



Using Proctortrack in Moodle

For Students.

Subject to change every semester, please do not publish outside of Moodle.

Table of Contents

[What is Proctortrack?](#)

[How does it work?](#)

[Why Onboarding?](#)

[What do I need to take exams using Proctortrack?](#)

[How do I take exams with Proctortrack?](#)

What is Proctortrack?

Proctortrack is the automatic remote proctoring solution your institution has selected for use during online exams. More information about Proctortrack's privacy policies and technologies used can be found on our website.

How does it work?

The following guide will assist you, the student, in going through the process of taking a proctored exam with Proctortrack. Remember if you ever had any additional questions, you can call 1 (844) 753-2020 or go to www.proctortrack.com for additional information and live chat.

Why Onboarding?

Often students are unsure if their specific hardware setup will allow them to use Proctortrack. While a detailed list of supported operating systems and browsers is available on Proctortrack.com, students often prefer to test their system themselves. Keep in mind that Chrome and Firefox are the recommended browsers. While Proctortrack will work in other browsers, the user experience is far superior in Chrome.

The onboarding process gives students the opportunity to make sure everything is working correctly during low-pressure circumstances. It also gives students time to make any changes to their system well before the first exam.

Students can fail onboarding for the following reasons:

- Missing or insufficient facial scan.
- Missing or insufficient ID scan.
- ID scan shows invalid ID.
- Missing or insufficient knuckle scan.
- Insufficient environment lighting.

If a student fails the onboarding exam, they will receive a notification listing the specific reasons for failure and be asked to retake the onboarding exam.

For students, onboarding appears exactly the same as a normal exam to help familiarize them to the testing environment.

If you have any questions, please do not hesitate to contact Verificient support:

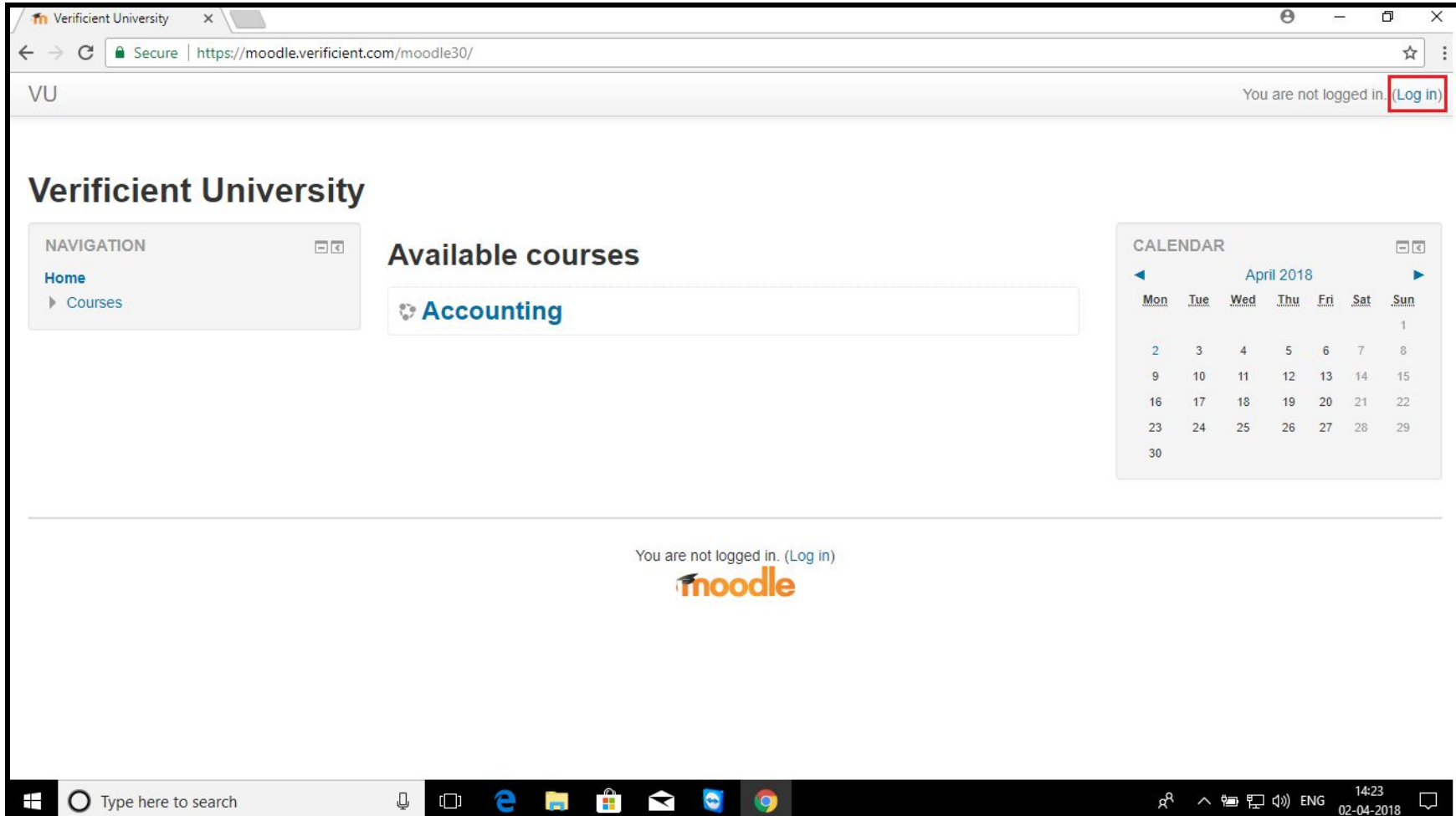
- Proctortrack support: support@verificient.com, 1-844-753-2020

What do I need to take an exam using Proctortrack?

	Mac	PC
OPERATING SYSTEM	MAC OSX 10.7 Lion or higher	Windows 7, 8, or higher
PROCESSOR/RAM	Intel Processor, 2 GB RAM or better	Dual-core 2.4 Ghz CPU, 2 GB RAM or better
RECOMMENDED WEB BROWSERS	Mozilla Firefox v20.0 or Higher Google Chrome v25.0 or higher	
PLUG-INS	Javascript Enabled & Third Party Cookies Enabled	
CAMERA RESOLUTION	800 x 600 resolution or better	
INTERNET CONNECTION	Cable Modem, DSL or better (300 kbps download, 250 kbps upload)	

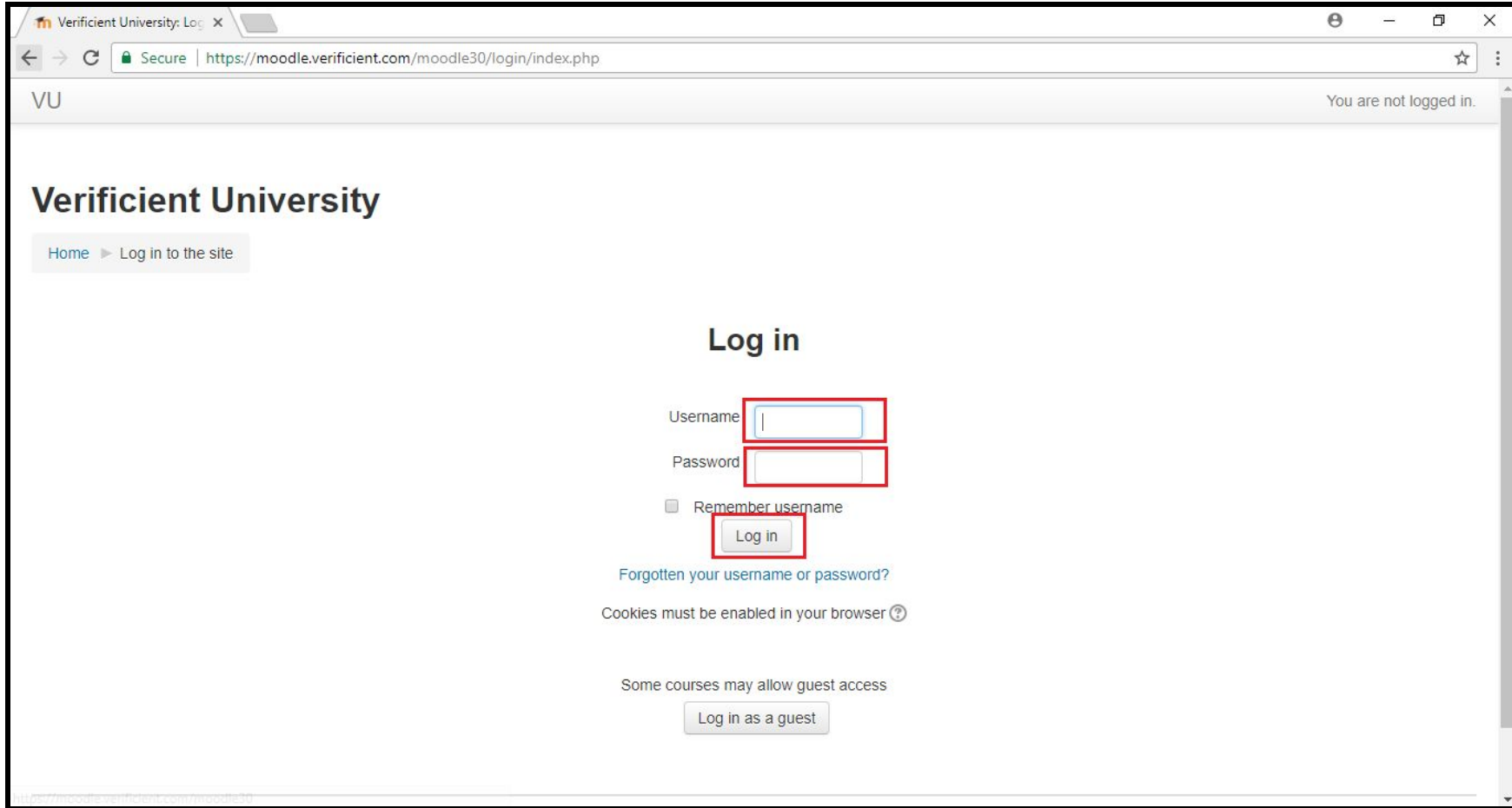
How to Take an Exam using Proctortrack?

1. Click “Log in” in the upper right corner on the initial screen.

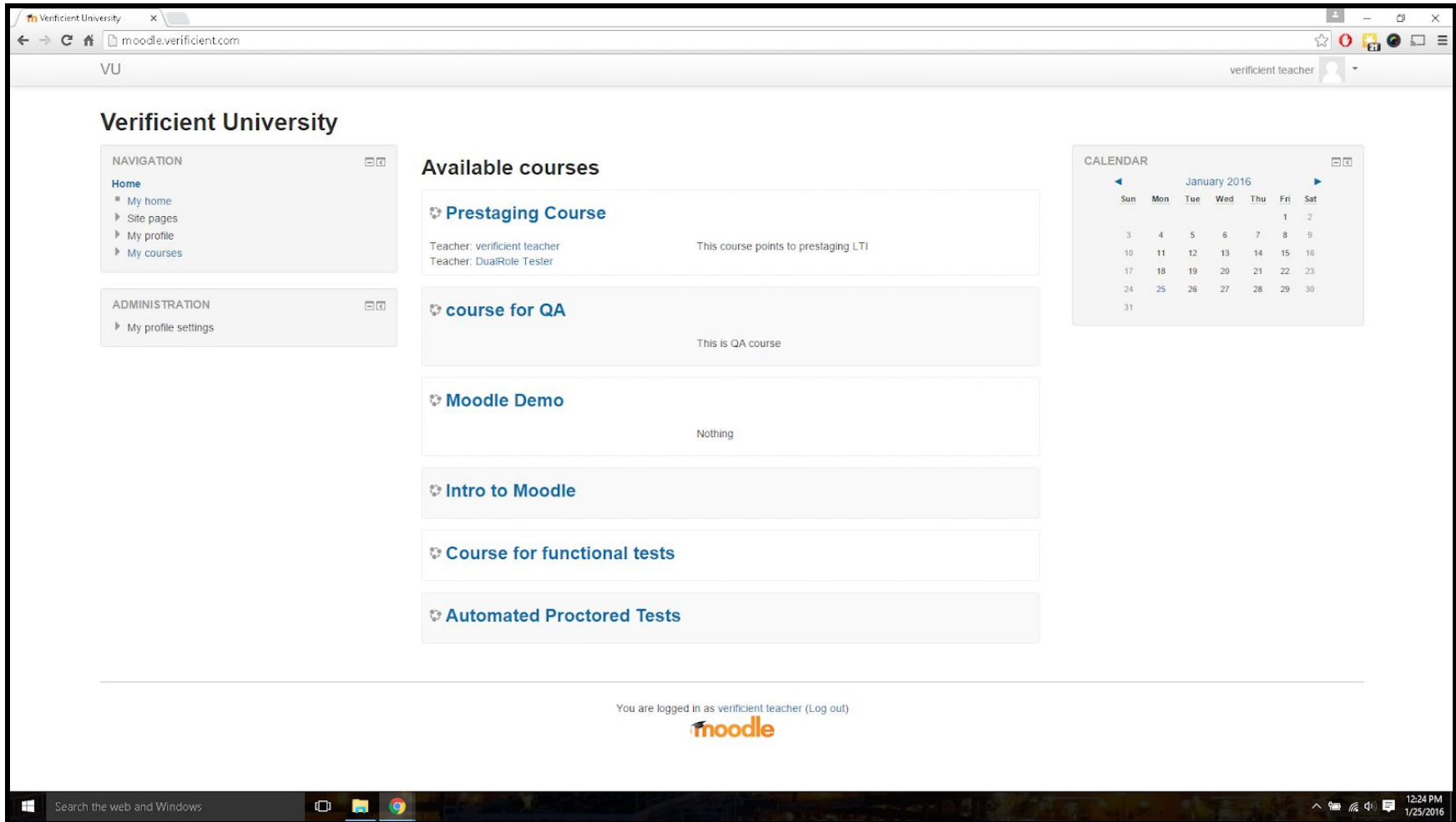


The screenshot shows a web browser window displaying the Moodle interface for Verificient University. The browser's address bar shows the URL <https://moodle.verificient.com/moodle30/>. In the top right corner of the page, the text "You are not logged in. (Log in)" is visible, with the "(Log in)" link highlighted by a red rectangular box. The main content area features the "Verificient University" logo, a navigation menu with "Home" and "Courses" options, and a section titled "Available courses" which lists "Accounting". To the right of the course list is a calendar for April 2018. At the bottom of the page, the Moodle logo is displayed along with the text "You are not logged in. (Log in)". The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons.

