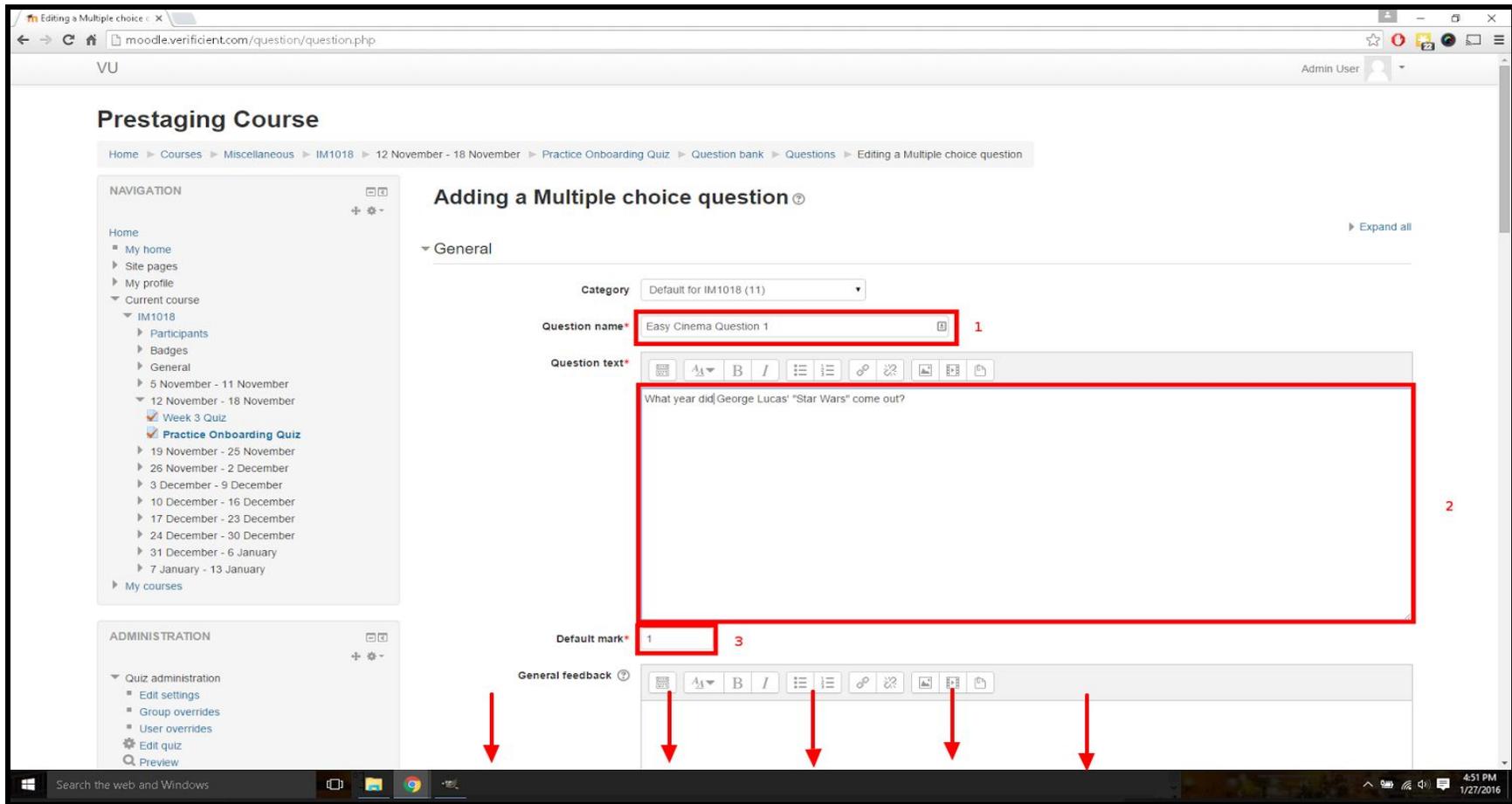
13. It's time to create the possible answers and select correct answer(s). First, decide whether more than one answer will be correct by selecting from the **drop box (1)**. For each answer, type out **its text (2)** and decide whether to give it an **individual weight (3)** or to give it the "Default mark" decided in step 12 by leaving "None" in the drop box. **Scroll down** to find fields for creating more choices.
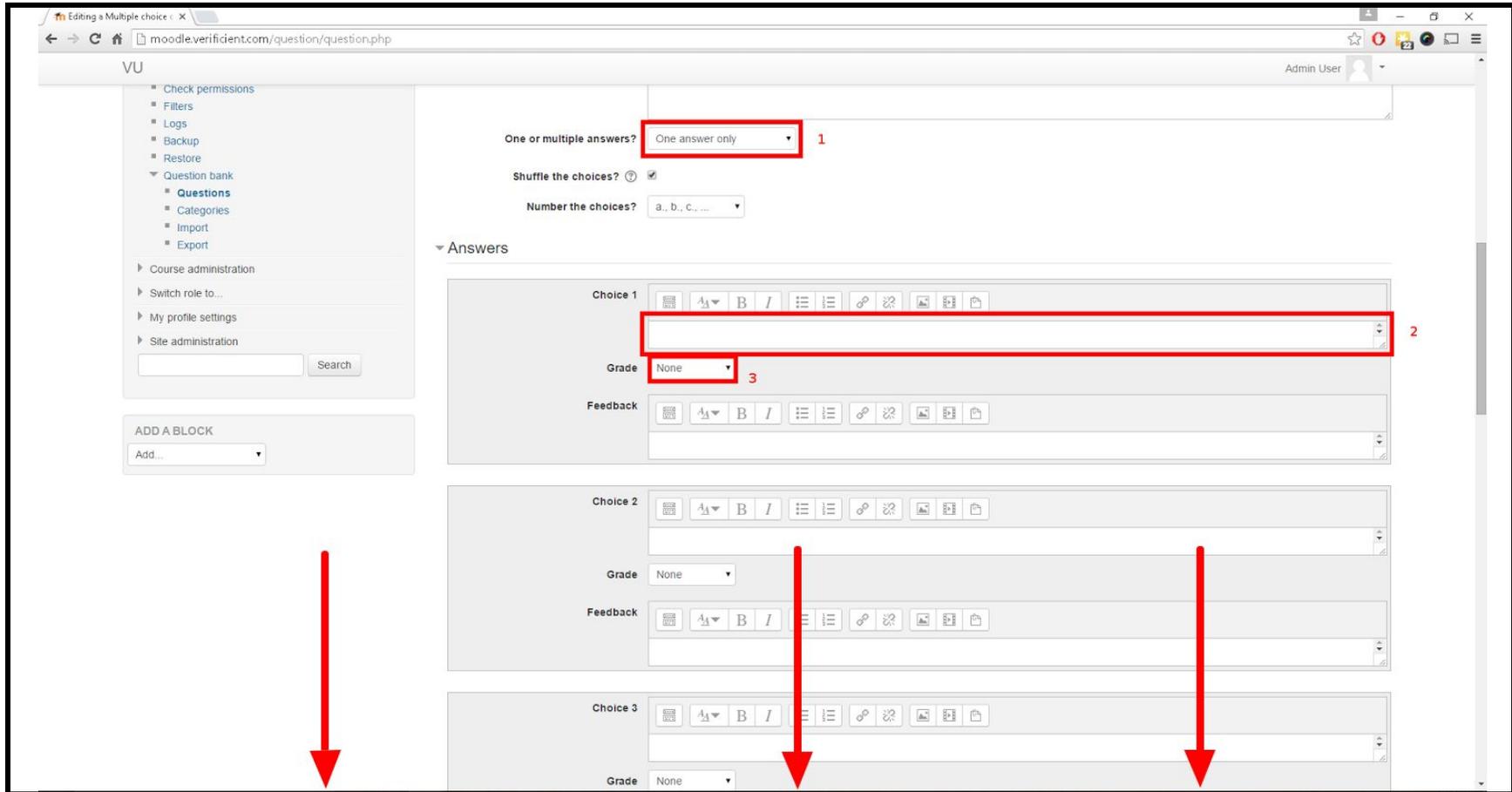
14. If out of room for adding answers, click **"Blanks for 3 more choices" (1)**. Once satisfied with the question, click **"Save changes" (2)**.

