Test and Exam Monitor (TEM)

What is TEM?

The Test and Exam Monitor (TEM) is an LMS tool that provides the following features:

- Maintains a log of all test and exam writing sessions in all courses.
- Allows the Proctor Manager to appoint a Proctor for each writing session.
- Allows the Proctor to submit the Proctor Report after the completion of each test or exam writing session.

Roles:

- **Proctor Manager**: The Proctor Manager appoints a Proctor for each writing sessions. Note that the School Administrator (SA) has this role be default. The SA may appoint another staff to this role by visiting the School Manager page and following these steps. The Proctor Manager must successfully complete the Proctor Training Certification Module.
- **Proctor**: A staff member that has successfully completed the Proctor Training Certification Module.
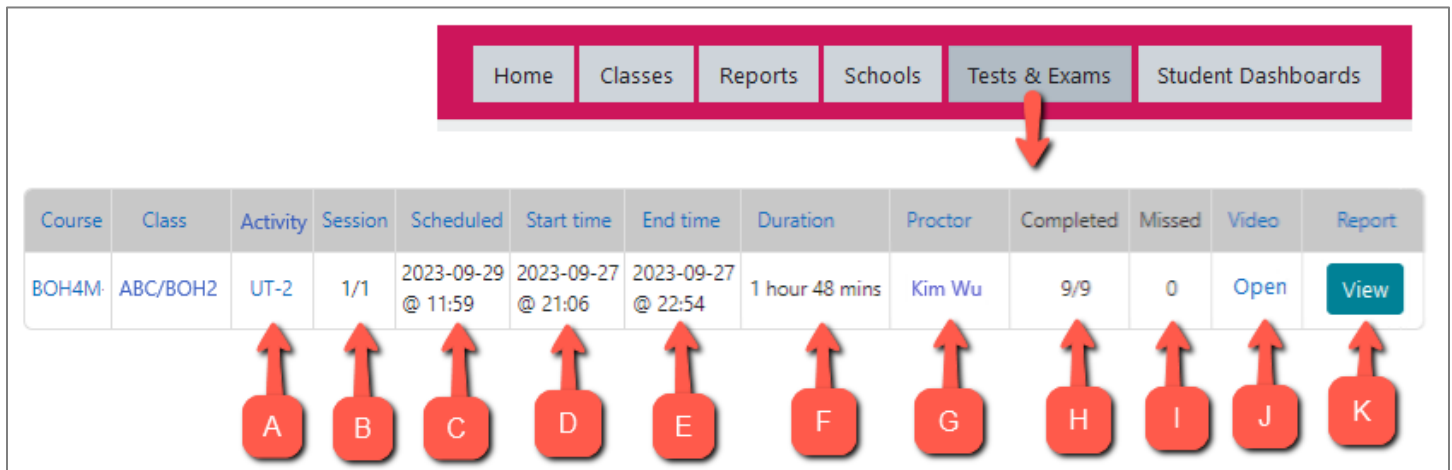
What is a writing session?

A *writing session* occurs when a group of students (i.e. a class) gather together to complete a test or exam or other proctored activity. Unless there is a good reason, all students in a class should always complete proctored activities at the same time. If students in a class completes a proctored activity at a different time or on different day, these will be considered different writing sessions. For example:

- A class of 10 students is scheduled to write a test on November 5 at 1PM.
- 9 students start the test at the scheduled time, but 1 student starts at 3PM.
- These are considered 2 separate writing sessions and will require the Proctor to submit a separate Proctor Report for each session. The Proctor must also provide a legitimate reason to explain why there were multiple writing sessions for this test.