2. Log in to Moodle by entering a **Username** and the corresponding **Password** before clicking “**Log In**”,



3. Navigate to the desired course in the list of available courses.



The screenshot shows the Moodle Verificient University interface. The browser address bar displays 'moodle.verificient.com'. The user is logged in as 'verificient teacher'. The main content area is titled 'Available courses' and lists several courses:

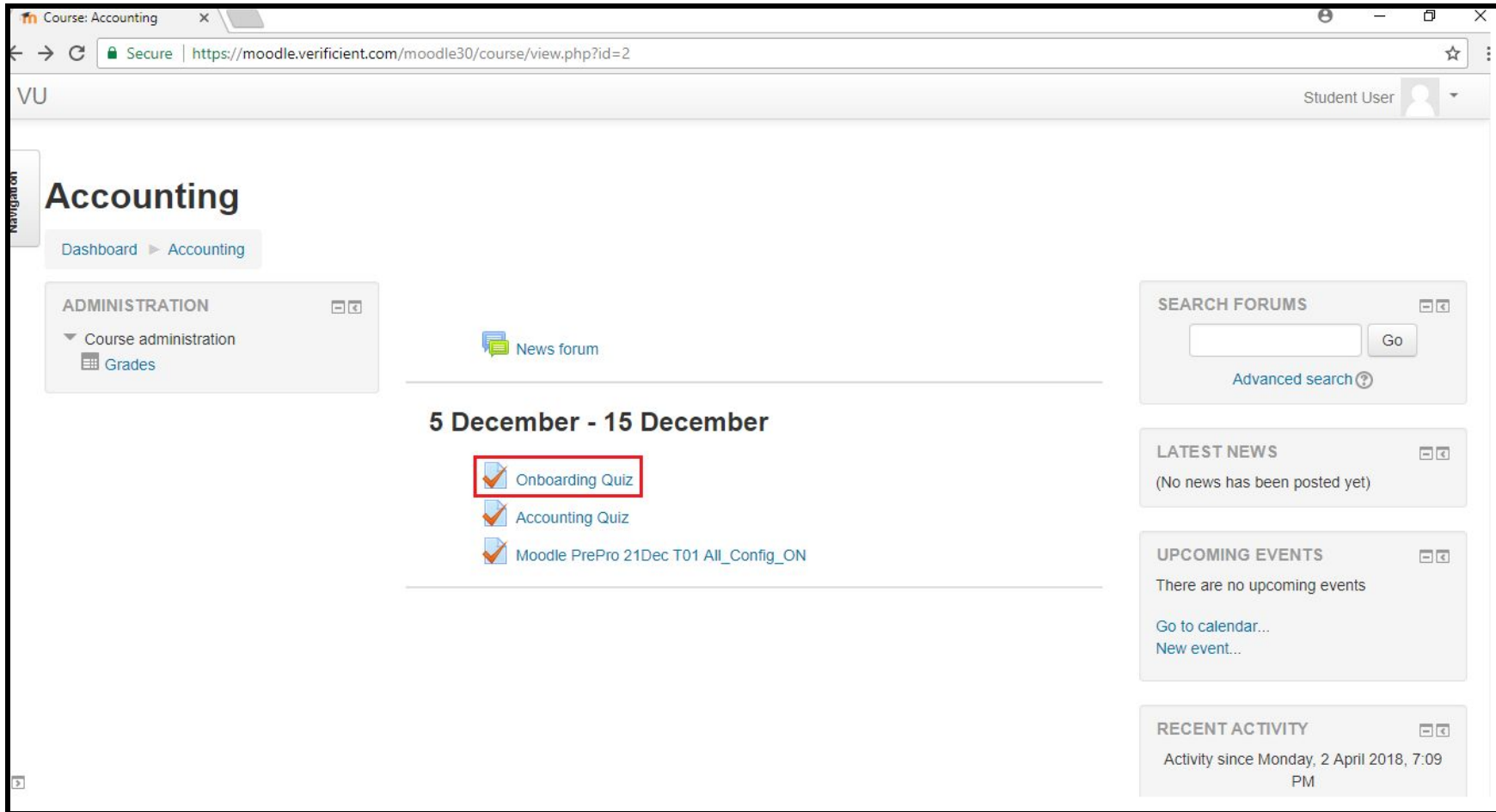
- Prestaging Course**: Teacher: verificient teacher, DualRole Tester. Description: This course points to prestaging LTI.
- course for QA**: Description: This is QA course.
- Moodle Demo**: Description: Nothing.
- Intro to Moodle**
- Course for functional tests**
- Automated Proctored Tests**

On the left, there is a 'NAVIGATION' menu with 'Home' (My home, Site pages, My profile, My courses) and an 'ADMINISTRATION' section with 'My profile settings'. On the right, there is a 'CALENDAR' widget for January 2016.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

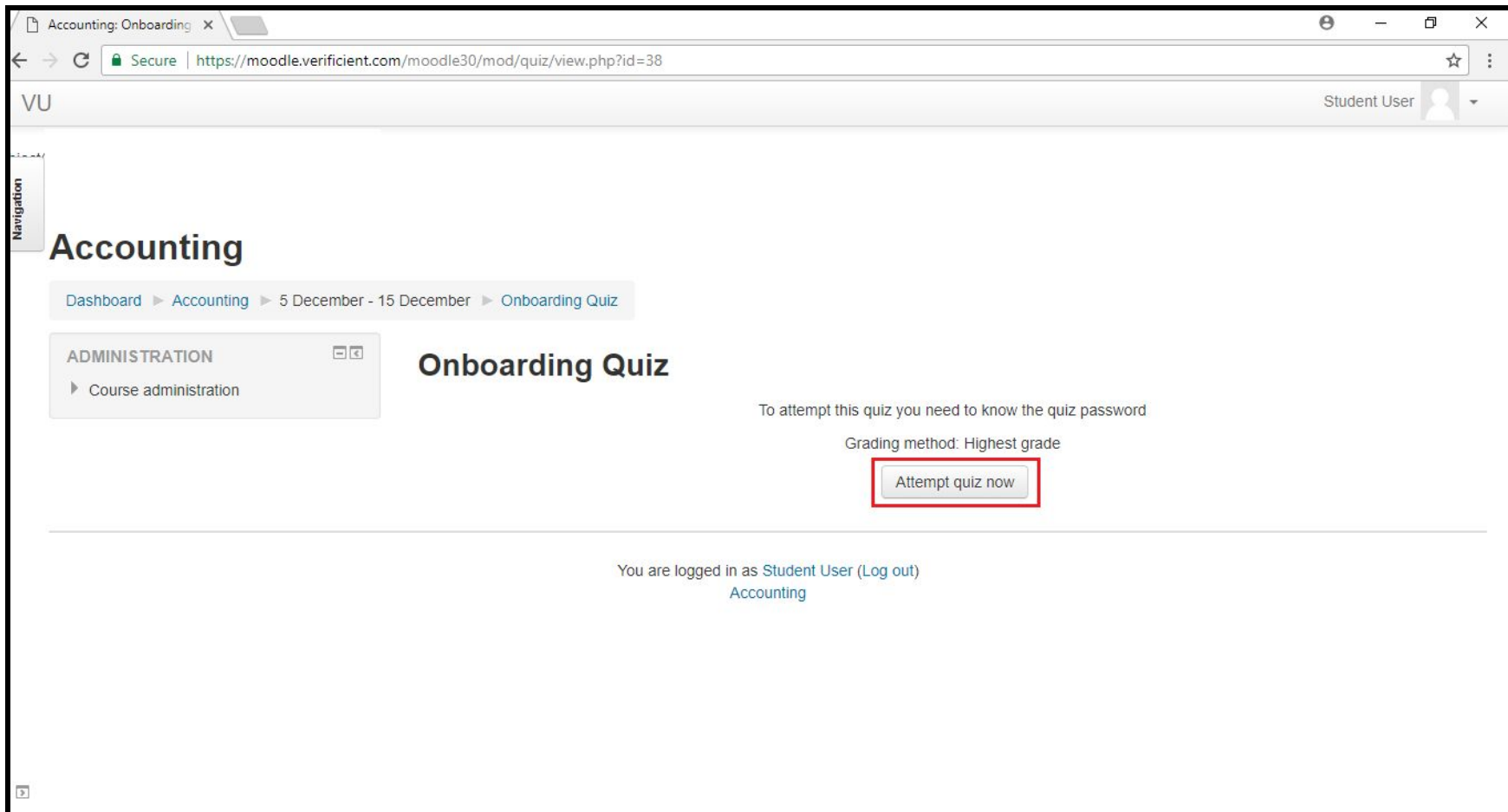
At the bottom, it says 'You are logged in as verificient teacher (Log out)' and features the Moodle logo.

4. Select the name of the quiz that you will be attempting and click “Attempt quiz now”.

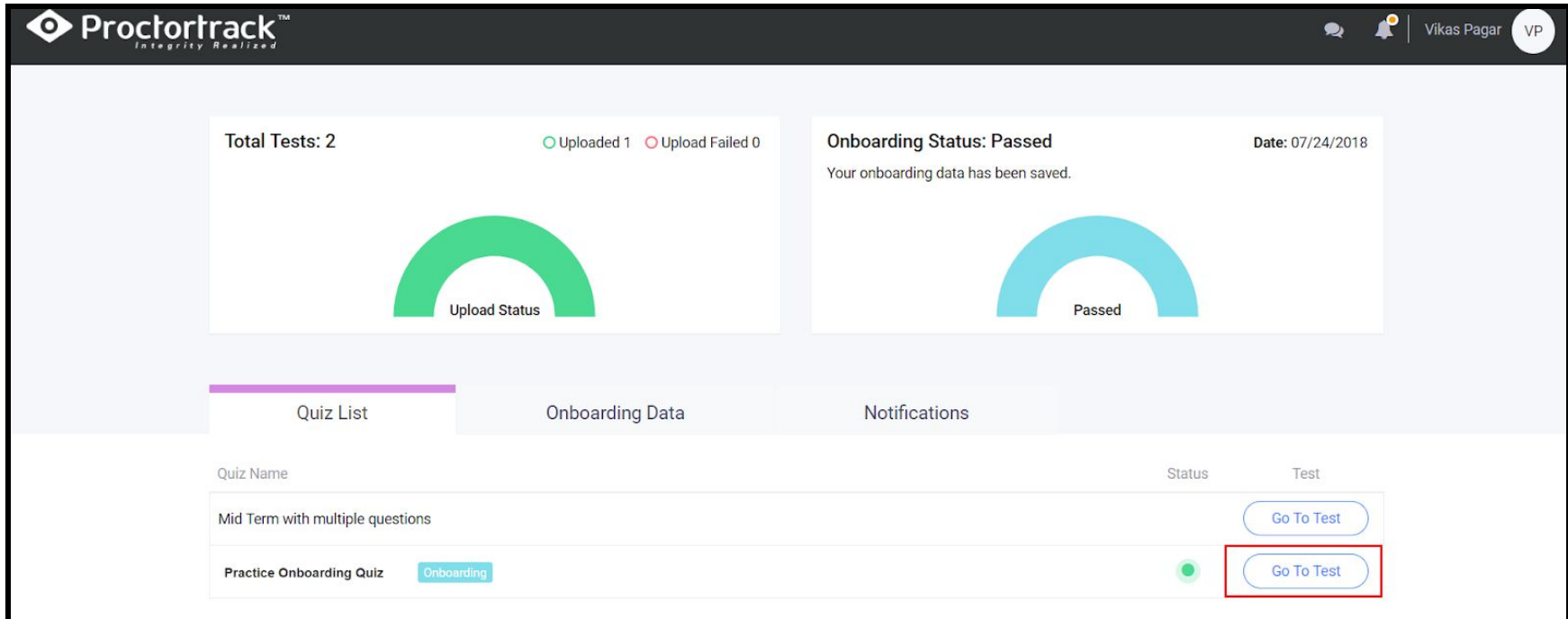


The screenshot shows a web browser window displaying a Moodle course page for 'Accounting'. The browser address bar shows the URL: <https://moodle.verificient.com/moodle30/course/view.php?id=2>. The user is logged in as 'Student User'. The page title is 'Accounting' and the breadcrumb is 'Dashboard > Accounting'. On the left, there is an 'ADMINISTRATION' menu with 'Course administration' and 'Grades'. In the center, there is a 'News forum' section. Below that, a date range '5 December - 15 December' is shown, followed by a list of quizzes: 'Onboarding Quiz', 'Accounting Quiz', and 'Moodle PrePro 21Dec T01 All_Config_ON'. The 'Onboarding Quiz' is highlighted with a red box. On the right, there are several widget sections: 'SEARCH FORUMS' with a search input and 'Go' button; 'LATEST NEWS' with the message '(No news has been posted yet)'; 'UPCOMING EVENTS' with the message 'There are no upcoming events' and links for 'Go to calendar...' and 'New event...'; and 'RECENT ACTIVITY' with the message 'Activity since Monday, 2 April 2018, 7:09 PM'.