15. The quiz is now populated with its first question, which is all it needs in order to be taken by students. To finalize the quiz creation process, click **"Save" (1)**. If desired, click **"Add" (2)** to begin creating a new question.
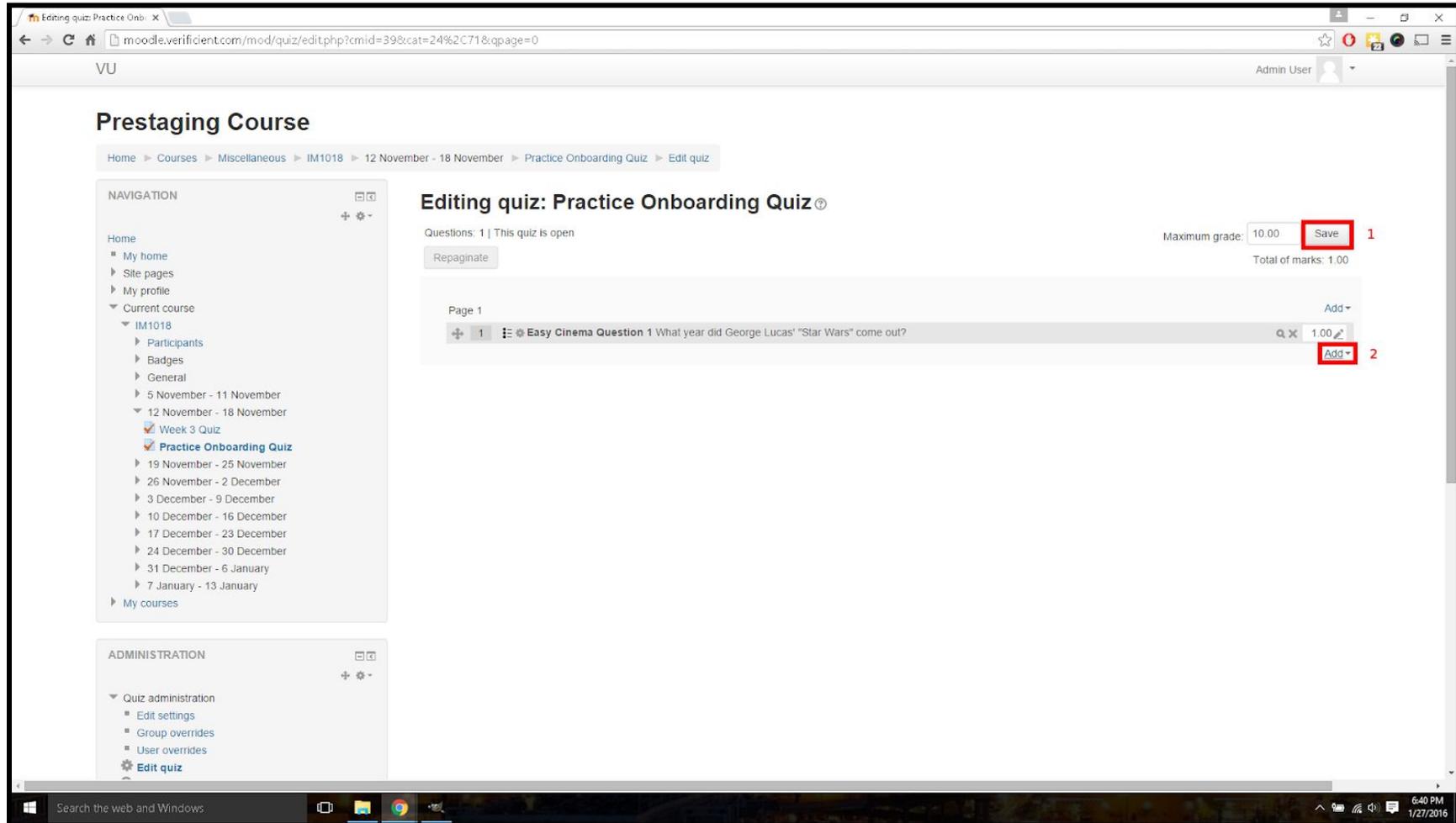
Enabling Proctoring

1. Once logged into Moodle, navigate through the course and click on the **Exam link.**
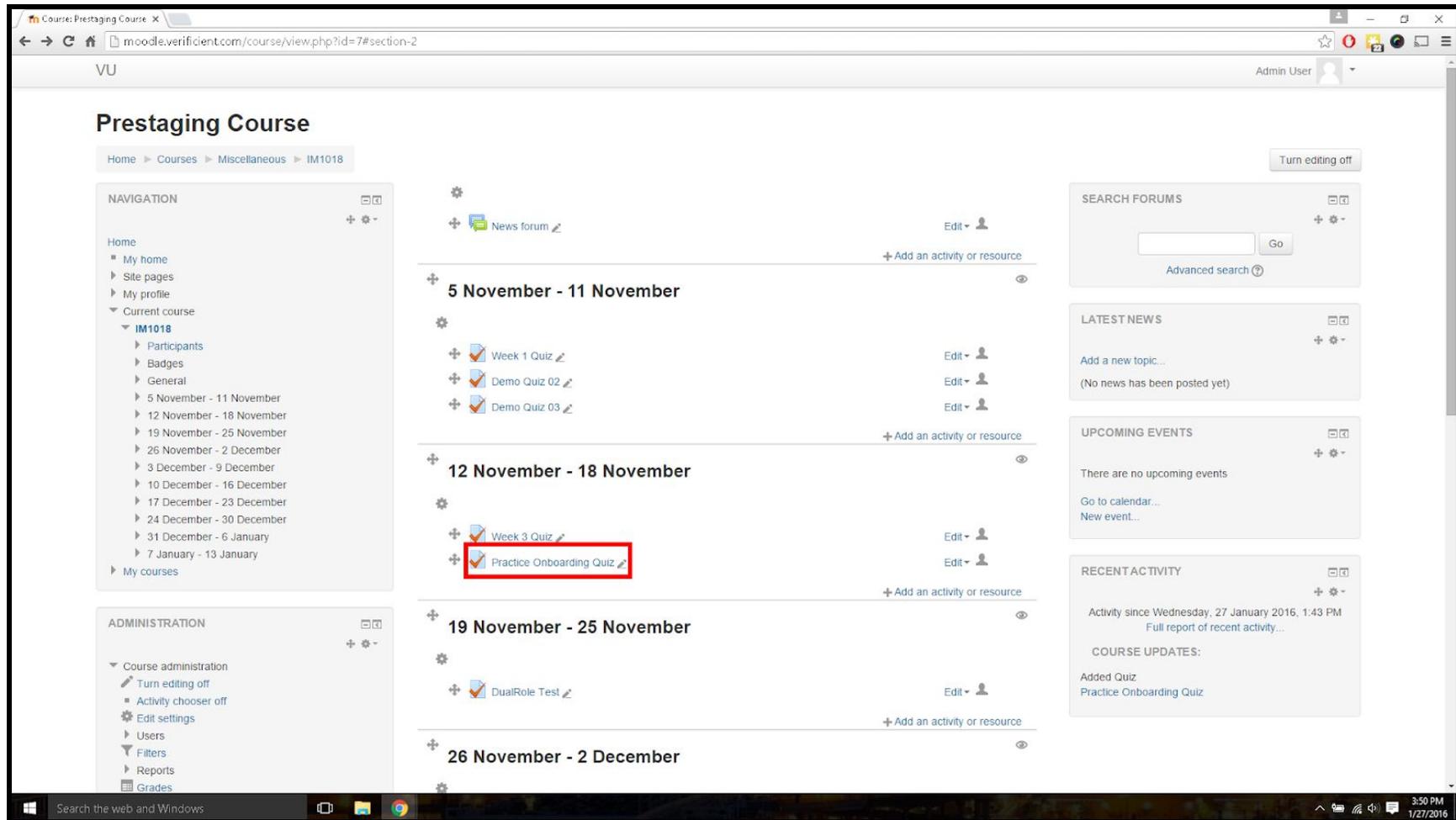
2. Click **"Attempt quiz now"**.
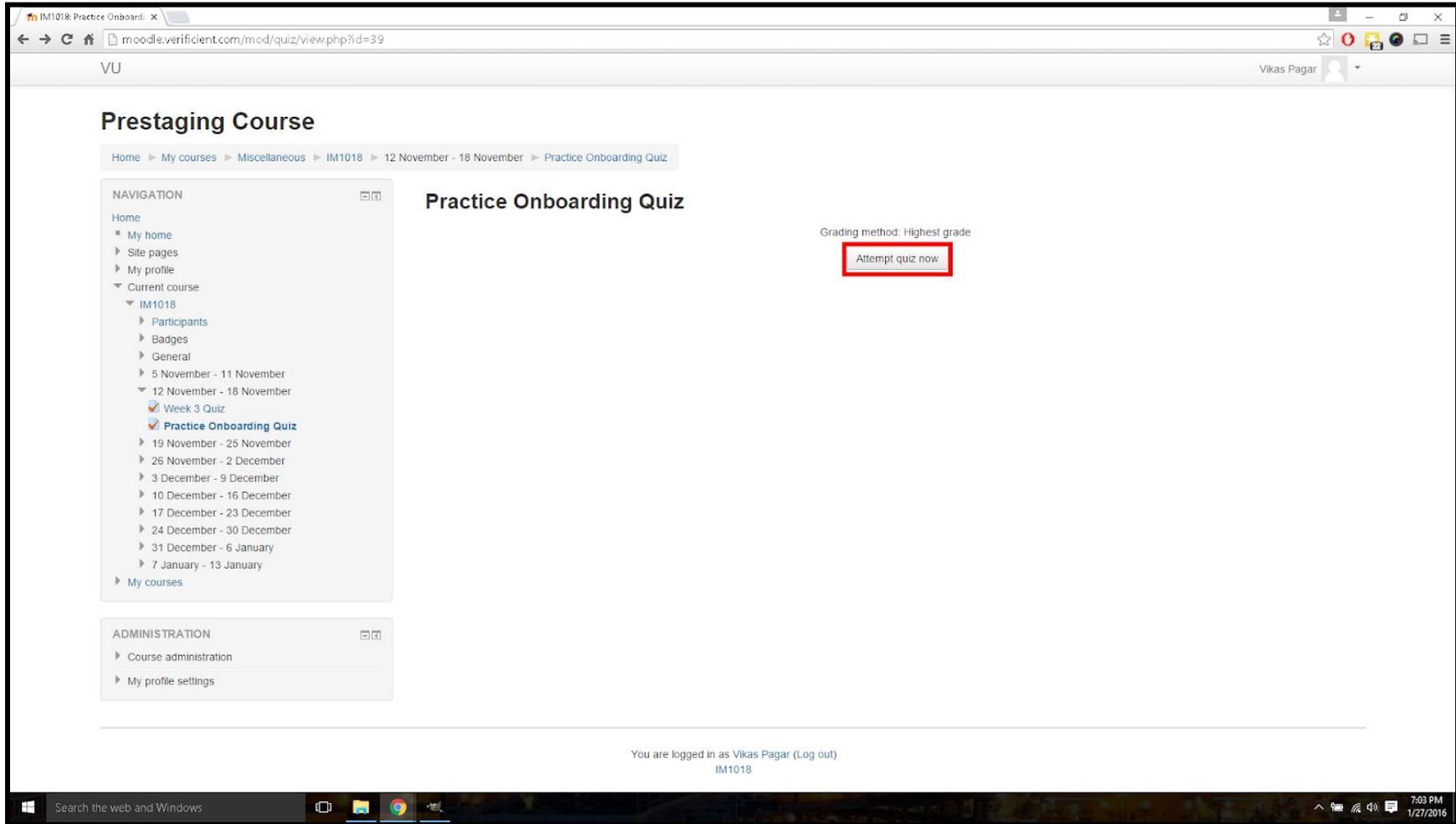
3. Click "**Launch Proctortrack Dashboard**".

