



proctorio

# Proctorio Handbook

Test and Proof of Concept

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# Proctorio test – first impressions

## Requirements

### Minimum system requirements

	Windows	Mac	Linux	Chrome OS
<b>Operating system</b>	Windows 7+	Mac OSX 10.9+	Ubuntu 18.04+	Chrome 58+
<b>Processor</b>	Intel Pentium or better	Intel	Intel Pentium or better	Intel or ARM
<b>Available space</b>	250 MB	250 MB	250 MB	250 MB
<b>Available RAM</b>	2 GB <sup>1</sup>	2 GB <sup>1</sup>	2 GB <sup>1</sup>	1 GB <sup>1</sup>
<b>Upload speed</b>	0,092 Mbit/s - 0,244 Mbit/s <sup>2</sup>			
<b>Microphone</b>	Any microphone, internal or external <sup>3</sup>			
<b>Webcam</b>	320x240 VGA resolution (minimum), internal or external <sup>3</sup>			

<sup>1</sup> Free RAM is the amount of memory that is not being used by any other applications.

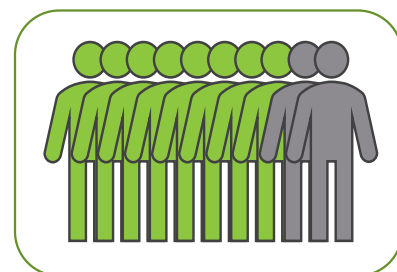
<sup>2</sup> Depending on the test settings. A secure browser has no upload speed requirements.

<sup>3</sup> Only required for proctoring purposes. Secure browser functionality does not require audio/video recording.

### Minimum number of participants

To achieve meaningful results, the following basic conditions must be met:

- Number of tests: 1
- Number of test participants: 10
- Number of test participants attempting to cheat:  
ca. 2 out of 10 test takers



## Preparation

### Creating a trial exam

Please consider the following factors when creating the practice test:

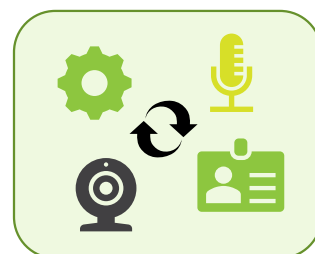


- **Length:** set a time frame of about 7 minutes for the trial exam. Our sample exam should take around 6 minutes.
- **Content:** when creating the trial exam, make sure to ask realistic questions and use a variety of question types (multiple choice, open questions etc.). Feel free to refer to or use the sample exam we provided.

### Finishing the preparation together with your Proctorio representative

Before doing the trial exam, we will work with you to select and configure the Proctorio settings and tools. We will give you helpful tools and advice on what to look out for with the different options.

Please install the Proctorio extension for Chrome or the Add-On for Edge (<https://bit.ly/2oVL7p3> or <https://bit.ly/3guSwIN>).



## Doing the trial exam

### Analysis of the results

#### Analysis of the results together with your Proctorio representative

After you've completed the trial exam, we will go through the results with you and help you evaluate them.



We will analyze the gradebook results and explain to you how they should be interpreted.

Additionally, we will look at how changes to Proctorio settings will affect results.

# Proof of concept

## Requirements

### Minimum system requirements

	Windows	Mac	Linux	Chrome OS
<b>Operating system</b>	Windows 7+	Mac OSX 10.9+	Ubuntu 18.04+	Chrome 58+
<b>Processor</b>	Intel Pentium or better	Intel	Intel Pentium or better	Intel or ARM
<b>Available space</b>	250 MB	250 MB	250 MB	250 MB
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## Preparation

For a Proof of Concept, please plan for a minimum lead time of 2 weeks.

### Definition of the test environment together with your Proctorio representative

The following features of the test environment should be defined and secured:

- [Location](#)
- [Time](#)

**Location:**

On campus and/or at home. Depending on the selected test location, you will need to prepare the following:

On campus in computer lab or BYOD (Bring Your Own Device)
<ul style="list-style-type: none"> <li>✓ Ensure a powerful Wi-Fi connection.</li> <li>✓ Check the performance of your LMS server.</li> <li>✓ Create a list of IP addresses that can be used to add to the whitelist.</li> <li>✓ Make Part 3 of the Handbook available to test takers.</li> <li>✓ Only relevant for computer lab: make sure that the computers in the lab meet the minimum system requirements and that the Proctorio Chrome extension or the Edge Add-On has been installed (<a href="https://bit.ly/2oVL7p3">https://bit.ly/2oVL7p3</a> or <a href="https://bit.ly/3guSwIN">https://bit.ly/3guSwIN</a>).</li> </ul>
At home
<ul style="list-style-type: none"> <li>✓ Check the performance of your LMS server.</li> <li>✓ Make Part 3 of the Handbook available to test takers.</li> </ul>

**Time:**

You can set a fixed start time or a time frame (flexible start time within a time frame). In using two start times offset by 10 minutes for two groups of test takers, the initial LMS server load will be better distributed.

Please note that the technical pre-check will take place after the start of the exam and must be accounted for in the exam duration. Please allow for an additional 5 minutes.

**Communication strategy for test takers**

We recommend developing a communication strategy to prepare all test takers and set them up for success.

The test takers should be informed about the following topics:

- Various steps of the testing process
- Code of conduct (depending on test settings and university guidelines).
- Details about the post-test survey



## Test settings in the learning management system (LMS) together with your Proctorio representative

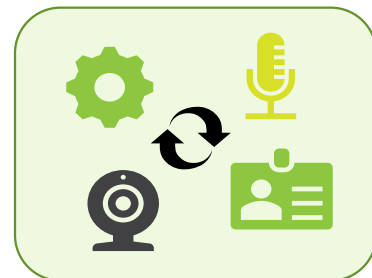
Different settings can have a positive or negative effect on the test process from a technical perspective.

We are happy to work with you to find the optimal settings.

## Defining the tools and associated Proctorio profiles together with your Proctorio representative

In this step, the required tools are defined and the desired Proctorio profiles are created.

We support you in adapting the system to your needs.



## Creating the tests

We recommend creating a pre-test in addition to the main test in order to test the functionality of the test taker's equipment and introduce them to how Proctorio works before they start the actual test.

When creating the tests, please consider the following:

- **Pre-test:** 1 - 2 simple and easy questions to test the test taker's equipment.
- **Main test:** not graded. Ideally in the style of a regular test to simulate a practical test situation.



## Creation of test taker survey (recommended)

We recommend using a survey after the test to assess test taker satisfaction. The survey should include the following questions:

- Did you feel well-informed before the test?
- Were there any technical problems? If so, what were they?
- Was it easy to use?
- How did you feel about the test process with Proctorio?



## Completion of preparations together with your Proctorio representative

Before the test is conducted, we work with you to ensure that all requirements are met, and all open questions have been answered.

## Doing the test

## Analysis of results

## Analysis of the results together with your Proctorio representative

Once the test has been completed, we will help you evaluate the results of the proof of concept.