5. Click "Attempt quiz now".



6. The Proctortrack dashboard will be displayed. Select the exam you would like to attempt.

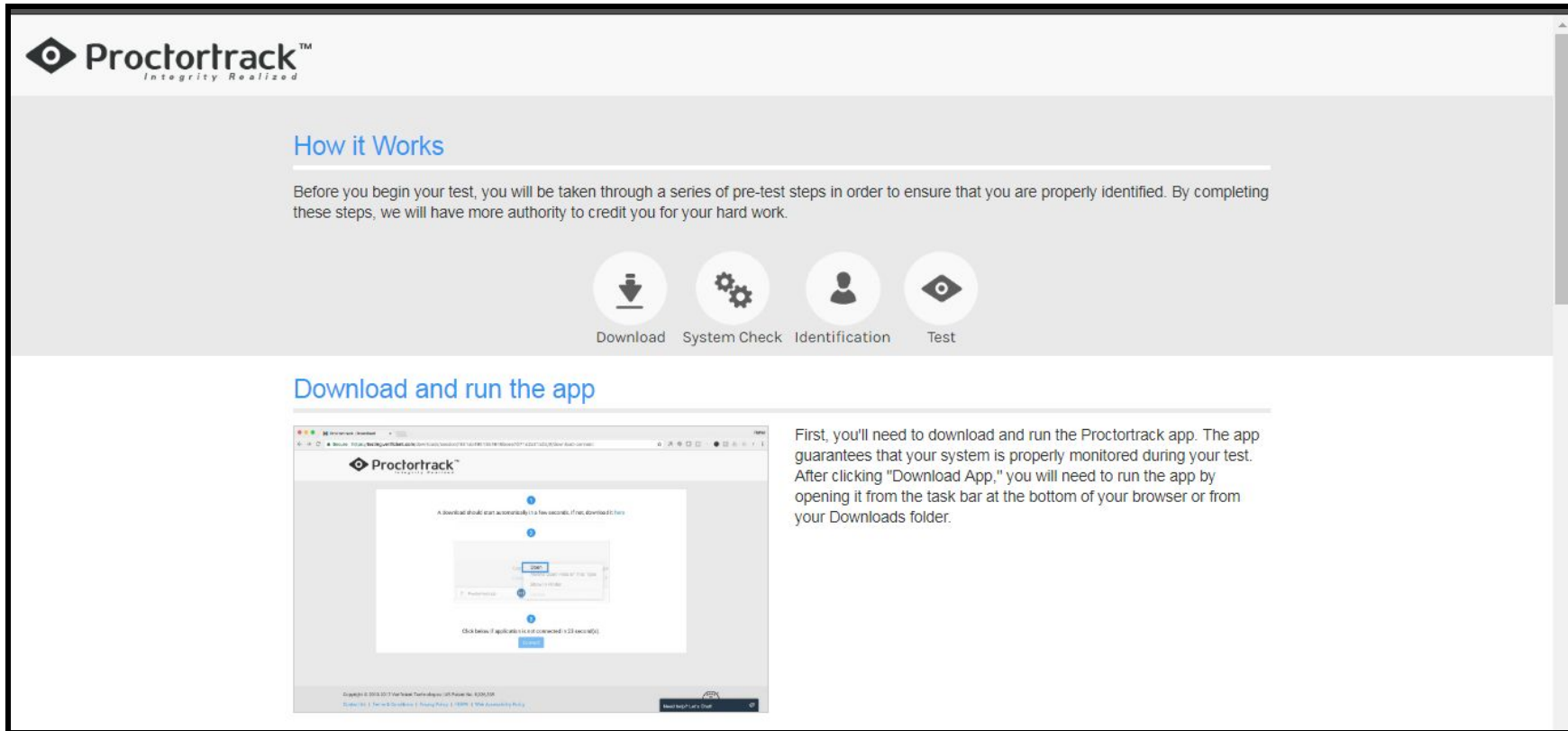


The screenshot shows the Proctortrack dashboard with the following elements:

- Header:** Proctortrack logo with the tagline "Integrity Realized". On the right, there are icons for chat, notifications, and a user profile for "Vikas Pagar" with initials "VP".
- Summary Cards:**
 - Total Tests: 2** (Green arc): 1 Uploaded, 0 Upload Failed.
 - Onboarding Status: Passed** (Blue arc): "Your onboarding data has been saved." Date: 07/24/2018.
- Navigation Tabs:** Quiz List (active), Onboarding Data, Notifications.
- Quiz List Table:**

Quiz Name	Status	Test
Mid Term with multiple questions		Go To Test
Practice Onboarding Quiz Onboarding	●	Go To Test

7. You will be taken to the “How it works” page. Read the “How it works” page. More will be revealed after **scrolling down**.

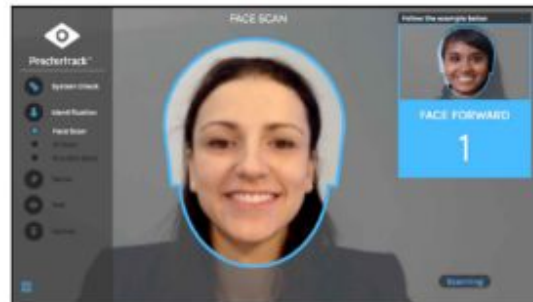


Run the System Check



Next, we'll perform an automated system check to establish that your computer meets Proctortrack system requirements. After this is complete, you will be able to continue to the next step.

Perform the Identity Checks



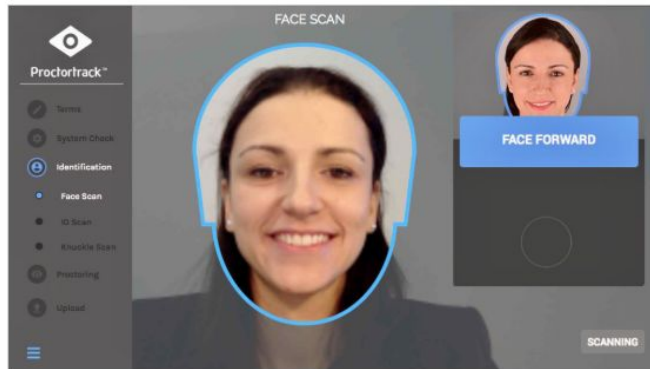
Then, you'll perform three identity checks: the facial scan, the ID scan, and the knuckle scan.

Need help? Let's Chat!



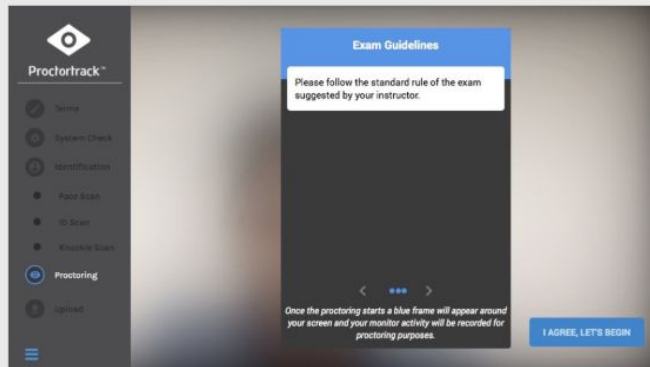
8. Click on "Go to Next Step".

Perform the Identity Checks



Then, you'll perform three identity checks: the facial scan, the ID scan, and the knuckle scan.

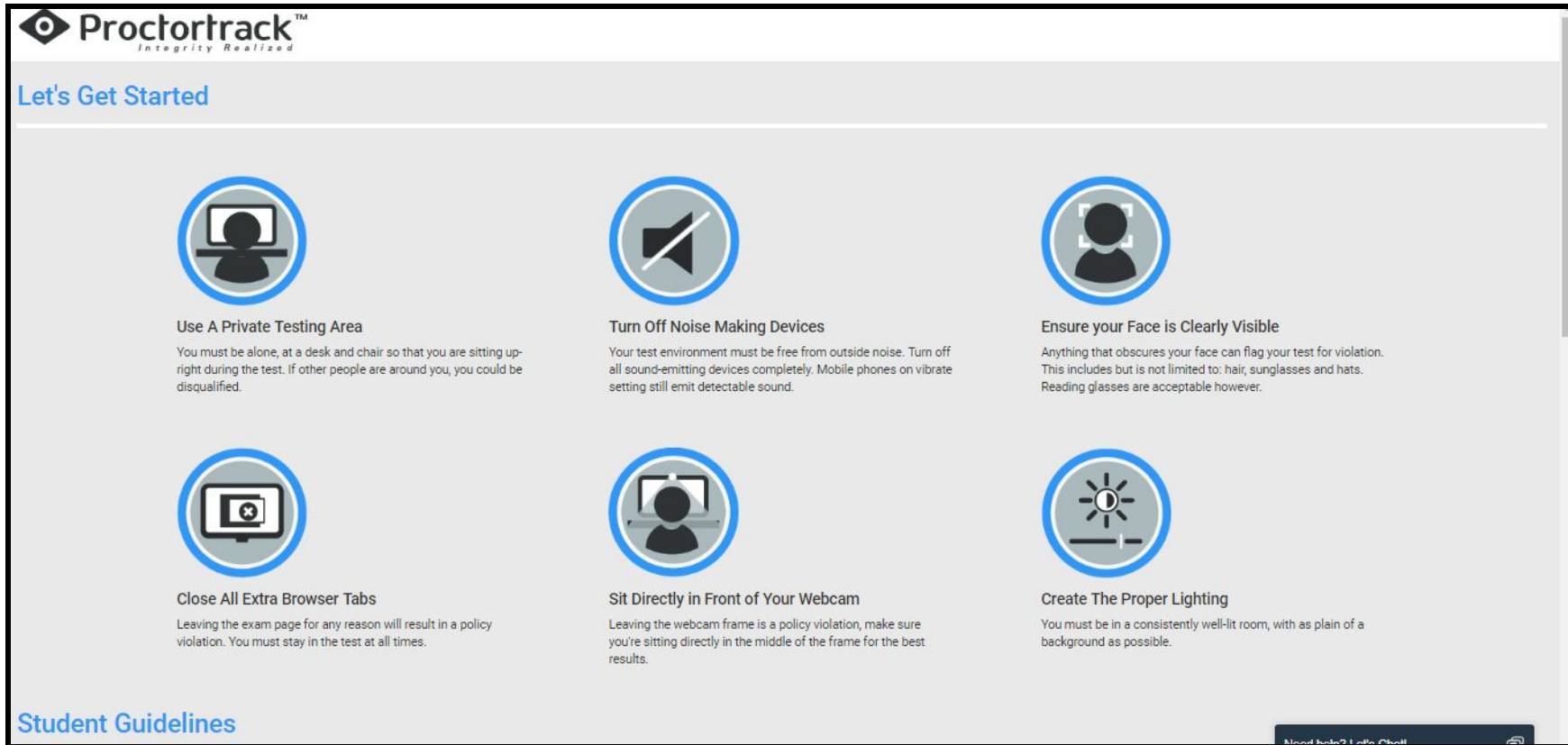
Launch the test



Lastly, click on the "I agree, Let's Begin" button and a blue frame will appear around your screen to indicate that you are being monitored.

Go to Next Step

9. While **scrolling** through the “Let’s Get Started” page, look over Proctortrack’s guidelines for an ideal test-taking environment. These practices help secure an accurate assessment and credit for honesty shown during the test.

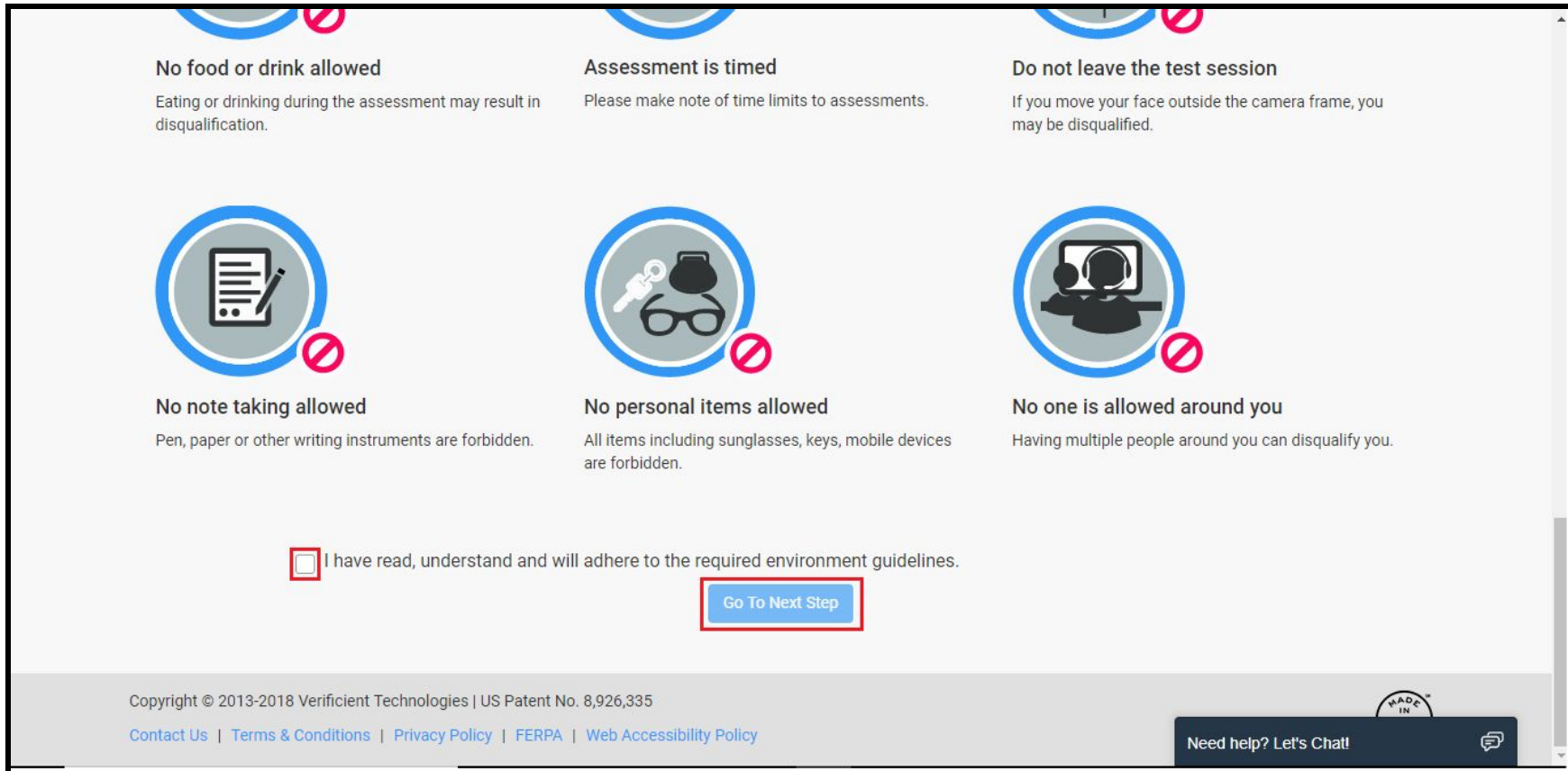


The screenshot shows the Proctortrack 'Let's Get Started' page. At the top left is the Proctortrack logo with the tagline 'Integrity Realized'. Below the logo is the heading 'Let's Get Started'. The main content area contains six guidelines, each with an icon, a title, and a description:

- Use A Private Testing Area**: You must be alone, at a desk and chair so that you are sitting upright during the test. If other people are around you, you could be disqualified.
- Turn Off Noise Making Devices**: Your test environment must be free from outside noise. Turn off all sound-emitting devices completely. Mobile phones on vibrate setting still emit detectable sound.
- Ensure your Face is Clearly Visible**: Anything that obscures your face can flag your test for violation. This includes but is not limited to: hair, sunglasses and hats. Reading glasses are acceptable however.
- Close All Extra Browser Tabs**: Leaving the exam page for any reason will result in a policy violation. You must stay in the test at all times.
- Sit Directly in Front of Your Webcam**: Leaving the webcam frame is a policy violation, make sure you're sitting directly in the middle of the frame for the best results.
- Create The Proper Lighting**: You must be in a consistently well-lit room, with as plain of a background as possible.

At the bottom left of the page is the heading 'Student Guidelines'. At the bottom right, there is a small dark bar with the text 'Need help? Talk to Us' and a speech bubble icon.

10. After getting familiar with Proctortrack, check the box labeled “I have read, understand and will adhere to the required environment guidelines.” Then click “Go To Next Step.”



No food or drink allowed
Eating or drinking during the assessment may result in disqualification.

Assessment is timed
Please make note of time limits to assessments.

Do not leave the test session
If you move your face outside the camera frame, you may be disqualified.

No note taking allowed
Pen, paper or other writing instruments are forbidden.

No personal items allowed
All items including sunglasses, keys, mobile devices are forbidden.

No one is allowed around you
Having multiple people around you can disqualify you.

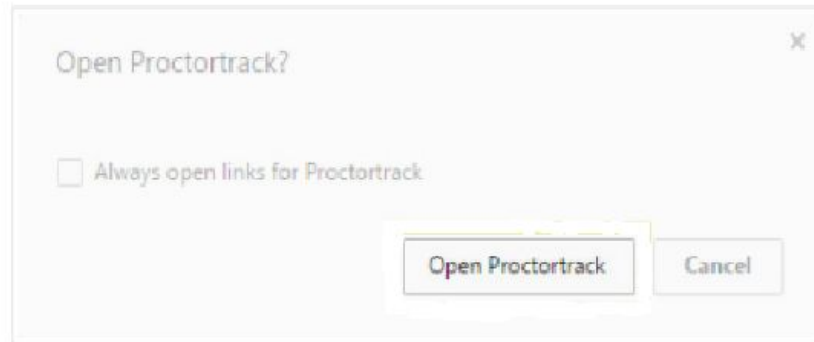
I have read, understand and will adhere to the required environment guidelines.

[Go To Next Step](#)

Copyright © 2013-2018 Verificient Technologies | US Patent No. 8,926,335
[Contact Us](#) | [Terms & Conditions](#) | [Privacy Policy](#) | [FERPA](#) | [Web Accessibility Policy](#)

MADE IN
Need help? Let's Chat!

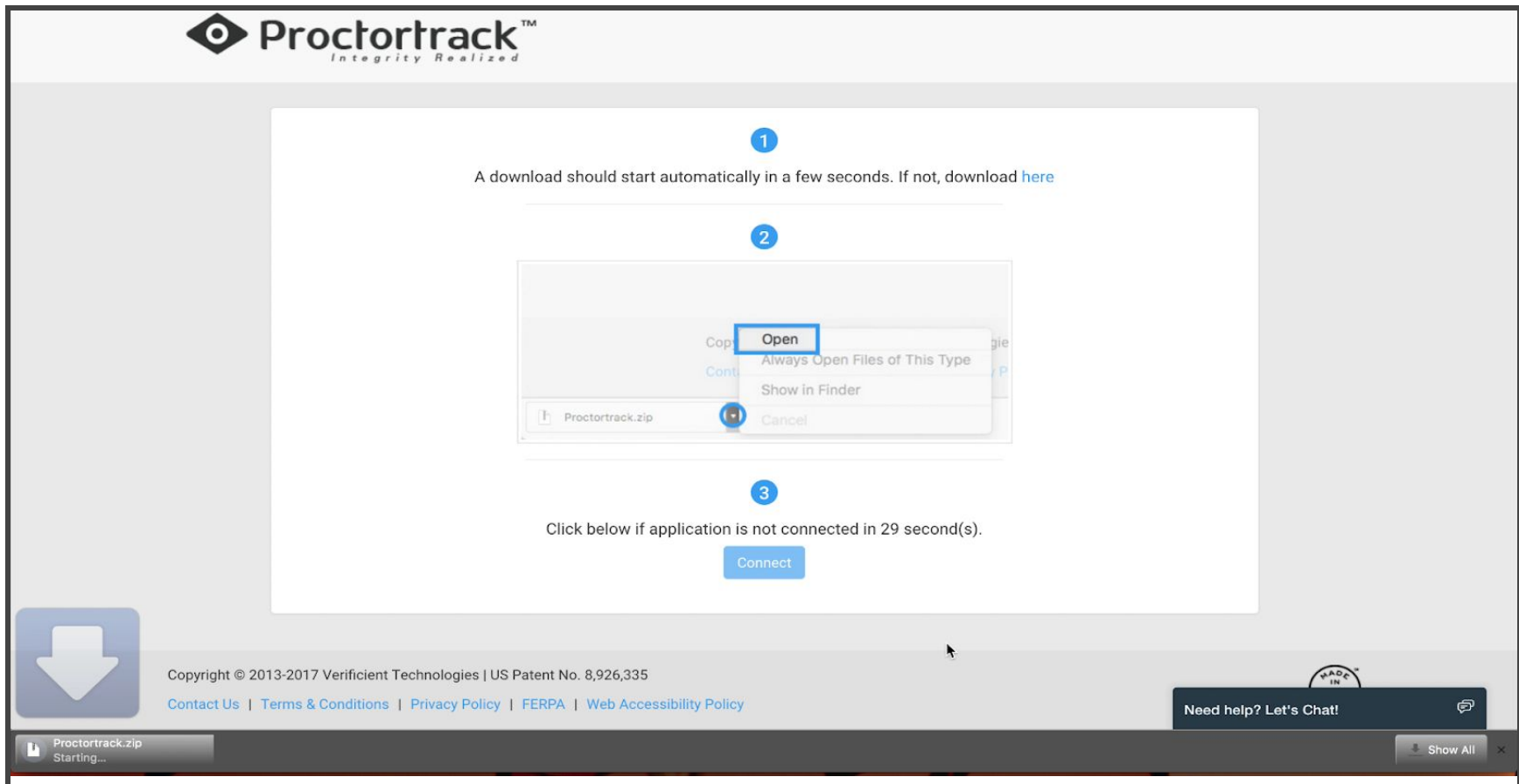
10a. Proctortrack will attempt to automatically download and connect. If it doesn't, click "here" to download Proctortrack manually.



Please click **"Open Proctortrack"** if prompted by your computer.

If you do not see any prompt to launch Proctortrack, or see a different message, and want to download the latest version of Proctortrack app, then please click [here](#).

10b. Open the Proctortrack.zip file that downloads.

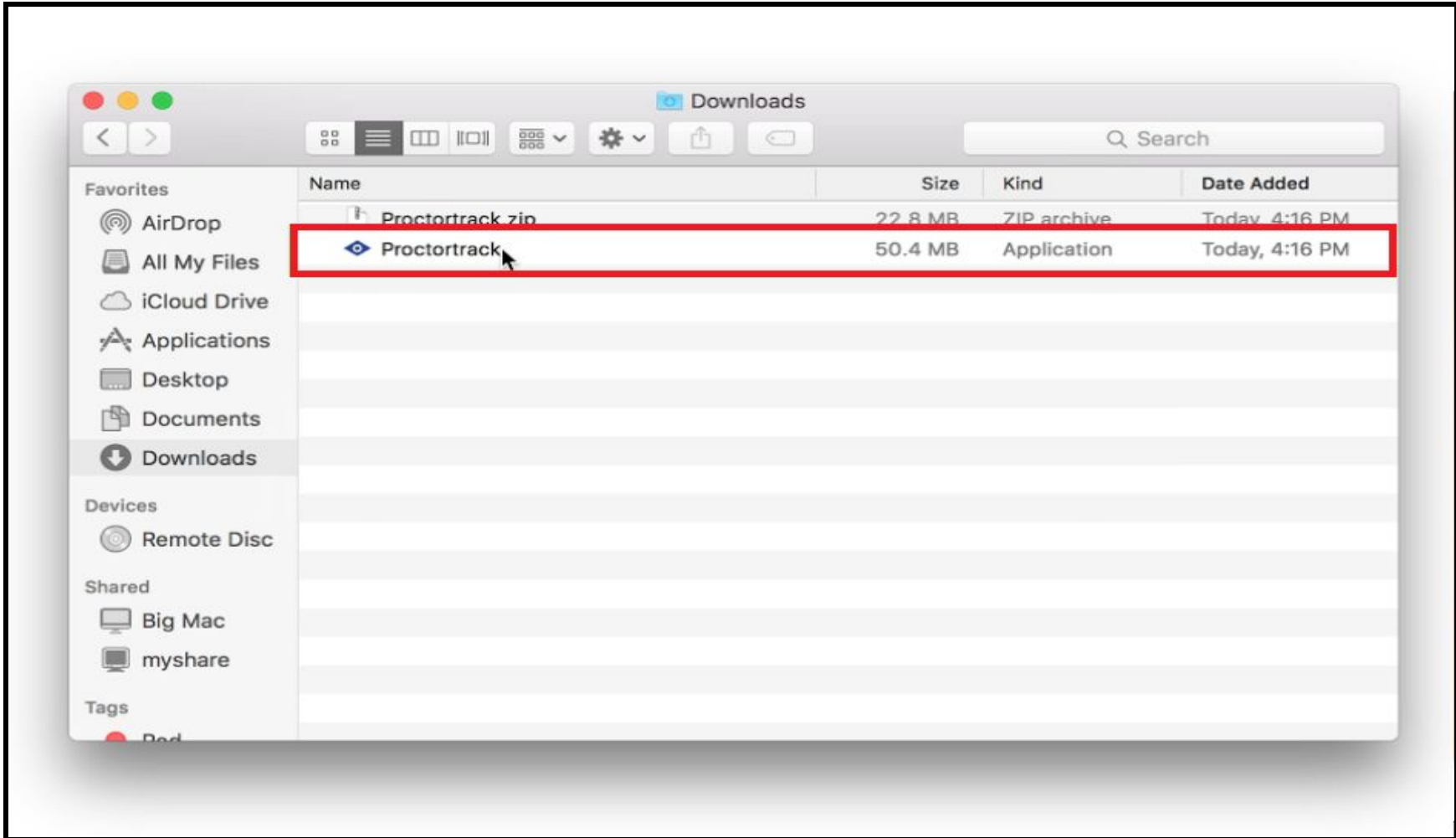


The screenshot shows the Proctortrack application interface. At the top left is the Proctortrack logo with the tagline "Integrity Realized". The main content area contains three numbered instructions:

1. A download should start automatically in a few seconds. If not, download [here](#)
2. A context menu is shown over a file named "Proctortrack.zip". The "Open" option is highlighted with a blue box.
3. Click below if application is not connected in 29 second(s). Below this text is a blue "Connect" button.