4. Click on the **Dashboard** to go to the Test list on Proctortrack Dashboard.

5. This is the Proctortrack Dashboard for Instructors. At the top you have the metrics for the Onboarding and all Quizzes.

    To mark any Quiz as the Onboarding quiz, simply use the drop down menu option on the right of the Quiz name as shown below and click on **"Onboarding On".**

    Onboarding quiz is only a sample quiz and only 1 quiz in the course should be marked as Onboarding.

That's it! You have successfully set up the quizzes for Proctoring.

Test Configuration using Proctortrack.

1. On the Proctortrack Dashboard, click on the **3 dots** on the right of the quiz name for which the configuration needs to be set and select *"Go to Configuration"*
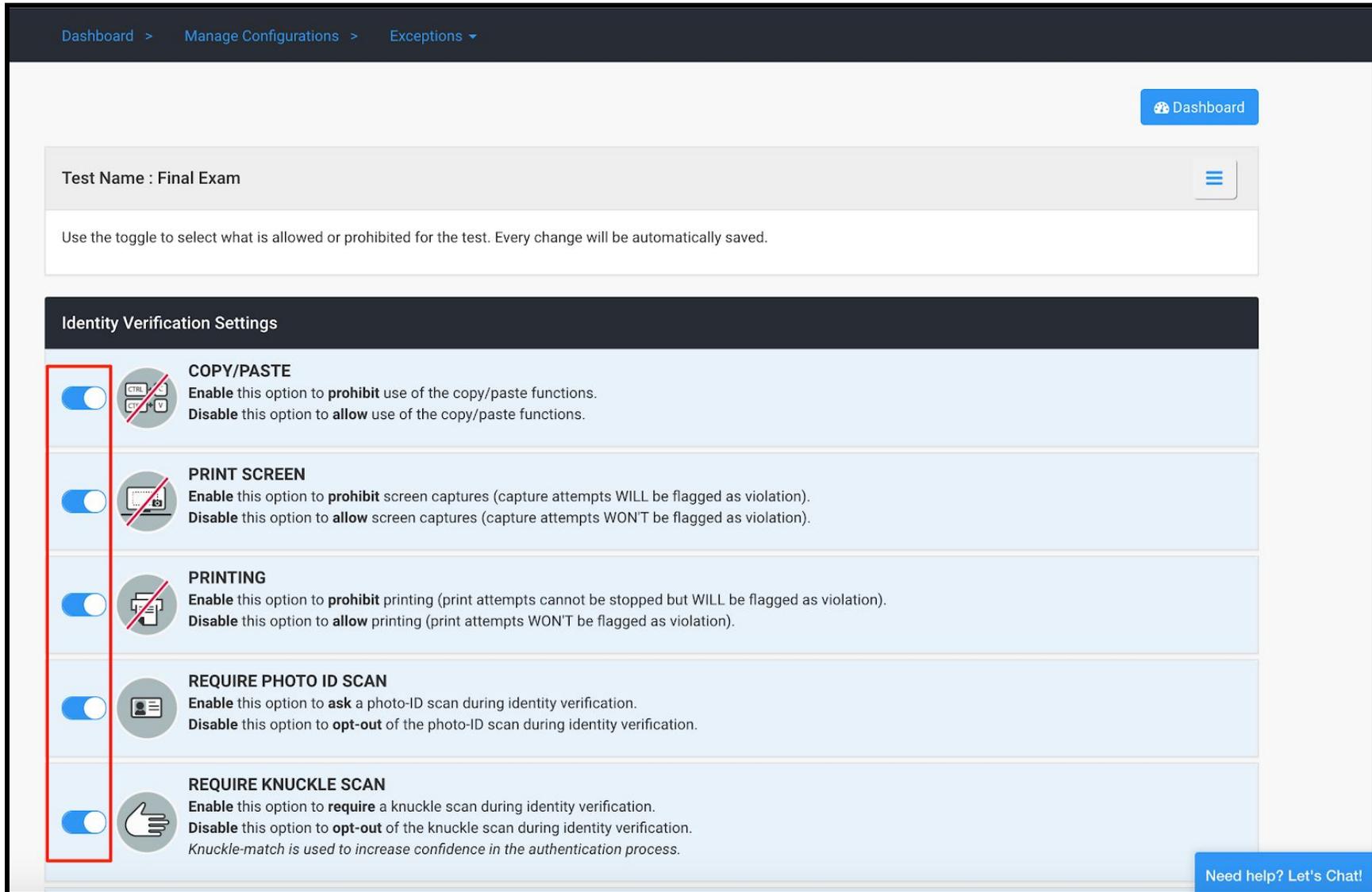

By default all quizzes are configured as closed book quizzes/exams. Each quiz/exam can have different configuration.

2. Enable the **Identity Verification Settings** as desired using the **toggle** option
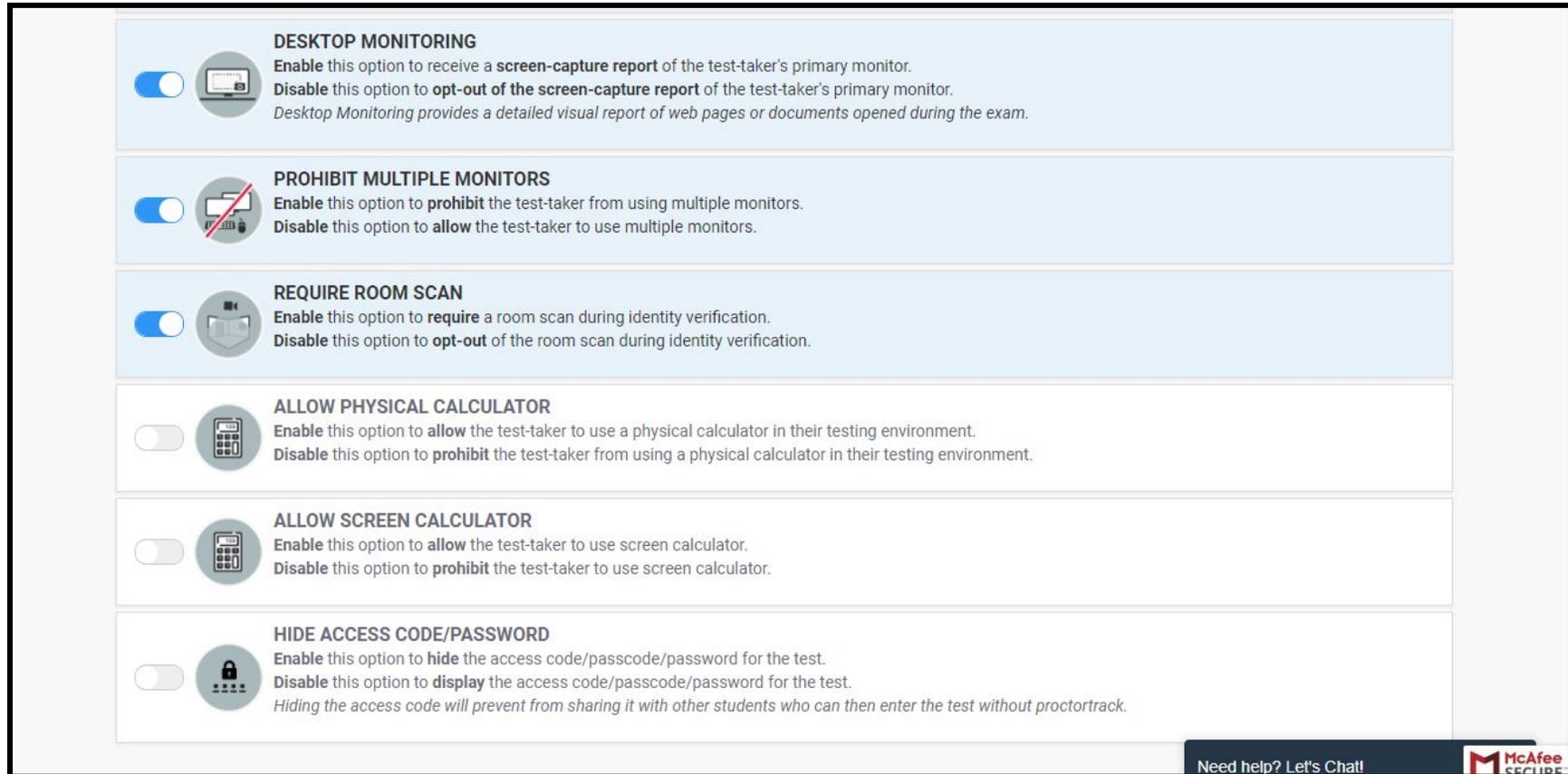
a) Snapshot 1 of Identity Verification Settings

Dashboard > Manage Configurations > Exceptions ▾

🎛 Dashboard

Test Name : Final Exam

Use the toggle to select what is allowed or prohibited for the test. Every change will be automatically saved.

