

### Proctortrack DIY Information

Proctortrack DIY is an option that can be added to a standard UR Courses Proctortrack-enabled quiz/exam, and allows an invigilator to view live video of students that are taking the exam. Other features of Proctortrack, such as video and screenshots, are available after the exam as usual.

- Up to 25 students can be added to a group and monitored by one invigilator
- Students need to complete a standard Onboarding Quiz in the course as usual
- Instructor must first set up a Proctortrack-enabled quiz, then request Proctortrack Level be upgraded to DIY
- Advise students that live monitoring of video will be part of the exam
- When students access the exam they will see a 'Live invigilation' button, instead of 'Go to Test' button
- A chat feature will allow for communication between invigilator and student during the exam
- Students should be directed to contact the IT Support Centre if they have technical issues

### Proctortrack DIY Setup and Configuration

**Create the exam as early as possible in the semester:**

1. Verify with your Department/Faculty a willingness to cover the additional costs of DIY.
2. Setup quiz in UR Courses and enable Proctortrack, same as for a standard Proctortrack exam.
  - For instructions and setup tips on standard use of Proctortrack see instructions at: <https://ursource.uregina.ca/is/tlc/assets/pdf/proctortrack-instructor-manual.pdf>
3. Request that the Proctoring Level for the exam be upgraded to DIY.
  - Submit a UR Courses Support Footprints ticket, including the following details:  
Instructor, course, exam name, exam date, exam start time
  - **This must be completed at least 7 business days prior to the exam.**
  - You will be notified when DIY has been enabled for the exam

**Assign students to an invigilator at least 5 business days before the exam:**

1. Ensure there is at least 1 invigilator for every 25 students.
2. Ensure all users acting as an invigilator have an editing role in the course (ie: Instructional Designer)
3. Go to your Course's Proctortrack dashboard (see Proctortrack instructor manual)
4. Click "Schedule" button next to the Exam, to open the Scheduling page
5. Set the Date and Start/End times for the exam (consider some additional time in case of technical issues)
6. Click Add Group
  - a. Select the invigilator for the first group from the drop down
  - b. Click Add
  - c. Click the down arrow to view list of available students
  - d. Click the checkbox next to the student names to add them to this group, maximum 25 students
  - e. Repeat steps a. through d. for each group of up to 25 students

Note: Each student will receive an email advising they have been scheduled for a Live invigilated exam

### Proctortrack DIY Live Exam Invigilation

1. Ensure each invigilator is aware of their role and what to watch for
2. Each proctor goes to the Course's Proctortrack Dashboard (see Proctortrack instructor manual)
3. Click the blue "Live Proctoring" button at top right
4. Wait for the students to join the session
5. Monitor, respond to, and/or initiate chat messages as required
6. At the end of the exam time, once the last student has completed the exam, close the browser tab.