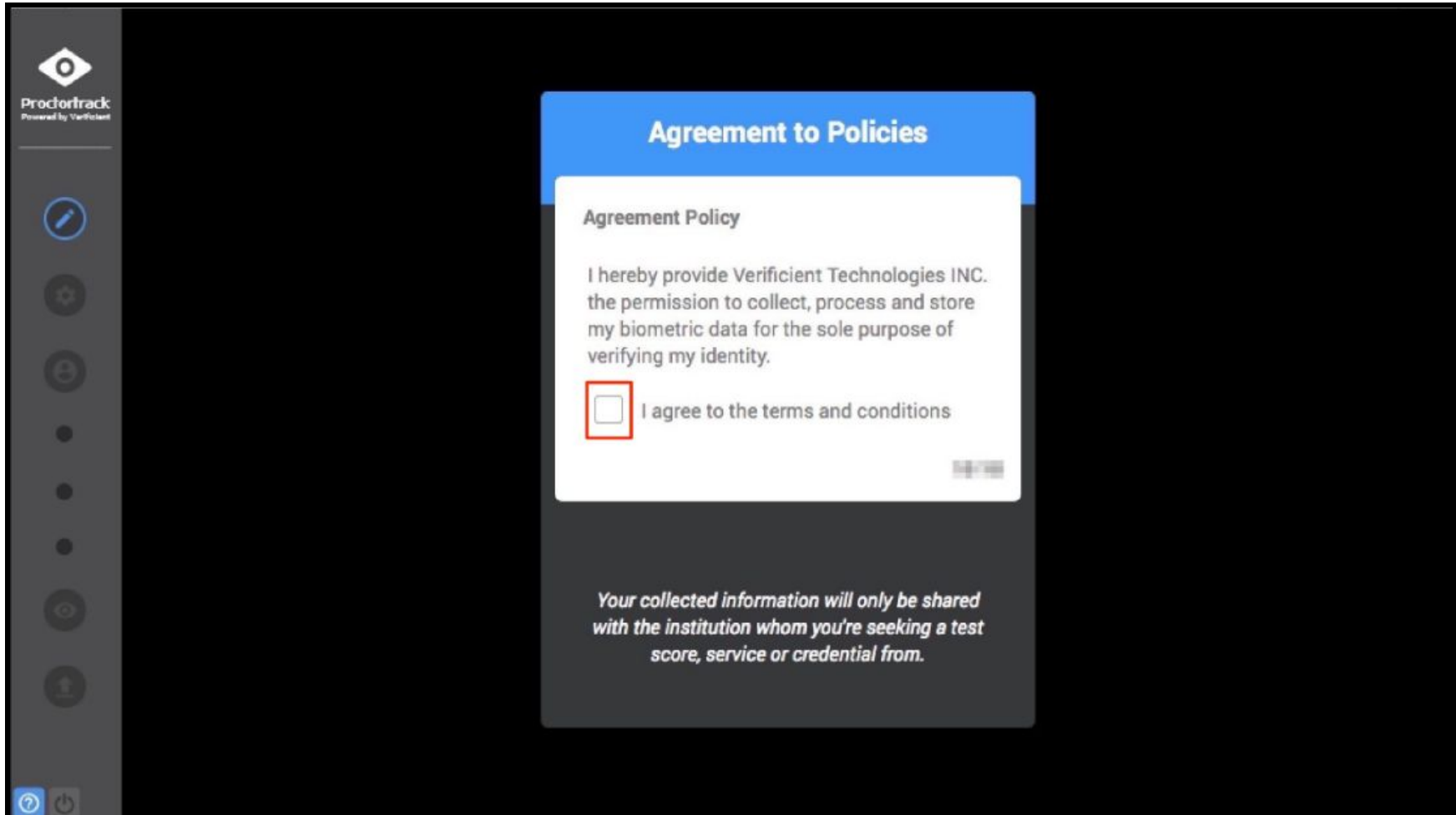
At the bottom left, there is a large blue download arrow icon. Below it, the text reads: "Copyright © 2013-2017 Verificient Technologies | US Patent No. 8,926,335". Below that are links for "Contact Us", "Terms & Conditions", "Privacy Policy", "FERPA", and "Web Accessibility Policy". At the bottom right, there is a "MADE IN" logo and a "Need help? Let's Chat!" button with a chat icon. In the bottom left corner of the browser window, a taskbar shows "Proctortrack.zip Starting...". In the bottom right corner of the browser window, there is a "Show All" button with a close icon.

11. Finally, launch Proctortrack from your downloads folder to continue.

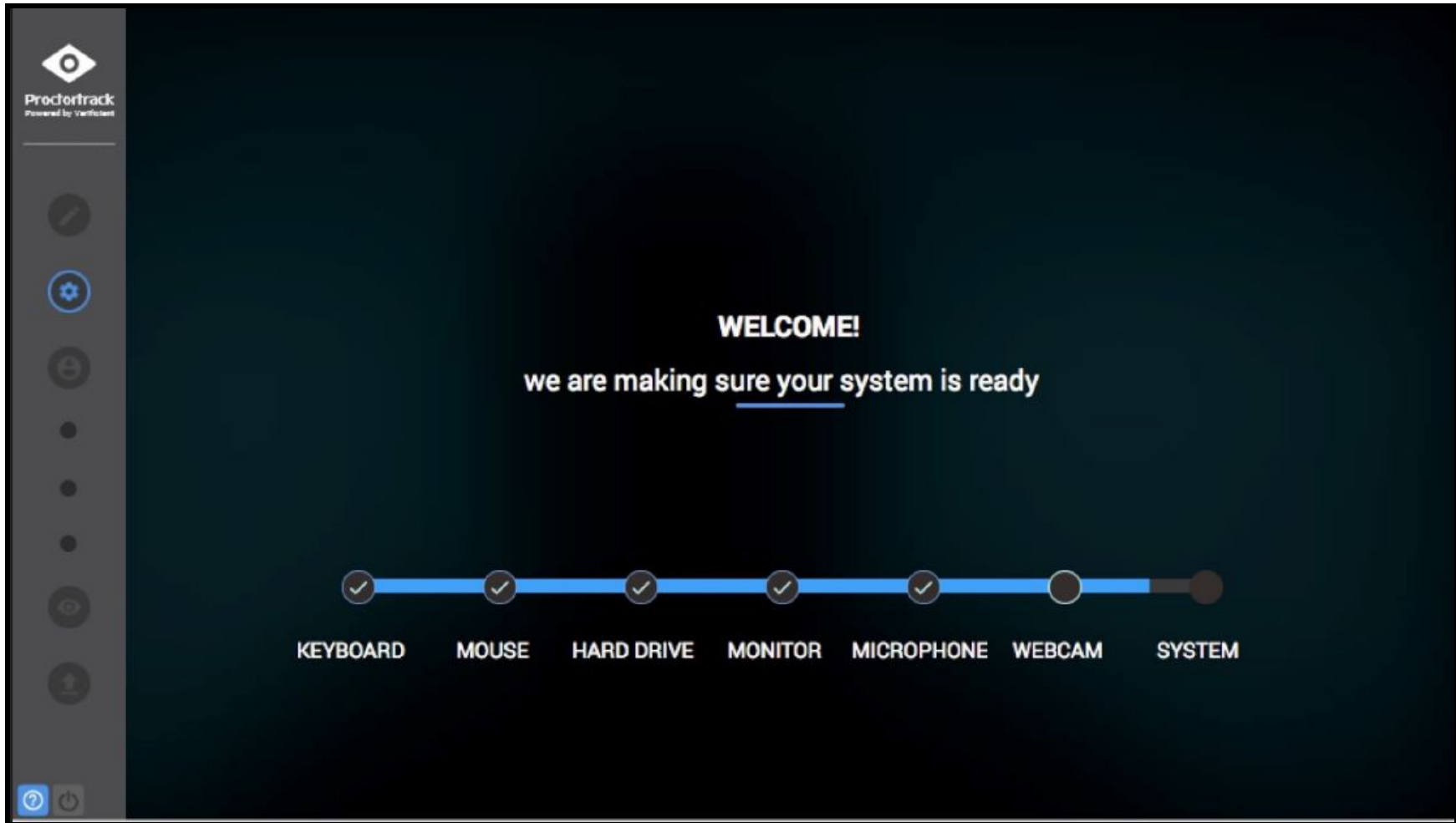


Using Proctortrack

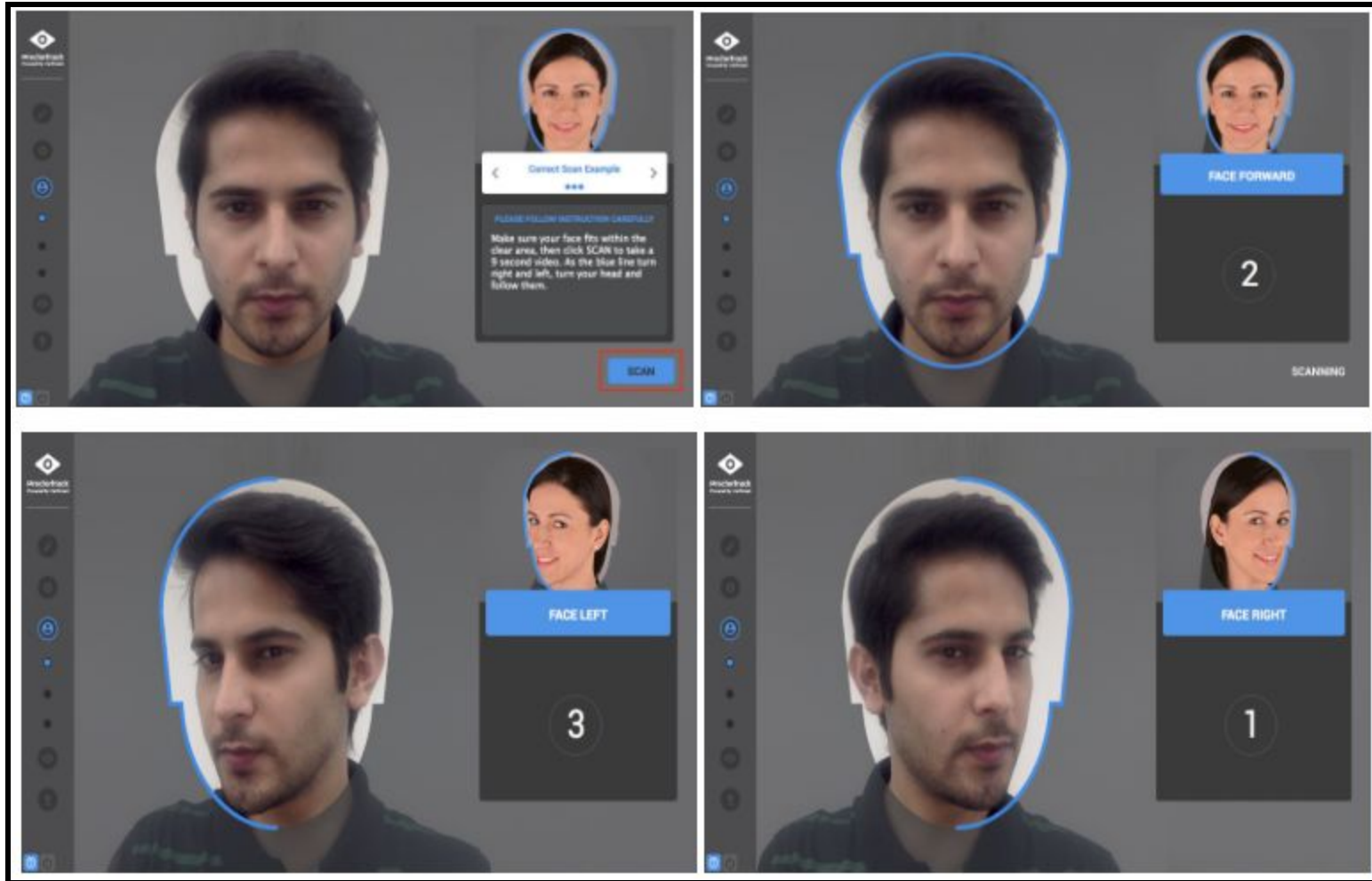
1. Once **Proctortrack** has launched, check the box labeled “I agree to the terms and conditions”.



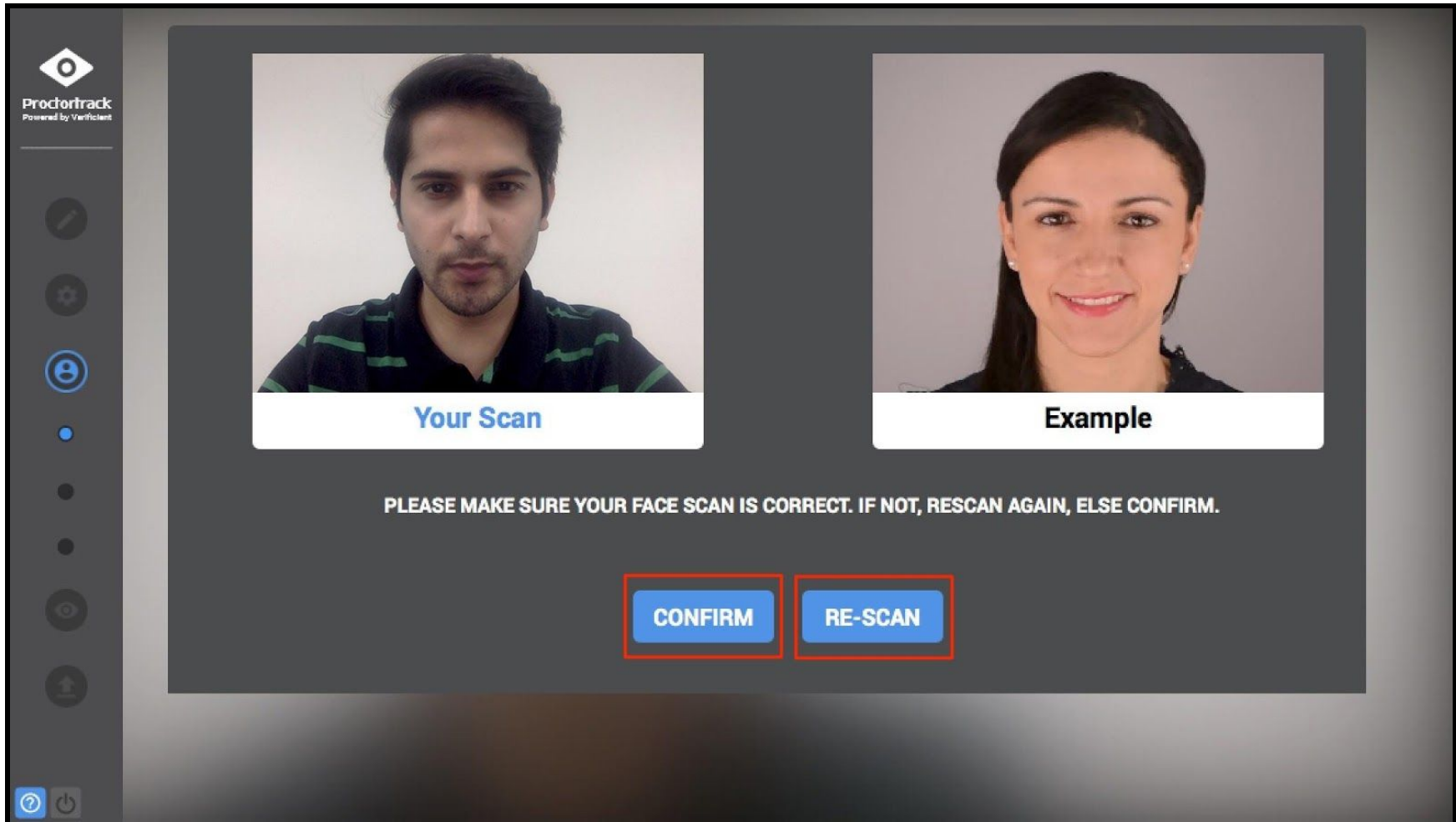
2. The system check will run to verify that the system is ready.