Identity Verification Settings

COPY/PASTE
Enable this option to **prohibit** use of the copy/paste functions.
Disable this option to **allow** use of the copy/paste functions.

PRINT SCREEN
Enable this option to **prohibit** screen captures (capture attempts WILL be flagged as violation).
Disable this option to **allow** screen captures (capture attempts WON'T be flagged as violation).

PRINTING
Enable this option to **prohibit** printing (print attempts cannot be stopped but WILL be flagged as violation).
Disable this option to **allow** printing (print attempts WON'T be flagged as violation).

REQUIRE PHOTO ID SCAN
Enable this option to **ask** a photo-ID scan during identity verification.
Disable this option to **opt-out** of the photo-ID scan during identity verification.

REQUIRE KNUCKLE SCAN
Enable this option to **require** a knuckle scan during identity verification.
Disable this option to **opt-out** of the knuckle scan during identity verification.
Knuckle-match is used to increase confidence in the authentication process.

Need help? Let's Chat!

b) Snapshot 2 of Identity Verification settings

Students will be requested to show their face and YU-card to validate identity, per the same structure that occurs during an in-person exam.

Should a student not have a YU-card, government issued ID can be displayed to the camera, showing only the picture and name (all other information can be covered by you). Students will not be asked invasive personal questions, such as their government-issued identifiers (e.g. social insurance number, passport number). The access to this information is restricted to the instructor when they download the files and until that point this information will be securely stored on Proctortrack's Canadian servers.

York University will not require a room scan or knuckle scan through Proctortrack.
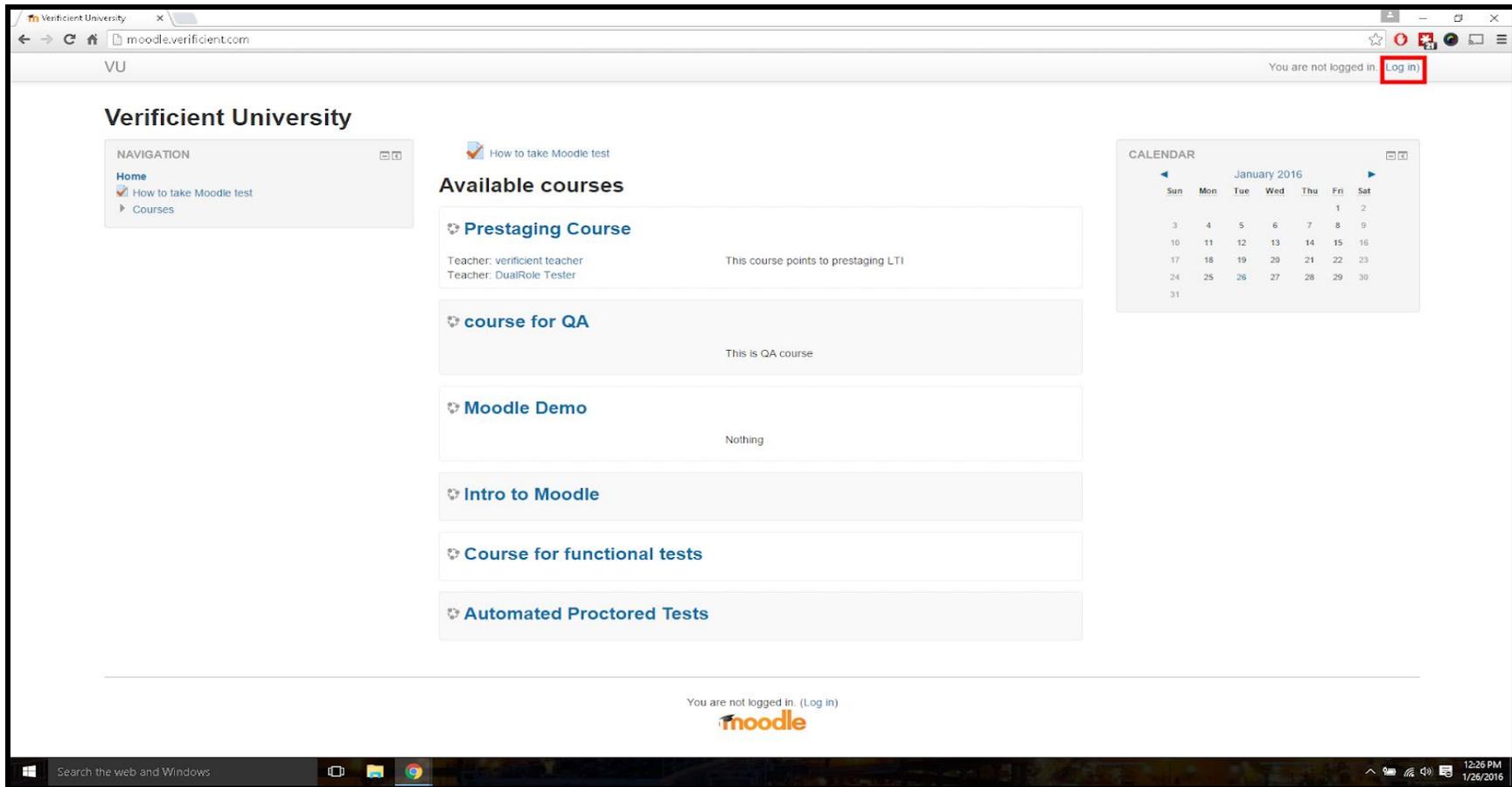
3. Configure the **"Test settings"** as desired using the **toggle** options.

Test Settings

ALLOW PHYSICAL BOOKS
Enable this option to **allow** the test-taker to refer to their books during the test.
Disable this option to **prohibit** the test-taker from referring to their books during the test.

ALLOW ONLINE/DIGITAL RESOURCES
Enable this option to **allow** the use of online (e.g. web content) or digital resources (PDF, DOCs) during the test.
Disable this option to **prohibit** the use of online or digital resources during the test.

ALLOW DIGITAL NOTES
Enable this option to **allow** the test-taker to take notes on their computer during the test.
Disable this option to **prohibit** the test-taker from taking notes on their computer during the test.

ALLOW HANDWRITTEN NOTES
Enable this option to **allow** the test-taker to take notes by hand during the test.
Disable this option to **prohibit** the test-taker from taking notes by hand during the test.

ALLOW STUDENTS TO TAKE SCANS OR PICTURES USING PHONE
Enable this option to **allow** the test-taker to take scans or pictures using phone during the test.
Disable this option to **prohibit** the test-taker from taking scans or pictures using phone

ALLOW STUDENTS TO TAKE SCANS OR UPLOAD DOCUMENTS
Enable this option to **allow** the test-taker to take scans or upload document during the test.
Disable this option to **prohibit** the test-taker from taking scans or upload the document

