

REMOTE PROCTOR CHECKLIST FOR PROCTORS

While proctoring policies have been temporarily amended due to COVID-19, we want to offer guidance for successfully completing your End of Rotation™ exam setup and proctoring. Proctors should use this checklist to set up exams with the pre-cleared proctor services or teleconferencing solutions listed. If there is no specific checkpoint in a column, the step is not required for the particular service.

Checkpoints for Proctors					
		Proctor U	MonitorED U	Examity	Zoom ¹ / WebEx/ Teams
Scheduling & Preparation	Remote proctoring session scheduled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ExamDriver scheduled ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ADA accommodations setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Breaks set up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Faculty/student contact information exchanged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Faculty conveys importance of maintaining codes of conduct and student honor codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Proctor should remember to pause before any in-exam interaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology Requirements ¹	All parties have microphone and speakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All parties have web camera	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All parties have internet connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Student's machine can be viewed throughout the exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ADA accommodations enabled ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Popup blockers disabled for examdriver.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Taker/ Environment Security	Examinee and ID are verified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Examinee uses webcam to show room free of unapproved aides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹Zoom users should request the 40-minute time-limit be removed for your institution at least 72 hours before your exam. [Instructions are available](#) for dedicated proctor services (ProctorU, Examity, and MonitorEDU) and teleconference services (Microsoft Teams, WebEx, and Zoom).

² Learn how to [schedule an exam here](#).

³ PAEA has listed [our own ADA Accommodations](#). We encourage programs to continue to meet student accommodation needs.

⁴ Review our live proctor [instructions on test-day here](#).

Checkpoints for Proctors

Proctor/ Admin Controls⁴	Proctor can flag concerns, respond to alerts, and pause the exam to investigate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Proctor can pause/stop exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Proctor can converse with student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Proctor reports incidents promptly to PAEA Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policies & Procedures	Incident response plan is in place and communicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

⁵ Contact PAEA's customer service team directly via: chat (lower right hand corner of ExamDriver.com), email: exams@PAEAonline.org, or phone: 301-617-7820.