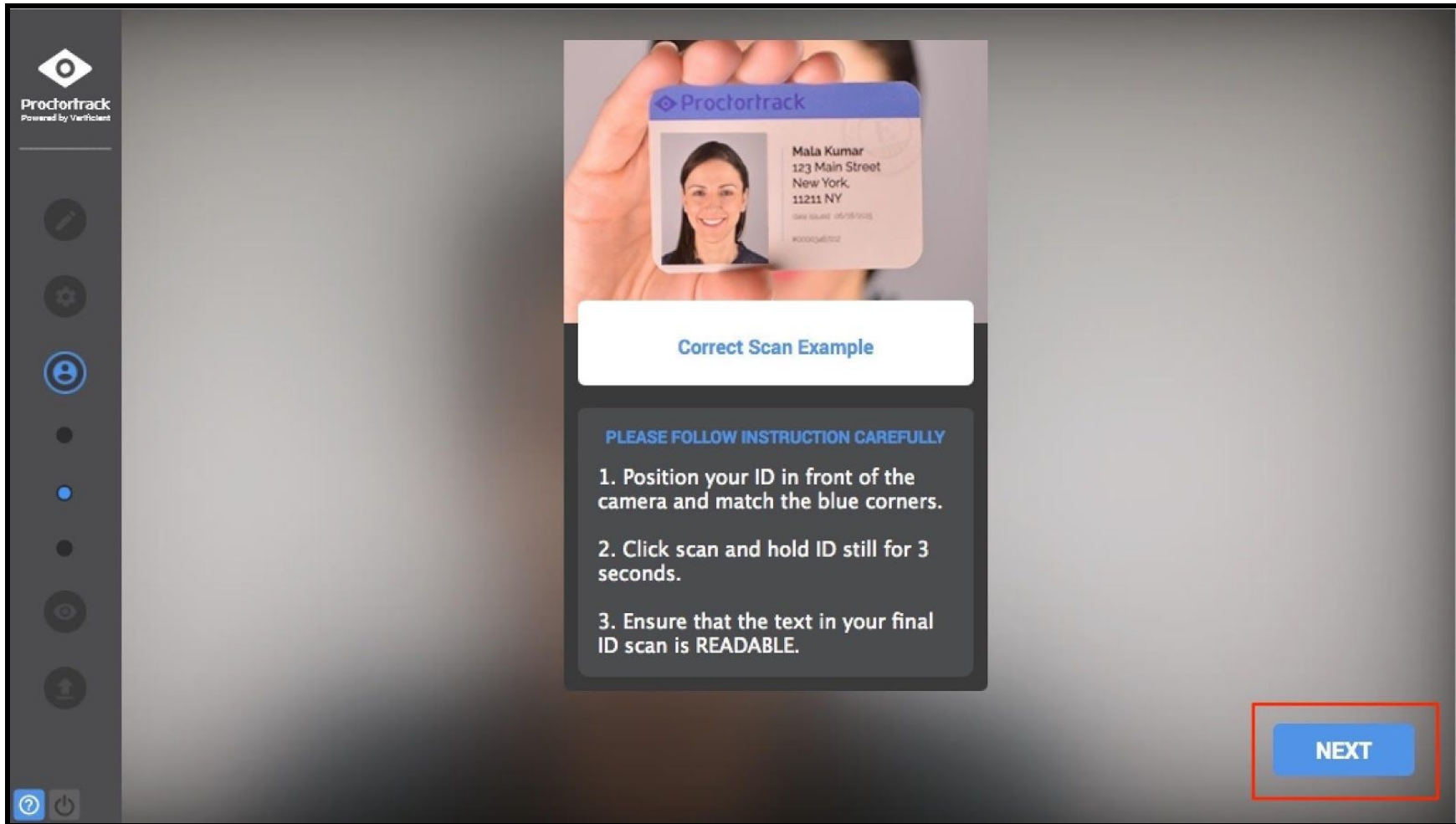
3. Make sure to fill the frame before clicking “SCAN”. After that, follow the on-screen prompts.



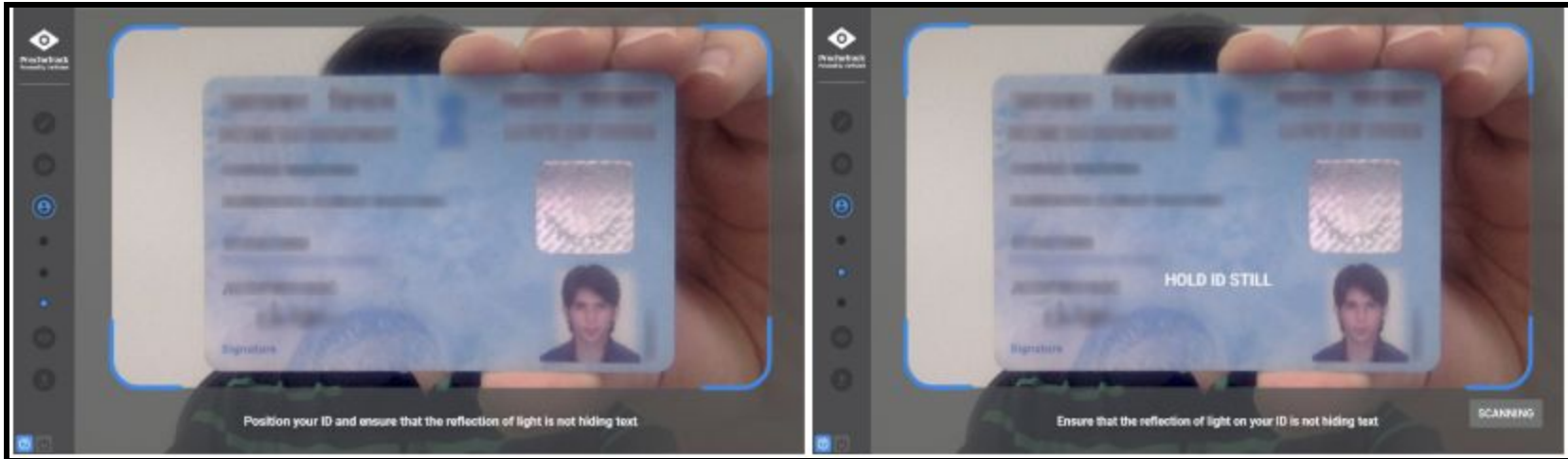
4. If dissatisfied with the scans, click **“RE-SCAN”** to rewrite the them by taking new ones. Otherwise, click **“CONFIRM”** to move on.



5a. For the ID scan, please go through the instructions for a valid photo ID scan and click “NEXT.”



5b. For the ID scan, hold a valid photo ID up to the camera and click “Scan”.

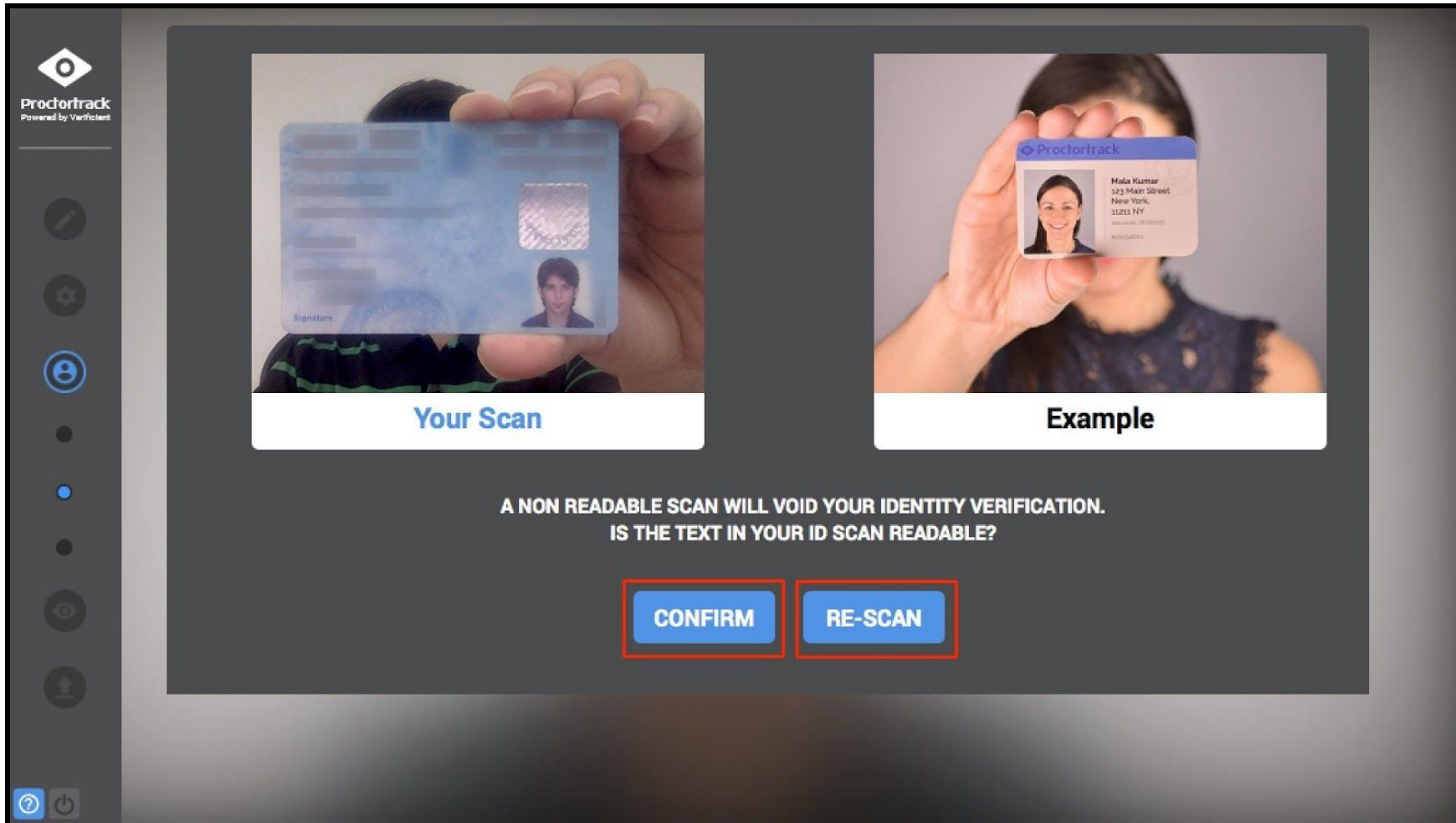


Students will be requested to show their face and YU-card to validate identity, per the same structure that occurs during an in-person exam.

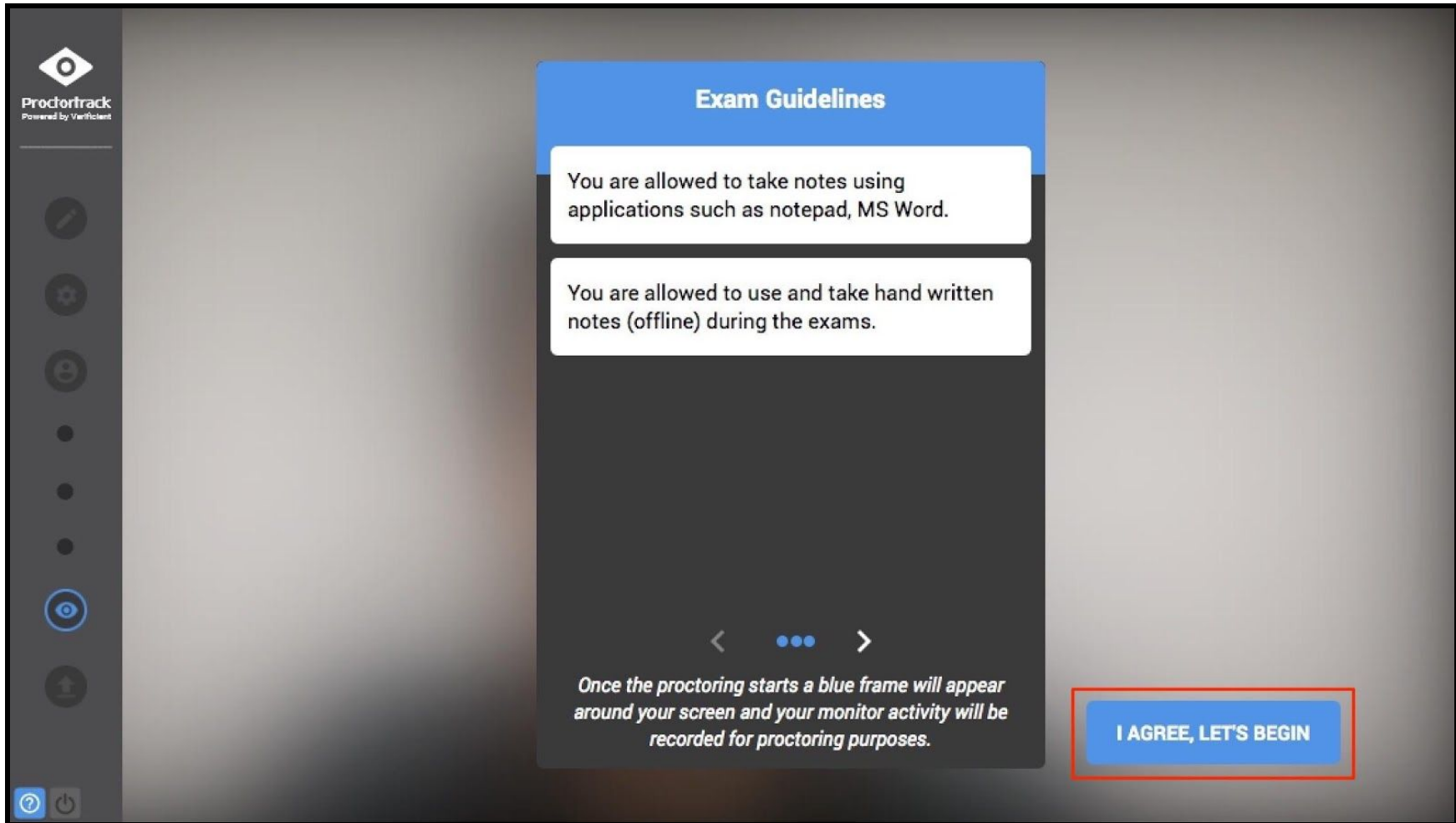
Should a student not have a YU-card, government issued ID can be displayed to the camera, showing only the picture and name (all other information can be covered by you). Students will not be asked invasive personal questions, such as their government-issued identifiers (e.g. social insurance number, 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.