ALLOW STUDENTS TO USE EARPHONES
Enable this option to **allow** the test-taker to use earphones during the test.
Disable this option to **prohibit** the test-taker from using earphones
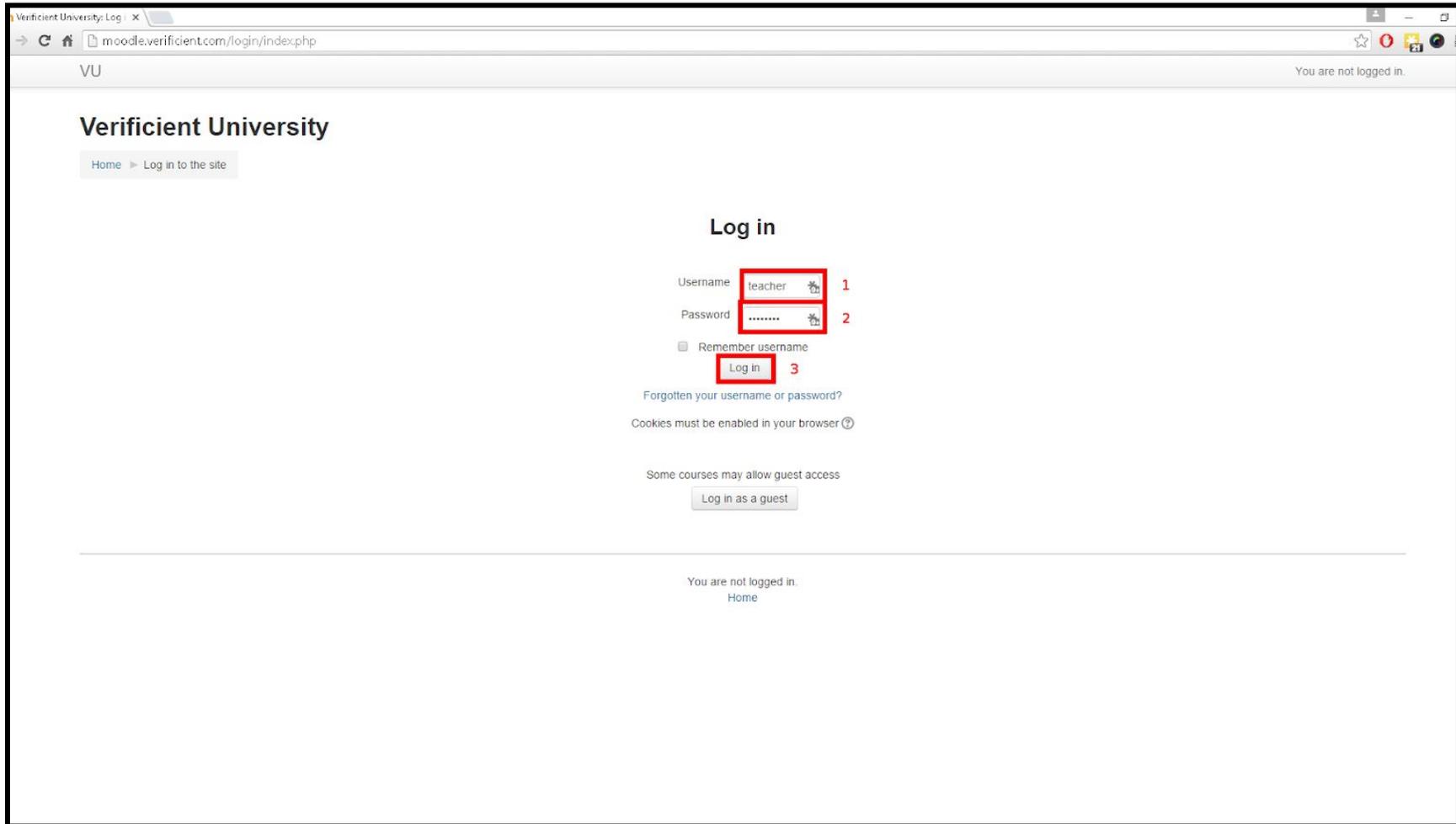
Reviewing the Results of a Quiz

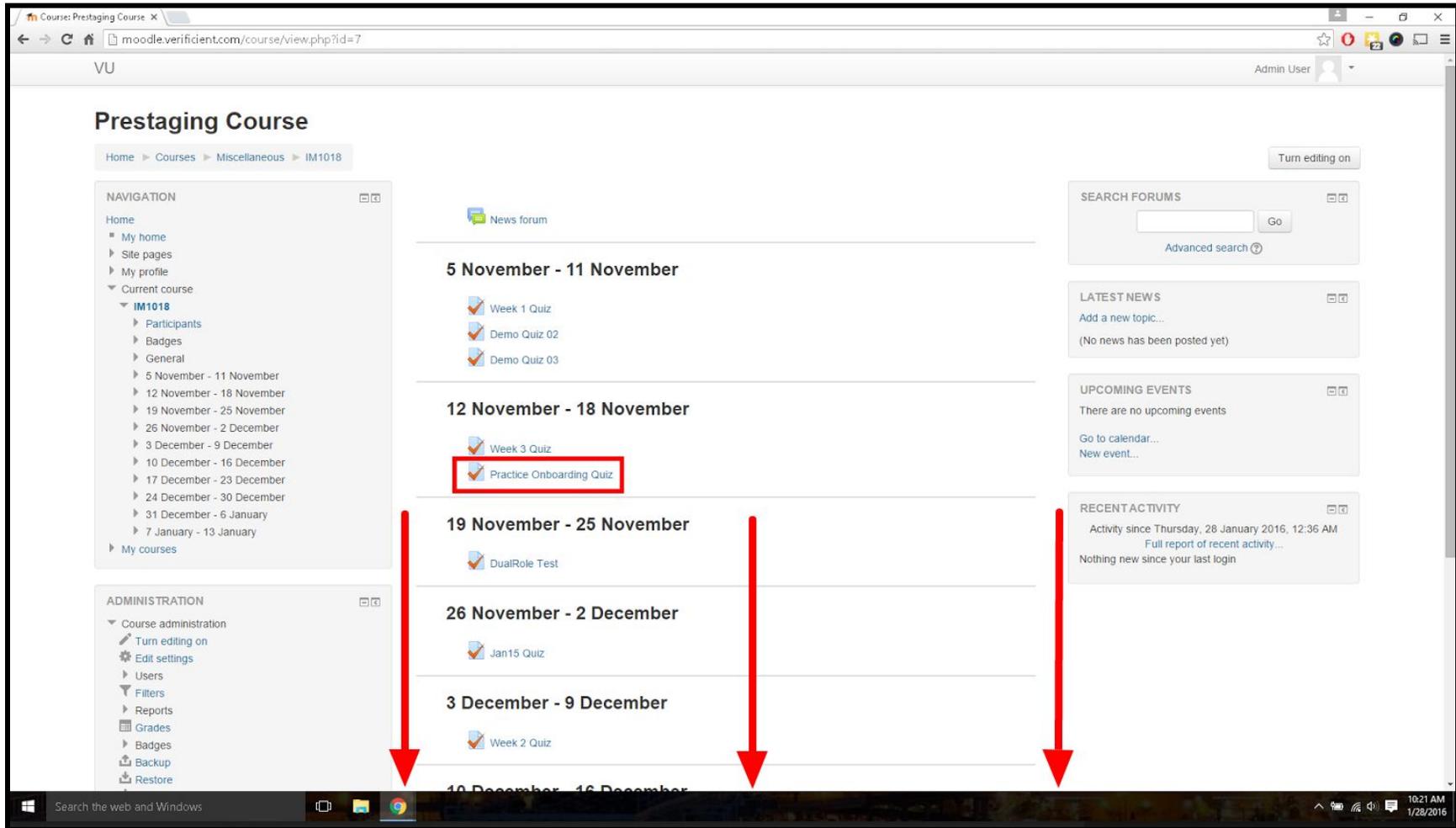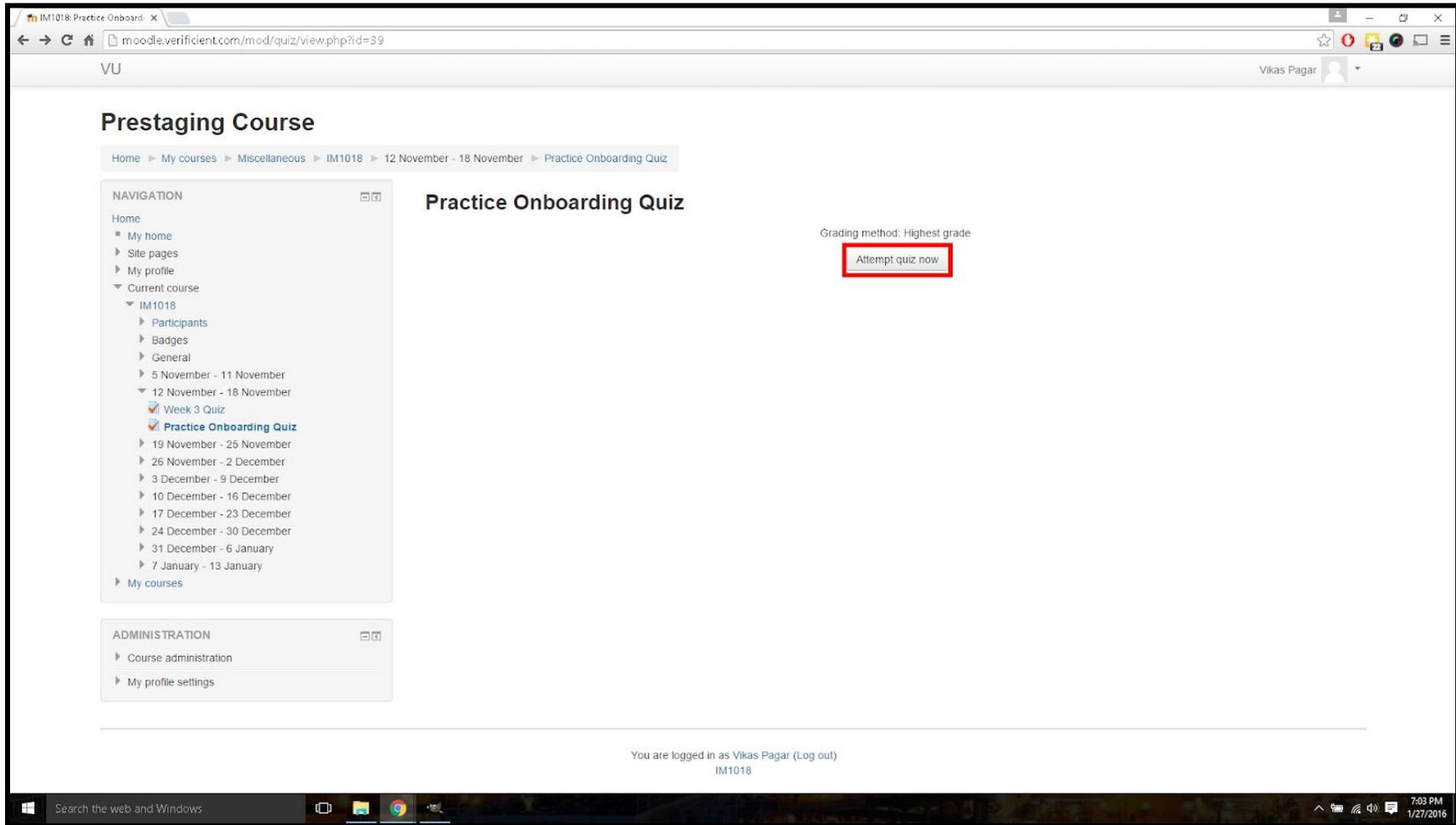**1.** On the upper right corner on the initial screen, click **"Log in"**.

