

GUIDELINES ON LIVE ONLINE EXAM PROCTORING USING ZOOM

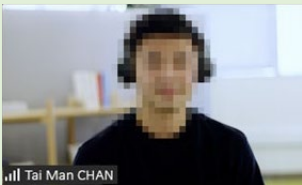
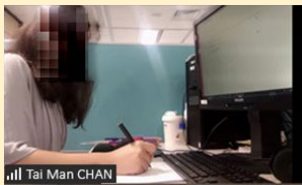
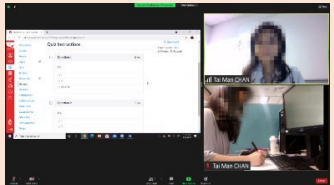
While we can support live online exam proctoring via Zoom, some limitations may not wholly prevent forms of dishonesty. Thus, we encourage you to consider [alternative ways](#) to evaluate student performance.

WHAT CONSIDERATIONS MUST BE MADE FOR ONLINE EXAM PROCTORING

- The setup requirements may increase students' anxiety before and during the exams, which could affect their performance.
- Students may not have multiple devices, an appropriate workspace, and an adequate broadband connection to fulfil the proctoring requirements.
- Effective student observation depends on the right Internet connection speed.
- The ratio of students to proctors can be much lower to ease the monitoring of students during the exam. However, this may be an issue from a manpower allocation perspective.
- Proctors can use video, audio, and screen share functions to monitor the students in real-time. However, they may not have a good view of the students and their workspace to detect suspicious behaviour.
- Proctors can access and review the recordings to ensure integrity.

Here are some **recommendations** on effectively conducting live online proctoring during exams via Zoom. Explore what to consider and what option best fits your needs. Of course, requirements under each level option may vary depending on your course, so feel free to modify accordingly.

DETERRENCE LEVELS

Exam Requirements	Level 1 Basic	Level 2 Stricter	Level 3 Strictest ^[1]
Type of Exam	Online (Open book)	Online with additional requirements, e.g., writing solutions, drawing graphs, etc. (Closed book)	Online, capturing computer screen activity (Closed book)
No. of participants per Zoom Exam Room ^[2]	Maximum of 25 people per room, including proctor(s) and students	Maximum of 25 people per room, including proctor(s) and students	Maximum of 1 student per room
No. of TA Support	1 Proctor: 24 students Headshot view	1 Proctor: 24 students Workspace view	1 Proctor: 6 Students Headshot <i>OR</i> Workspace + Computer screen views
Recording view			
Requirements per student	Desktop computer <i>OR</i> laptop, webcam, microphone (1x)	Setup option 1: Desktop computer <i>OR</i> laptop, detachable webcam, speaker <i>OR</i> headphones and microphone Setup option 2: Desktop computer <i>OR</i> laptop, mobile device with built-in camera and mic, on speaker <i>OR</i> headphones	Desktop computer <i>OR</i> laptop Webcam and microphone (<i>Headshot</i>) + Mobile device with a camera (<i>Workspace view</i>)

NOTES:

[1] Level 3 Strictest is NOT recommended for a large class.

[2] Zoom recording will only record a gallery view of 25 participants at a time. Thus, keeping 25 (including the proctors) as the maximum is recommended to ensure all students are recorded.

USER GUIDES (For reference only)

Instructor/TAs	Level 1 Proctor Guide	Level 2 Proctor Guide	Level 3 Proctor Guide
Students	Level 1 Student Guide	Level 2 Student Guide	Level 3 Student Guide

How do you keep your live online proctoring secured?

Zoombombing is a cyberattack where an unauthorized user interrupts a Zoom meeting call. Here are some precautionary actions to consider.

- Set your Zoom meetings to 'Require authentication to join' and select **HKUST** as the domain.
- Please **do not** share the Zoom meeting links or IDs on public sites. Instead, share it using the ITSC email or through Canvas
- Know how to [manage the participants](#) in a Zoom meeting room, e.g., mute, chat and share screen settings.