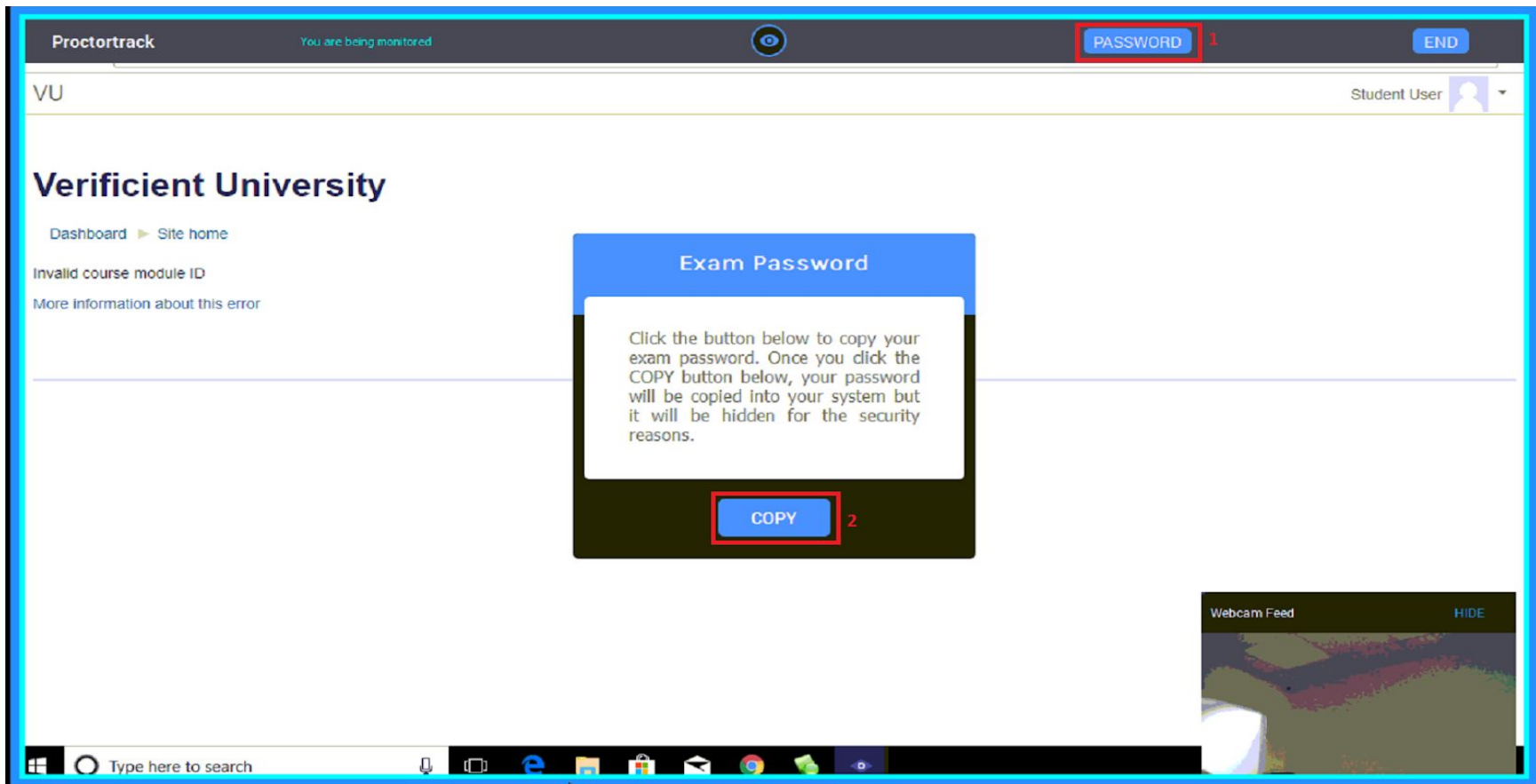
6. Make sure to fit the ID within the frame and hold it steady so that it's clear. Click **"RE-SCAN"** as many times as needed or click **"CONFIRM"** to proceed.



9. Click “I AGREE, LET’S BEGIN” to continue.

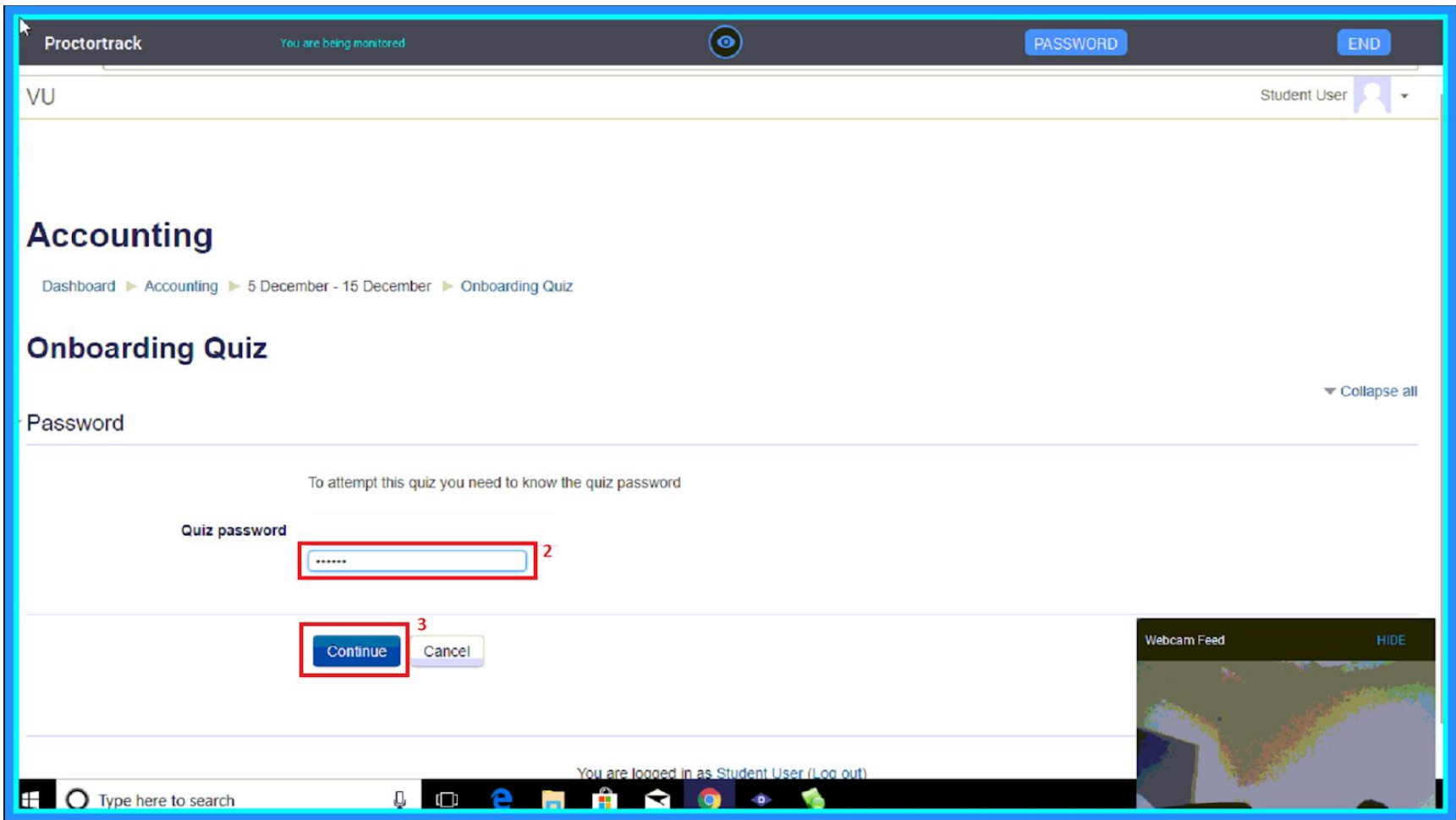


10a. Proctoring has now begun. A blue border will be placed around the screen as a reminder that Proctortrack is now in session. Moodle will be brought to the forefront of the screen and a prompt for a password should appear. The top bar will provide the **“Password”** (1), which can then be copied by clicking **“COPY”** (2).



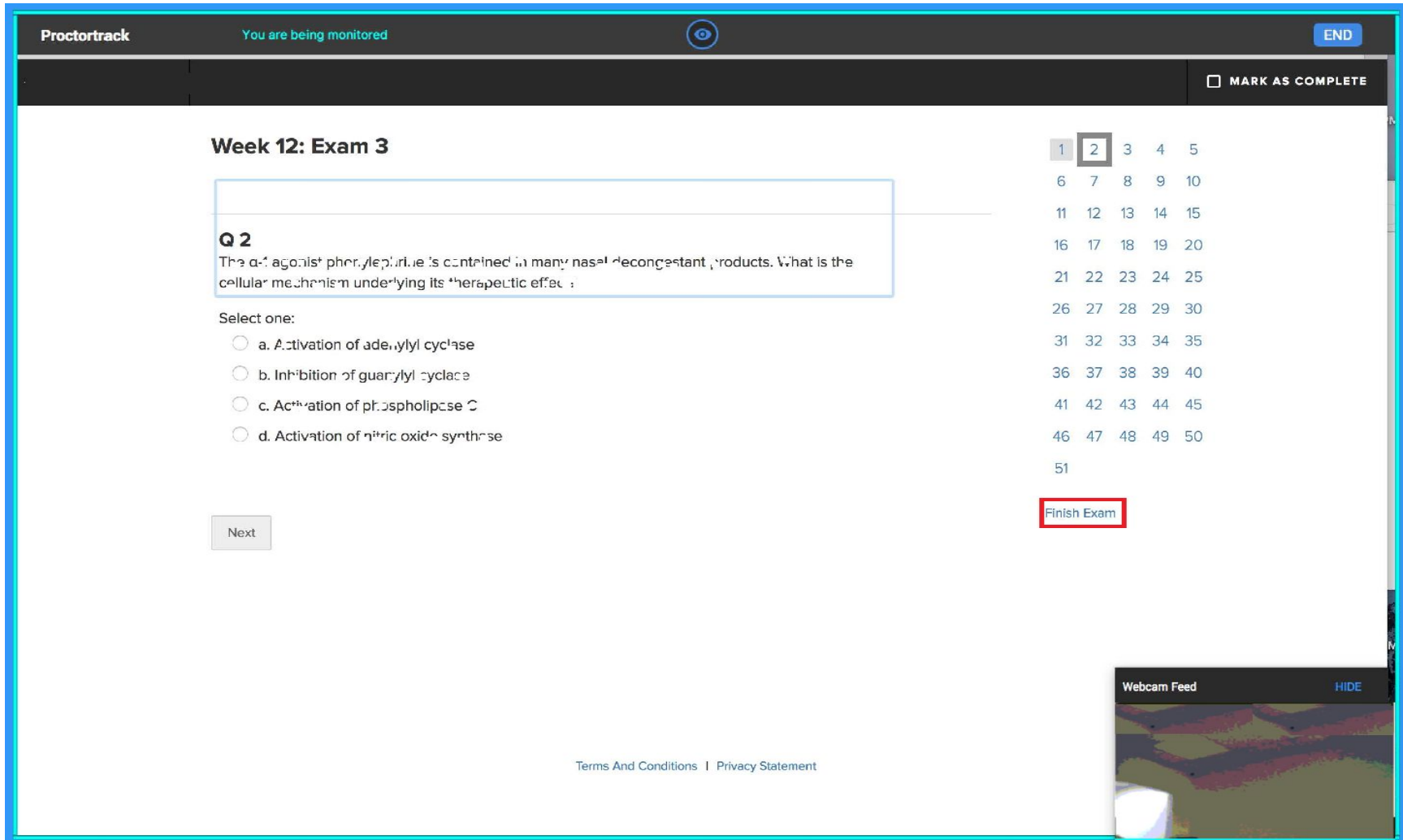
10b. Once the password is copied, click **“CLOSE”** (1) and then paste the password in the **“Password”** box (2) by right-clicking and selecting **“paste”**. Click **“Continue”** (3) to get into the test.