2. Log in to Moodle as an instructor or admin by entering a **Username (1)** and the corresponding **Password (2)** before clicking **"Log In" (3)**.
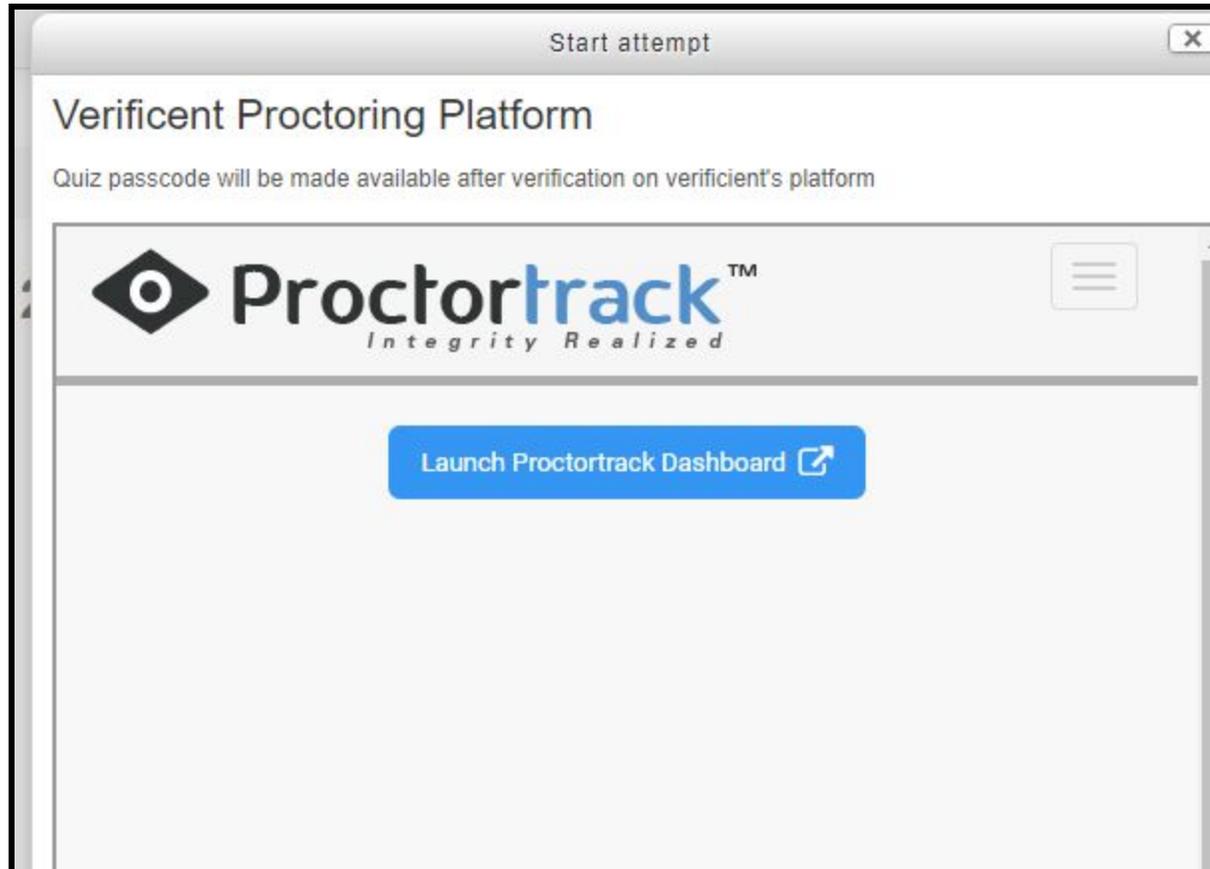
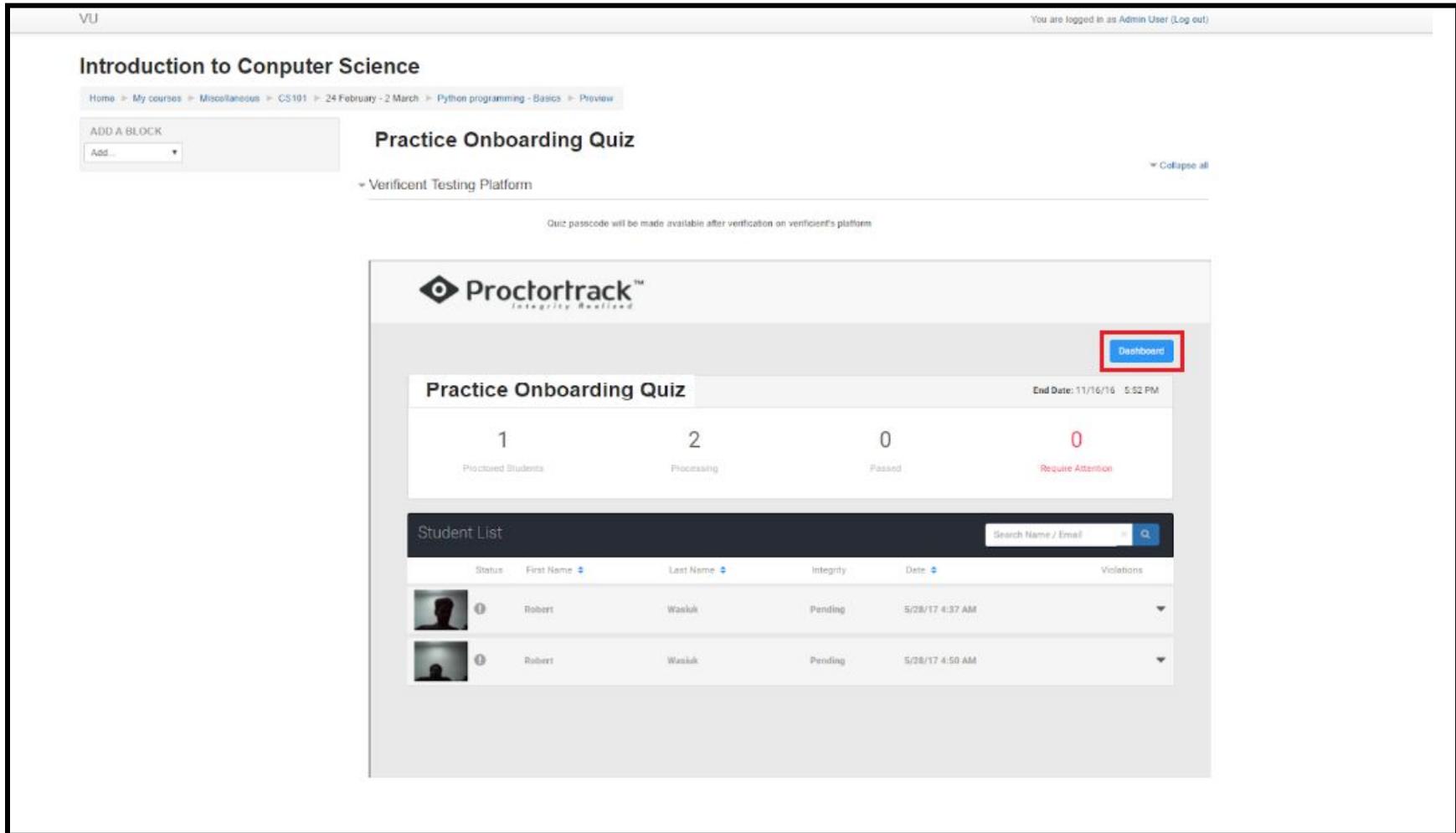**3.** Click on the **quiz** for which the results are to be reviewed. It may be necessary to **scroll down**.

4. Click **"Attempt quiz now"**.

5. Click **"Launch Proctortrack Dashboard"**.

6. Click on the Dashboard to go to the Test list on Proctortrack Dashboard.

7.   Proctortrack will show a list of exams that were enabled for proctoring. Click on **View Sessions** for the exam name for which you would like to review the student's report.

