

Proctorio Instructions

There are a few things you need to do before our upcoming In-Term Exam on Monday, September 28th, 2020. We will use an online automated proctoring tool called Proctorio. Proctorio records your environment using your webcam as you take your exam. The recording will only be shared with me. More information about Proctorio's privacy can be found here: <https://proctorio.com/gdpr>. Students **must** take the exam online using a laptop or desktop computer. The exam itself will be structured as a Canvas Quiz.

Here is the **timeline** of what is going to happen over the next week or so:

0. **Before anything**, review UT's guidance for Maintaining Your Academic Integrity During Online Learning:

<https://deanofstudents.utexas.edu/conduct/studentonlineintegrity.php>

1. On **Monday, September 21st**, after 3pm, the in-term exam coverage and a practice problem set will be uploaded onto the course website.
2. **Before Tuesday, September 22nd**, you should do the following:

- ☐ Install Chrome if you do not have it on your computer.
- ☐ Install Proctorio's extension in your Google Chrome browser using the guide provided by the College of Education:

[Proctorio 101 for Students](#).

The installation is also easily done by clicking on Proctorio on the left hand side bar within Canvas and following the instructions. However, the document by the College of Education contains more information you might find to be of interest. Moreover, you can find additional information including best practices in the [Canvas Training Center](#).

- ☐ Complete the non-graded *Practice Proctorio Quiz* (available under *Assignments* in Canvas), so you can familiarize yourself with the experience and be prepared for your mock exam and real exam. More on both of these in the sequel.
4. On **Tuesday, September 22nd**, a **mock** exam will be made available in Canvas as a Canvas Quiz. It will be labeled HW#1.5 and your score on it will count as one homework grade. This Canvas Quiz has a two-fold purpose:
 - the problems therein are written to mimic the problems from the actual exam, and
 - you will be able to practice writing an exam with Proctorio.

The mock exam will be available from 3pm on Tuesday to 3 pm on Thursday. You will have to choose a 55-minute window of uninterrupted time during which you will take the mock exam.

5. On **Monday, September 28th**, at 10am your real exam will become available on Canvas. It will remain available until Tuesday, September 29th at 10am. You will have to choose a 55-minute window of uninterrupted time during which you will take the real exam. One option is to take the exam during our regular class time as we will **not** have our regular class on Monday, September 28th.
6. During the real exam:
- you are expected to uphold The University of Texas at Austin Honor Code;
 - you are permitted to use any calculators and as much scratch paper as you require;
 - at the beginning of your exam, please, show your calculator(s) and your scratch paper to your web camera in such a manner that I will be able to fully view them in the recording;
 - you are **not** permitted to use your cell phone or tablet, to consult or collaborate with anyone else in any manner, to use more than one screen, or to have multiple tabs open;
 - in the event that you experience a technical issue during the exam, a Proctorio “Live Chat” box should pop up. If it does not, or if you would like to reach out to Proctorio technical support, click the *gray shield icon* in the top right corner of your Chrome toolbar and select “Live chat.”
 - if you have a technical issue, contact me via email at mcudina@math.utexas.edu ASAP to let me know. Depending on the nature of your technical issue, I may need to make an adjustment for you in Canvas. If this is the case, please attach your chat log with Proctorio to the email. I will not be able to resolve most technical issues, but I need to know if you’re unable to complete your exam.