UNIVERSITY OF HOUSTON CLEAR LAKE TESTING CENTER

REMOTE PROCTORING TESTER INFORMATION

Thank you for choosing UHCL Testing Center for your remote proctoring needs! To best serve you we ask that you follow the directions below and complete the technical requirements verification at least one day before your session is scheduled.

Please read the whole document as it contains important information and acknowledgements!

Should you have any question, please communicate with your proctor by replying to this email.

Please select a location for your test that has the least distractions, away from foot traffic and loud noises. **You will not be able to communicate with your roommates/family for the duration of the test, nor will you take any breaks**. Please let your roommates/family know that you are not available until the completion of your test.

Should your test be interrupted, and suspicious behavior observed by the proctor, your test will be invalidated.

At the completion of your test, your proctor will save a copy of your scores on your computer desktop. This is NOT an official score report. Your scores will be entered in the UHCL system by the proctor the same day, and you can communicate with your advisor regarding your holds/course selection.

PRIOR TO TEST DAY

Test Security and Confidentiality Requirements

Complete the Remote Proctoring Acknowledgement Form to confirm that you understand the implications of remote proctoring as described below:

- The test session is recorded and stored in the UHCL cloud
- You will have to show your environment (room, desk/table, ceiling, floor, under desk, etc) during the check-in/space validation process
- You will have to give remote access control to your proctor to validate the test and save your scores
- There are no breaks during the remote proctoring test session
- You cannot talk with anyone during the test, but you can chat with the proctor in the session chat
- No background blurring is allowed
- You must abide by the UHCL Academic Honesty Code

- No test information may be disclosed after the test
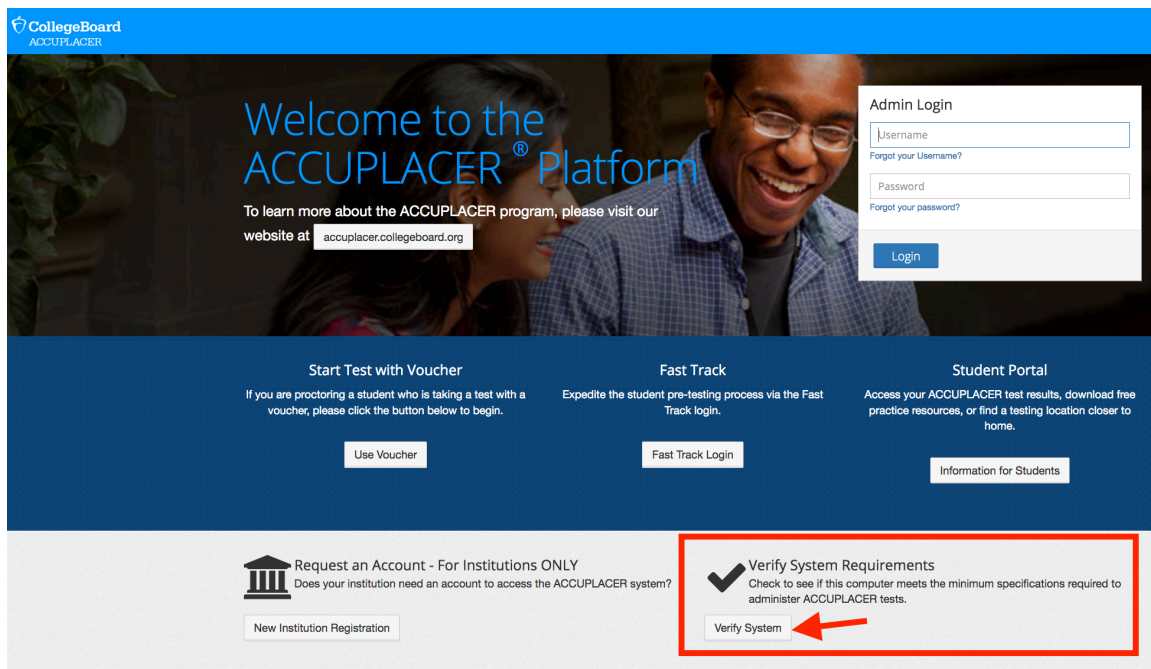- The screen share must be desktop view – the proctor will further explain

Test materials instructions

Be prepared with scratch paper, pencil at the beginning of the session. You will show these testing materials to the camera when prompted and will shred the scratch paper at the end of the test in front of the proctor. No notes or calculators are allowed.

Technology Requirements

The day prior to your test please verify that your computer meets the technology requirements below:
- Desktop computer or laptop (tablets, Chromebook and cell phones do not meet our requirements)
- Functional built-in or external webcam and microphone – test them
- Internet speed must be at least 2 Mbps download and 2 Mbps upload. **Hot spots are not recommended**.
- Your UHCL email, not personal one
- Chrome browser with pop-up blocker disabled
- TEAMS app – download here https://products.office.com/en-us/microsoft-teams/download-app
- Go to Accuplacer.org to verify the system compatibility

NOTE: If you have technical difficulties before or during an exam, you can connect with our proctor team either via email, or on your call live chat feature.

ON TEST DAY

If you have a UHCL email, you will log into TEAMS 15 minutes before the session, and your proctor will call you in the app. If you don't yet have and UHCL email, you will receive the session link 15 minutes prior to your session start via email.

The authentication and space validation process is not part of your exam time. The timer on your exam does not start until you click **start the test**.

Please be prompt and ready with the following:
- Identification (with your full name and picture)
- 3 sheets of scratch paper – empty
- 2 pencils
- Eraser

Your proctor will start the recording once you join, and ask you to turn off your phone and place it away from reach for the duration of the test. You will then do your space validation, and will share your screen with your proctor. The proctor will navigate you through the test setup, and release command to you at the **Start The Test** screen.

Once the test is completed, your proctor will take control of your screen again to adjourn your test and save a copy of your score on your desktop. You will email the score to the uhcltesting@uhcl.edu email while on the session. Your proctor will answer any questions you might have and end the call.

Please complete the Remote Proctoring Acknowledgement Form now