8. Here you can view a summary of the results of students that have completed the quiz. Students marked with **High** integrity are marked in blue and students marked with **Low** and **Medium** integrity are marked in red. View the student results by clicking on the student name.
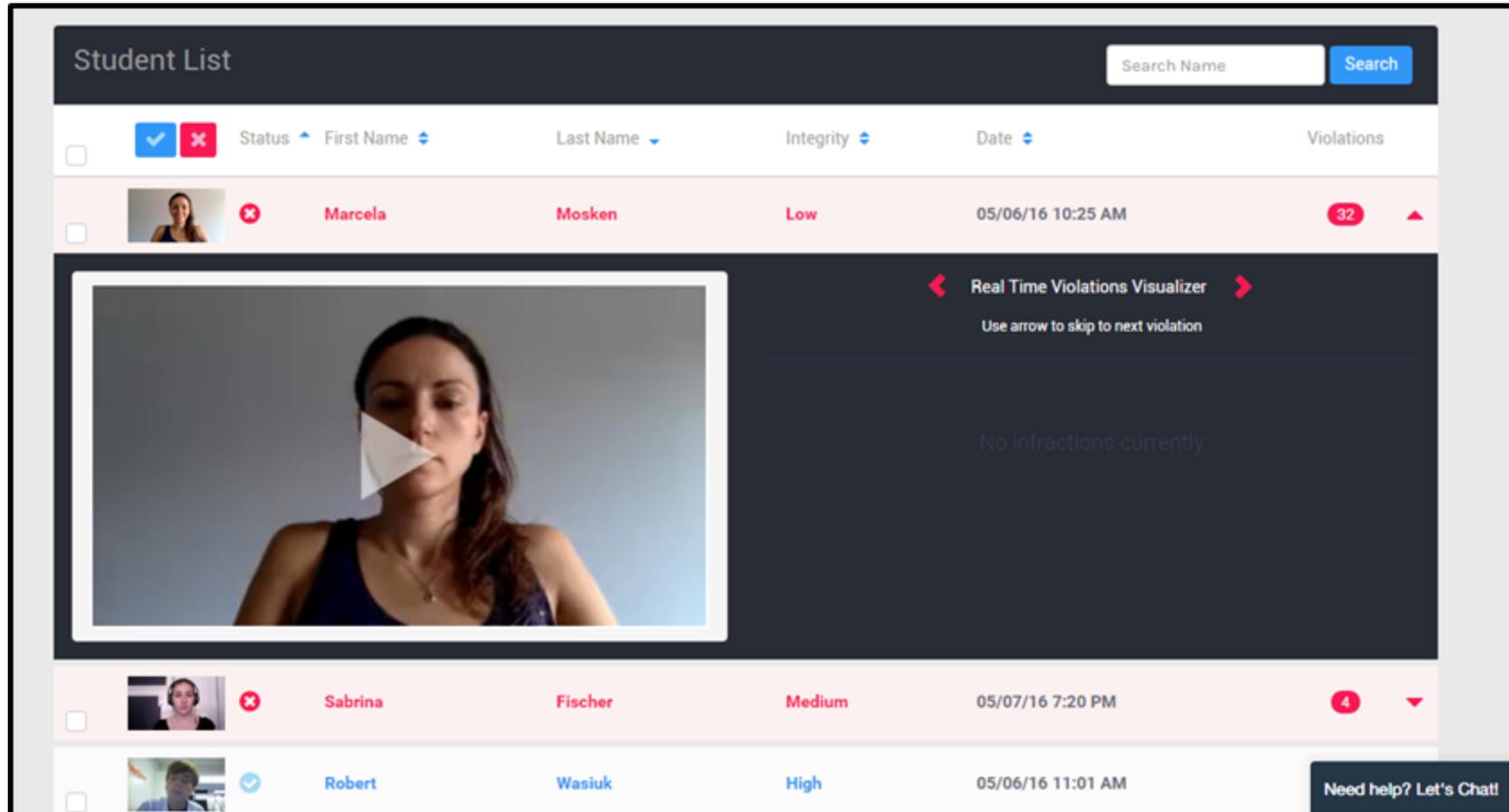
(Verificient Technologies logo)

9. You can open the quick view of student violations by clicking the expand button ( ) and using the left and right arrows ( ) to scroll through each violation. To view the full student report, click on the student's name to proceed.

10. *Here you can see the Proctortrack Visual Timeline which displays each violation in chronological order.

- ● There are four tabs to view:
  - ○ **Video Monitoring** (pictured above): Shows video playback time stamped on a playable timeline to skip to moment of the incident.
  - ○ **Online Violation Screenshots**: Screenshots of online aid incidents.
  - ○ **Identity Verification Scans**: Here you may compare face scan with current test with onboarding face scan.
  - ○ **Onboarding**: Here you may view onboarding scans (facial, knuckle, and ID.)
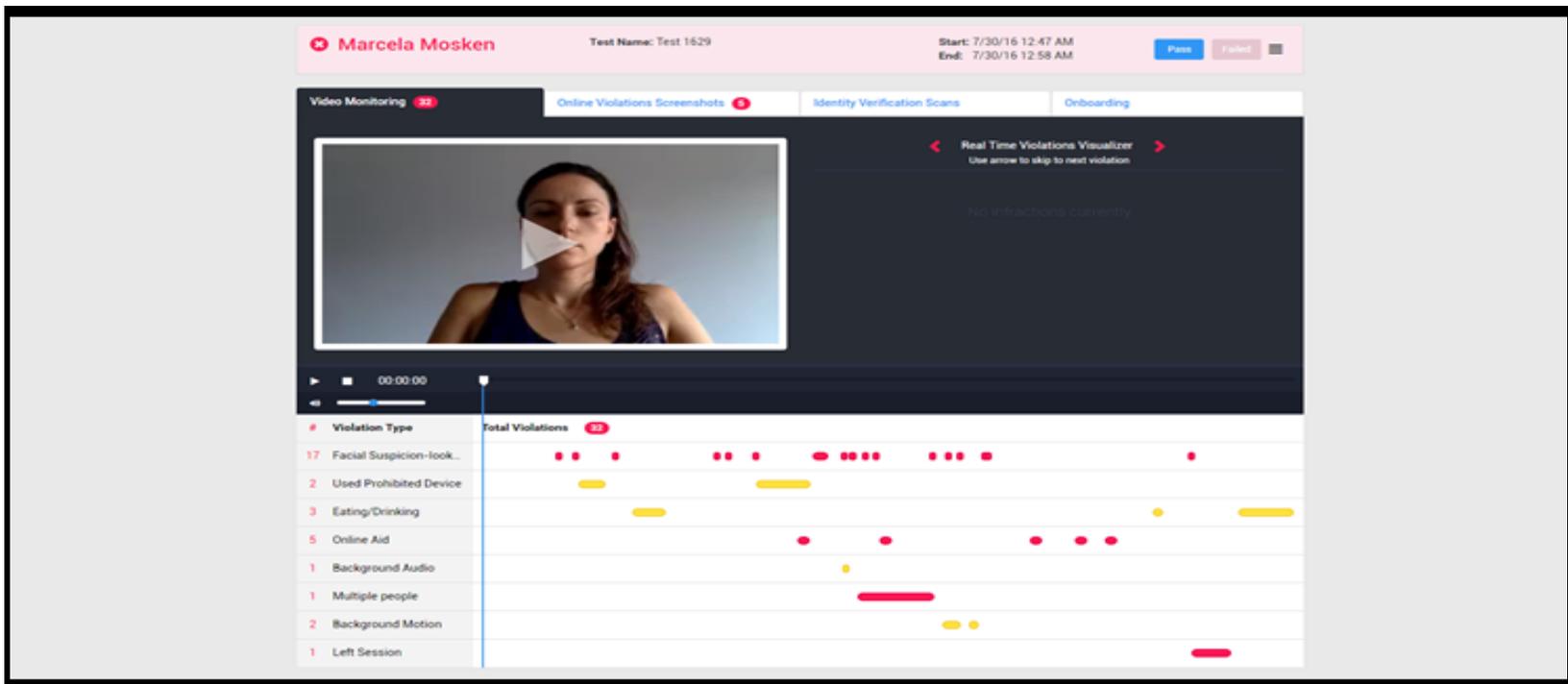
    ○   *You may also create notes in the Notes section at the bottom of the visual timeline.
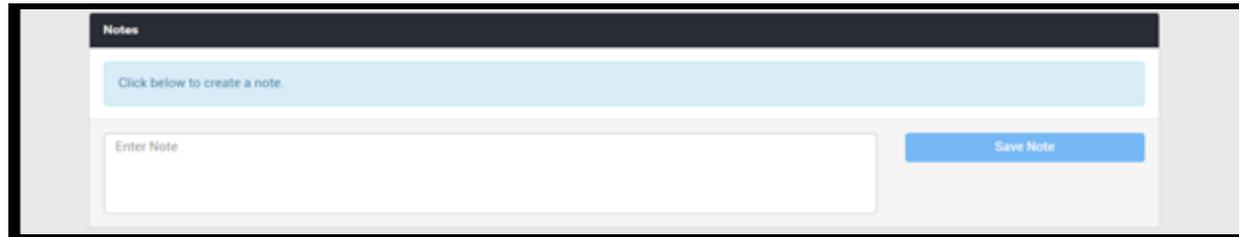
11.   Once you've finished the review process, you can override the proctoring results by clicking **"Pass" or "Fail"** on the top right and an update will be sent to the student summary page.

