

Live Online Proctoring using Zoom for High-stake Exams



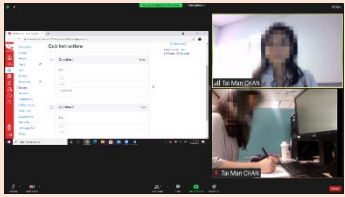
We strongly encourage instructors to [design take-home assignments](#), such as projects, presentations, and reports, to replace [online mid-term and final exams](#). However, if this arrangement is not feasible for your course, exams can be proctored live using Zoom.

You can design your proctoring solution based on conditions such as the level of deterrence you want to achieve, the video that you want to record during the exam, the nature of your exam, the availability of TA support, etc. Based on the different conditions, we have come up with [three options and suggested guidelines on how you may set up each of these options](#).

Please beware that additional proctoring measures would mean more load to students, which increases their anxiety during the exam. Please also note that [some students may not have multiple devices, appropriate workspace and adequate broadband connection to fulfill your proctoring requirements](#). When designing your proctoring solution, take these into consideration and [make sure to conduct dry runs with your students](#). The dry runs allow you to identify potential issues your students may encounter, gather their feedback and adjust your proctoring solution accordingly before the exam.

In addition to [quality, well-designed exams](#) that are more application based, we [recommend live proctoring with Option 2, as it offers the most balance between strict deterrence and required TA support](#), but we understand courses may have different needs.

[Click on the links provided below each option to see the details.](#)

Deterrence Level	Option 1 Basic	Option 2 Stricter	Option 3 Strictest
Recording View	Headshot	Workspace	Computer Screen + Headshot OR Workspace
			
No. of students assigned in each Zoom Exam Room	<ul style="list-style-type: none"> Max 25 people per Zoom Exam Room Minimum 1 proctor for 24 students No. of Students in each room = 25 minus No. of Proctors 		1 student per Zoom Exam Room
No. of TA Support	Minimum, 1 proctor for 24 students		Significant, 1 proctor for 6 students
Student Equipment	<ul style="list-style-type: none"> 1 computer 1 webcam microphone 	<ul style="list-style-type: none"> 1 computer 1 mobile device or detachable webcam microphone 	<ul style="list-style-type: none"> 1 computer Headshot > 1 Webcam, microphone OR Workspace > Mobile Device
Recommended Exam Type	Online	Handwritten	Online, capturing computer screen activity
	Open-book	Closed-book	Closed-book
Guide for Instructor/TAs	For Option 1	For Option 2	For Option 3
Guide for Students	For Option 1	For Option 2	For Option 3
Note: These are suggested guidelines that may be modified to fit your needs			

Enhance the Security of Your Zoom Proctored Exams

Regardless of which option you pick, to avoid Zoom bombing, make sure you take the following precautions:

- Set your Zoom meetings to 'Require authentication to join' and select **HKUST** as the domain.
- DO NOT** post the Join Meeting URLs or Meeting IDs on public sites, only distribute them to the relevant students via Canvas Announcements or ITSC email.
- Get familiar with how to remove participants from the room, mute all participants, disable participants to share screen and change chat settings to allow participants to chat with 'Host Only'. This will help manage unwanted interference.