



PAEA ASSESSMENT

Exam Policies

Alerts and What to Do About Them

When using PAEA Assessment exams, particularly End of Rotation exams that must be proctored, the ExamDriver system will alert you when students have engaged in potentially inappropriate behavior. This document breaks down what those alerts are and what to do when they are triggered.

Viewing Other Content (formerly Lost Focus)

What causes it: Students are looking at content on their computer other than the exam screen (e.g., other browser windows or tabs, applications, chat boxes, or system alerts) for 10 seconds or more.

What it isn't: It is not a definitive indication of inappropriate behavior as benign things like system notifications can trigger it. Also, it is not triggered when a student merely hovers over an exam question for an extended period of time to read the item.

Inappropriate Key Stroke (formerly System Command Detected)

What causes it: This alert is triggered if a student using a Mac uses a keystroke combination that includes the Command (⌘) and Shift keys together. This includes many of the shortcuts listed here: <https://support.apple.com/en-us/HT201236>. The most common examinee actions that trigger this alert include:

- **Benign** actions such as:

Zoom (no longer needed due to accessibility features)	⌘-Shift- +
Logout	⌘-Shift-Q or Option-⌘-Shift-Q
Center align (doesn't do anything)	⌘-Shift-Space bar
Page set-up (doesn't do anything)	Shift-⌘-P
Help menu	Shift-⌘- ?

- **Inappropriate** actions such as:

Screen capture	⌘-Shift-3 (full screen) or 4 (selected area)
Open Spelling and Grammar app (which does include a medical dictionary)	⌘-Shift- :
Switch windows	⌘-Shift- ~
Select text (could be used with copy and paste actions; look for other open documents)	⌘-Shift and any arrow key
Paste and match style	Option-⌘-Shift-V

Screen Capture Detected (formerly Print Key Detected)

What causes it: This alert is triggered when a PC user hits the Print Screen key. This is used for screen captures, but may also send a document to a networked printer. Be sure to check the PC's default printer for any exam content.

What To Do:

These alerts are not definite indications of inappropriate behavior. PAEA cannot tell what specific actions the student took to trigger the alerts. Thus, timely and thorough investigation is required to make a final determination. After a certain number of alerts, the system will automatically pause an exam, prompting you for investigation and documentation, and automatically end an exam should the behavior continue:

Auto-Pause rules: After three Viewing Other Content alerts or one Inappropriate Key Stroke or Screen Capture Detected alert, a student's exam will be paused. On the proctor screen, you will see a red Investigate button, which will open a pop-up window to enter your investigation findings. When investigating the alert, the proctor is expected to look for other browser windows, browser tabs, applications, or screenshot images that indicate inappropriate behavior, or adjustments in browser settings that do not. You may end the exam or allow the student to continue, based on your program policies.

Auto-End rules: After two additional alerts, the system will end a student's exam, and they will be unable to continue. On the proctor screen, you will once again see a red Investigate button, which will open a pop-up window to enter your investigation findings. You do not have the option to allow the student to continue; you may contact PAEA for advice on next steps.

Other System Alerts

Disconnected: This alert occurs any time a student disconnects from the exam window. This could be due to an internet outage, system disruption, or a closed browser window.

Completed: The student has affirmed that they are finished with the exam. They may not go back into the exam.