The system picks up a variety of incident types. You'll need to consider the incidents on the whole to make a determination of what action to take.

The incident types are as follows:

- **Online aid** - Student has left the LMS and is getting into other applications or other content on the web. If an application is explicitly allowed, then online aid for accessing those applications will not be generated.
- **Left session** - Student has either completely gotten up and left or, more likely the majority of their face is no longer visible to the webcam. This may also happen if student is taking exam in a room that is too dark.
- **Facial suspicion** - Student is looking off the screen with their eyes (perhaps at notes or a book) or has significantly turned their head to the side for a period longer than normal.
- **Multiple people** - Facial recognition has picked up another face.
- **Background motion** - System has picked up significant movement in the background.
- **Background audio** - System attempts to filter out irrelevant audio (keyboard tapping) and highlight abnormal sound from the environment.
- **Keystrokes** - Any blacklisted keystrokes will be highlighted (copy, paste, etc.).
- **Blacklisted apps** - Any banned applications will be listed (Screen sharing software, etc.).

The algorithms will automatically make a determination of whether or not incidents should be applied based on the data available. Professors are then able to decide if the evidence requires further action.

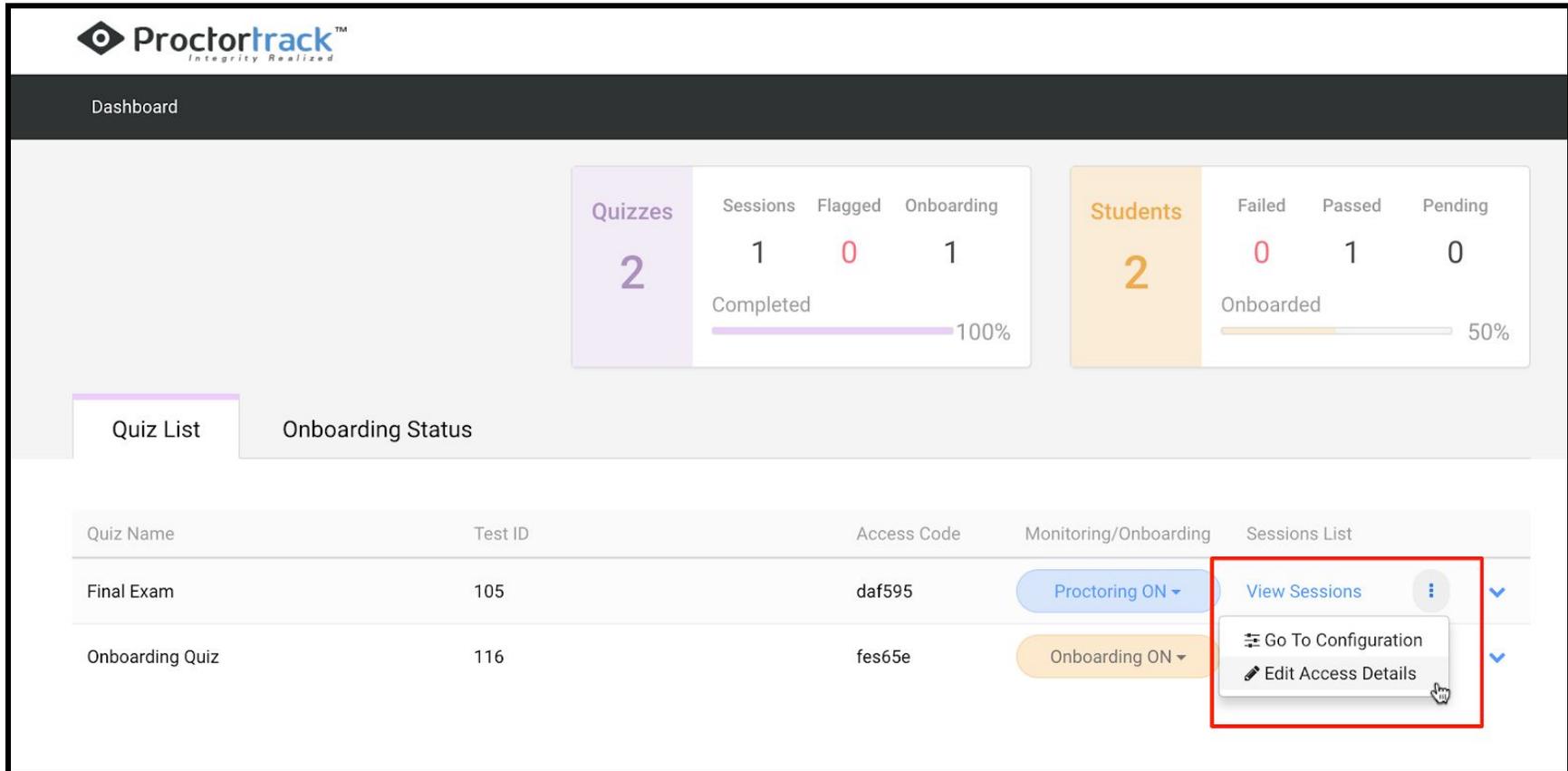## Changing the Password for a Quiz:

In case the quiz password is required to be changed after the test is created and proctoring is enabled.

1. Go to the **"Edit settings"** for the particular test in the LMS and click on "Extra restrictions on attempts" . Change the password in the **"Require Password"** field.

2. Navigate to the Proctortrack Dashboard and click on the 3 dots on the right of the quiz name and select **"Edit Access Details"**.

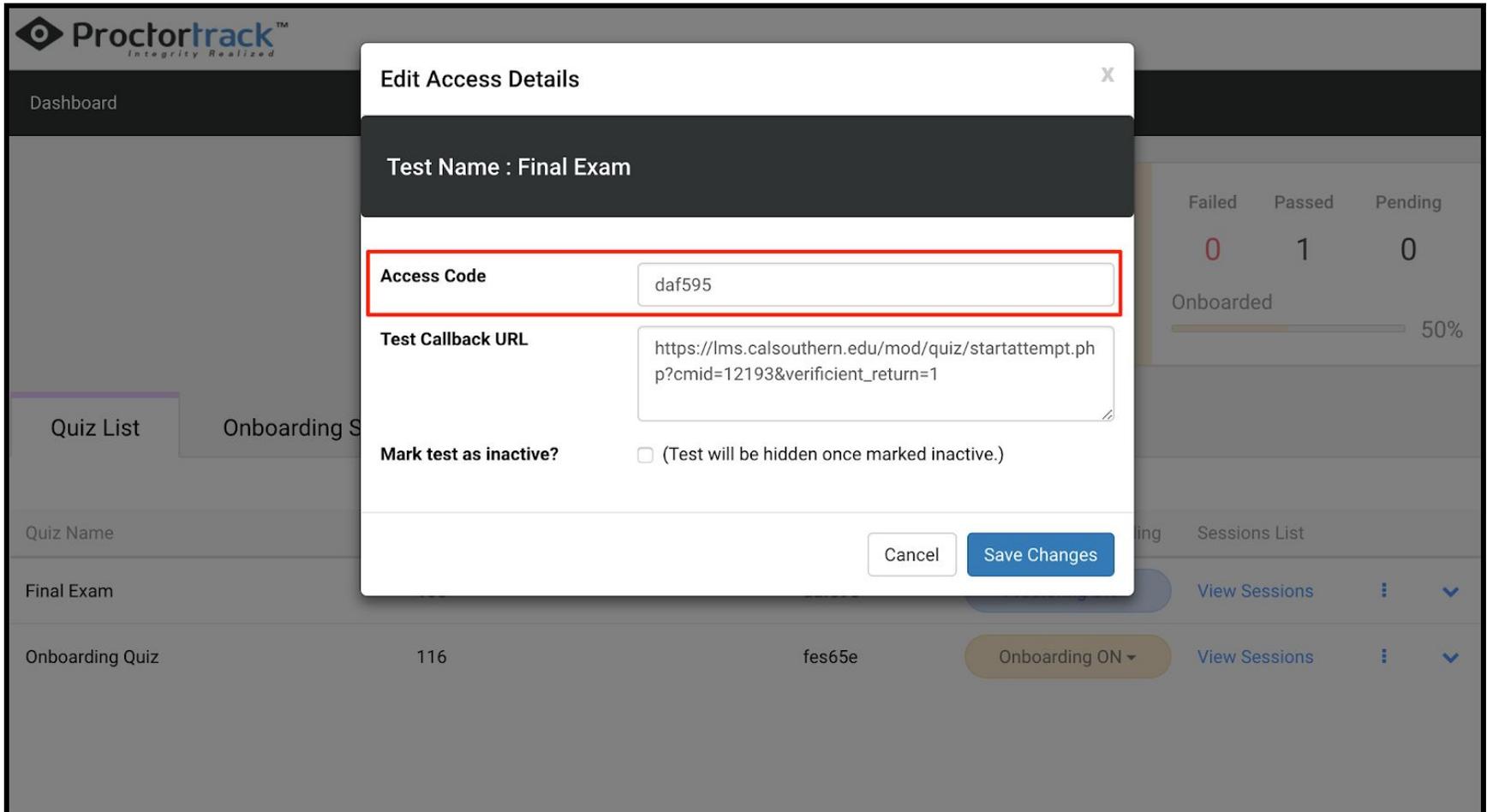3. Change the Access code in the box shown below and click on **"Save Changes".**