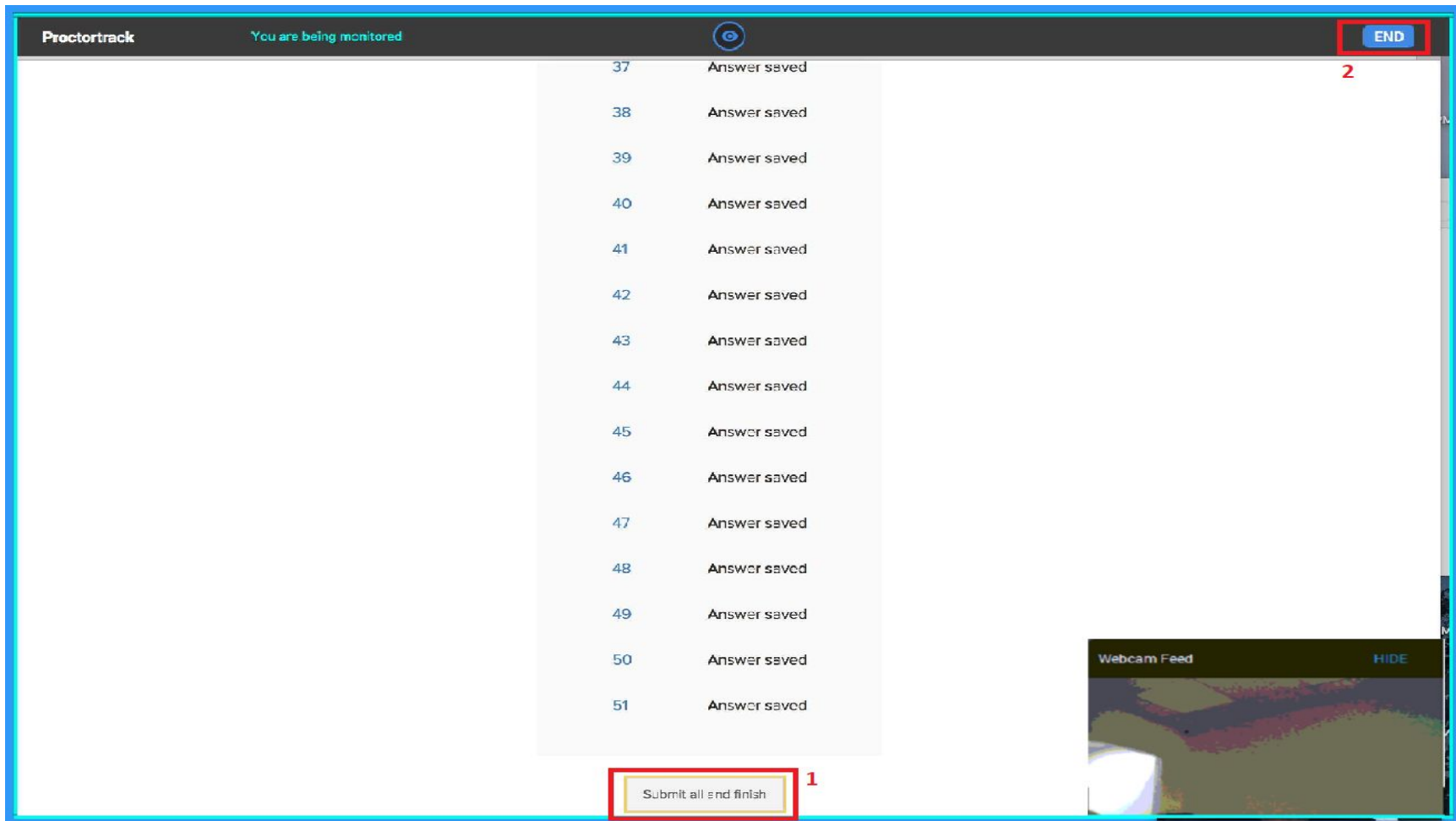
The screenshot shows a web browser window with the Proctortrack interface. At the top, there is a dark navigation bar with the Proctortrack logo, a camera icon, and buttons for 'PASSWORD' and 'END'. Below this, the page header includes 'VU' on the left and 'Student User' with a profile icon on the right. The main content area is titled 'Accounting' and 'Onboarding Quiz'. A breadcrumb trail reads 'Dashboard > Accounting > 5 December - 15 December > Onboarding Quiz'. A 'Collapse all' link is visible on the right. The 'Password' section contains the text 'To attempt this quiz you need to know the quiz password' and a 'Quiz password' label. A text input field with a red border and a red '2' next to it contains six asterisks. Below the input field are 'Continue' and 'Cancel' buttons, with a red '3' next to the 'Continue' button. A 'Webcam Feed' window is visible in the bottom right corner. The Windows taskbar at the bottom shows the search bar and various application icons, with the text 'You are logged in as Student User (Log out)'.

11. Take the test while adhering to the aforementioned guidelines. After the test, it's **very important to remember to "Finish Exam"** and submit the quiz before ending the monitoring session..

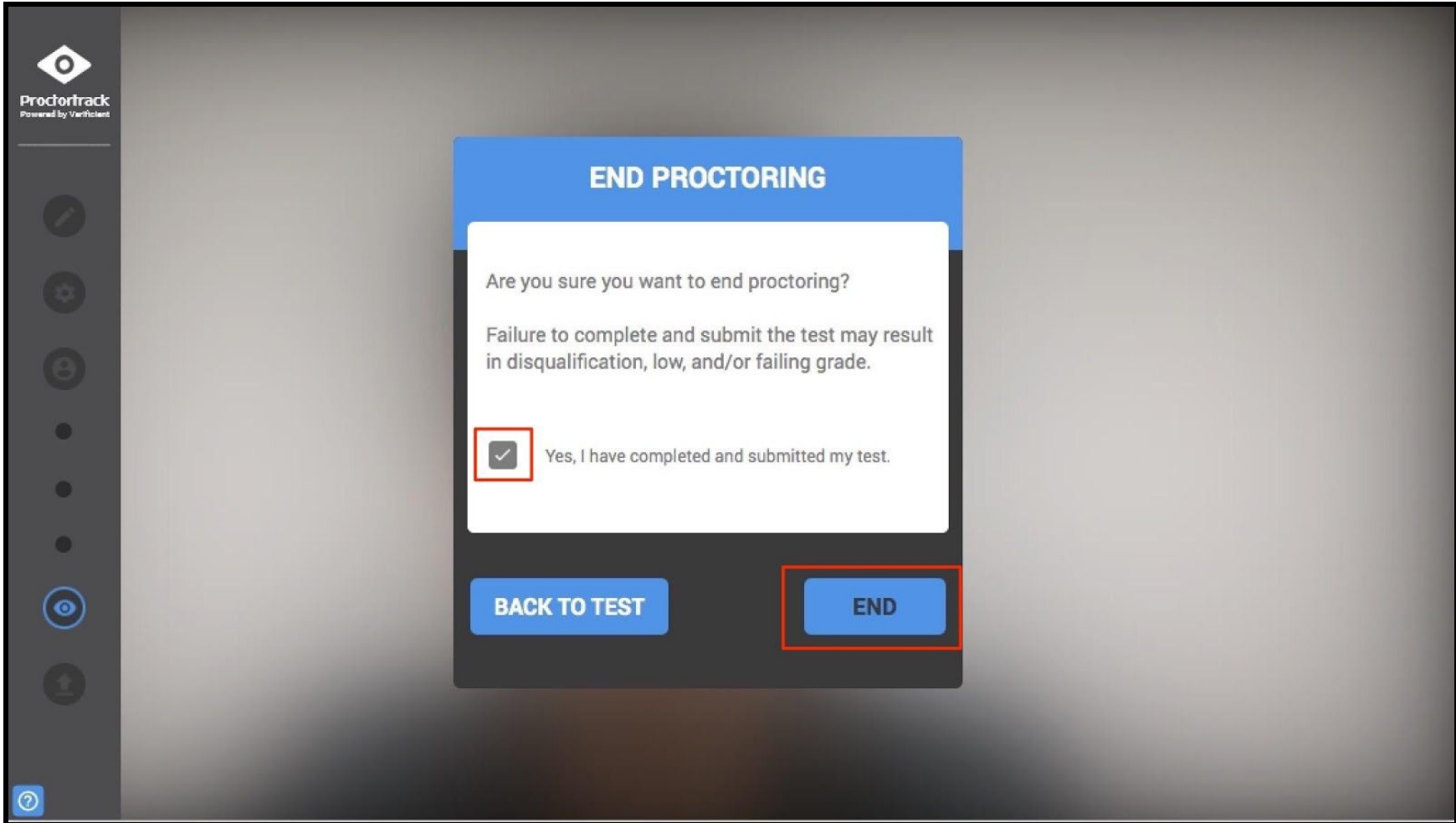


The screenshot shows the Proctortrack exam interface. At the top, it says "Proctortrack" and "You are being monitored" with a camera icon. There is an "END" button in the top right corner. Below this, there is a "MARK AS COMPLETE" checkbox. The main content area is titled "Week 12: Exam 3". On the right side, there is a grid of question numbers from 1 to 51, with question 2 highlighted. The question text is: "Q 2 The α_1 agonist phenylephrine is contained in many nasal decongestant products. What is the cellular mechanism underlying its therapeutic effect?". Below the question, it says "Select one:" and lists four options: a. Activation of adenylyl cyclase, b. Inhibition of guanylyl cyclase, c. Activation of phospholipase C, and d. Activation of nitric oxide synthase. There is a "Next" button on the left and a "Finish Exam" button on the right. At the bottom, there are links for "Terms And Conditions" and "Privacy Statement". A "Webcam Feed" window is visible in the bottom right corner, showing a blurred view of the user's environment.

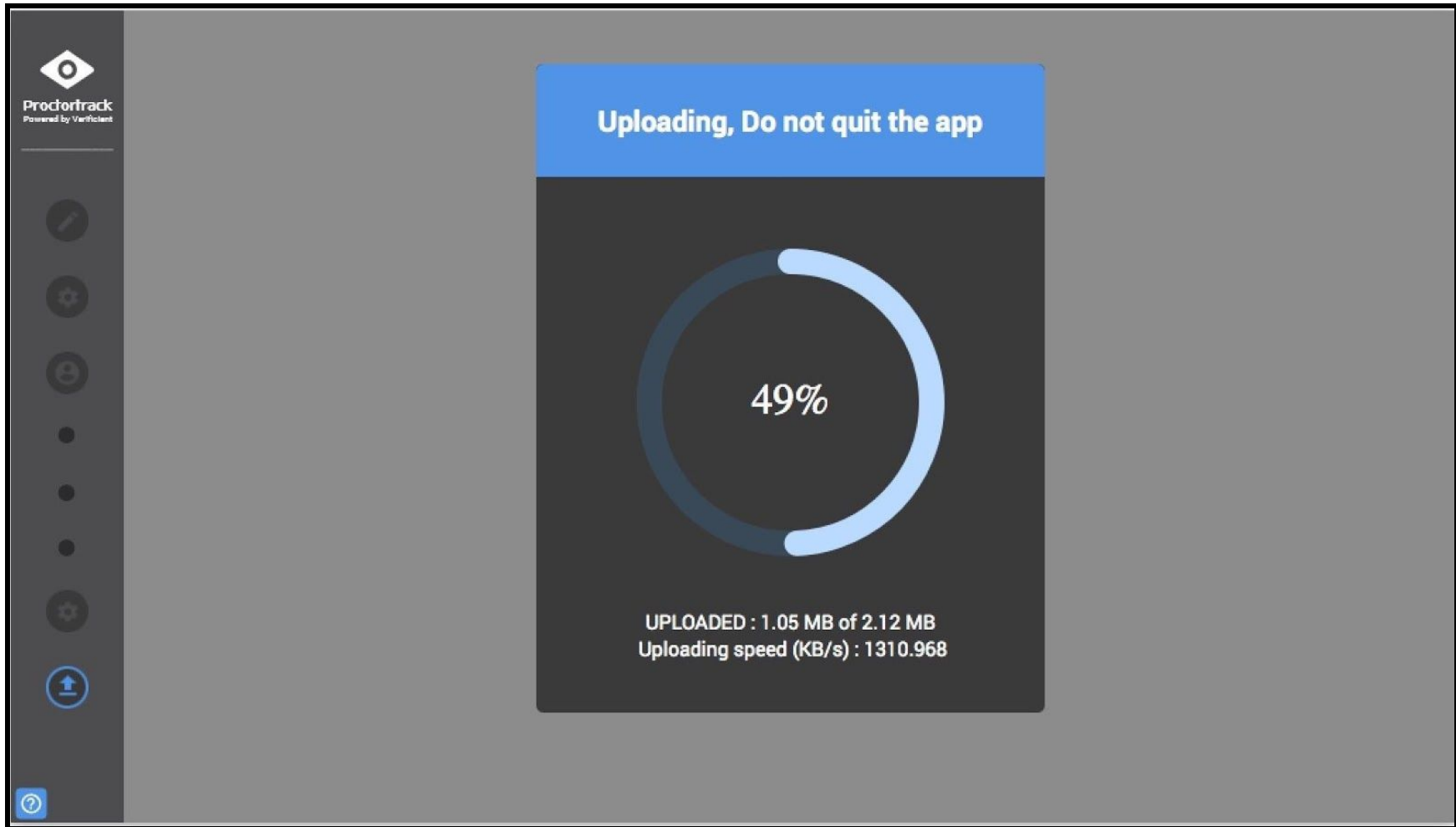
12. Click **“Submit all and Finish”**(1) to submit the test and then click on **“END”** (2).



13. Check the box next to “Yes, I have completed and submitted my exam.” Finally, click “END”.



14. The session data will be automatically uploaded to Proctortrack's servers.



15. The test session is complete! Either button seen here will close Proctortrack. Proctortrack will have to be run before each proctoring-enabled test. Click **“Quit APP”** to keep Proctortrack on your computer for use with later tests, and click **“Uninstall”** to remove Proctortrack from your computer. Keep in mind that an opportunity to download Proctortrack will be given before each proctoring-enabled test.