★ **Important:**
- Writingsessions are determined by start time of each student. Students who start the activity within the same hour (60 minutes) are considered part of the same writing session.
- Depending on the size of the class, the writing session may be supervised by more than one proctor but only the Proctor that is designated in TEM is required to submit the Proctor Report.
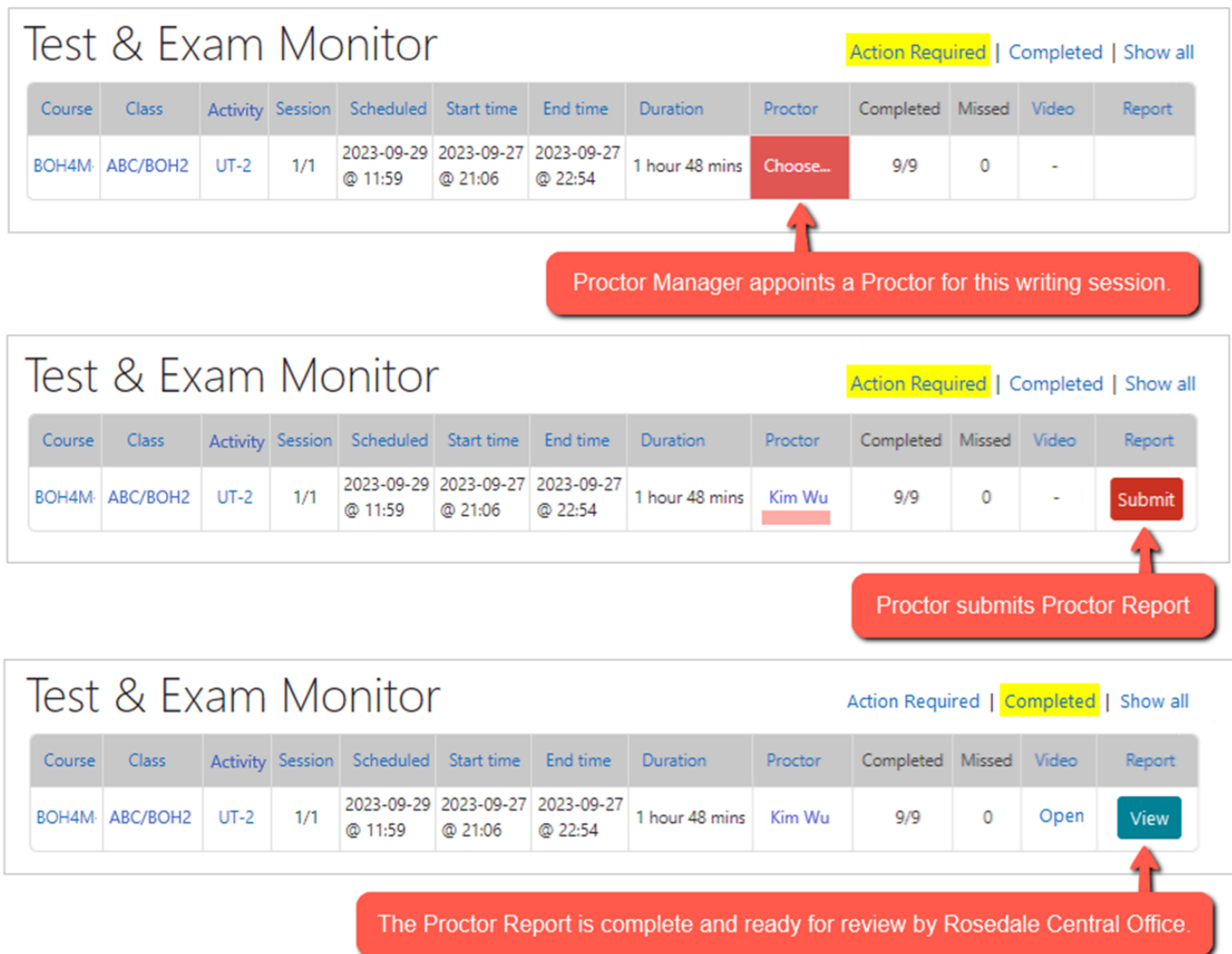- The SA, Proctor Manager, and all Proctors must complete the Proctor Training Certification Module.

TEM Overview

A. Name of Test, Exam, or other proctored activity.
B. Writing session number. If students in this class completed this test in 2 sessions, then this number would be 1/2
C. Scheduled: Time and Date that test was scheduled in Deadline Manager. Note that all proctored activities require a date.
D. Start time: Time that the first student in the class started writing the test.
E. End time: Time that the last student in this session completed the test.
F. Duration: Total time of writing session. This is the time between when the first student started the test and the time that the last student submitted the same test.
G. This is the Proctor that was appointed to this writing session. This person is required to complete the Proctor Report.
H. Completed: Indicates how many students completed the test in this session.
I. Missed: Indicates how many students still have not completed this test.
J. Video: This is a quick link to the video that is submitted by the Proctor in the Proctor Report
K. Report: Allows school staff to view the Proctor Report

Here is an example of the TEM process:

Test & Exam Monitor — Action Required | Completed | Show all

Course	Class	Activity	Session	Scheduled	Start time	End time	Duration	Proctor	Completed	Missed	Video	Report
BOH4M	ABC/BOH2	UT-2	1/1	2023-09-29 @ 11:59	2023-09-27 @ 21:06	2023-09-27 @ 22:54	1 hour 48 mins	Choose...	9/9	0	-	

Proctor Manager appoints a Proctor for this writing session.

Test & Exam Monitor — Action Required | Completed | Show all

Course	Class	Activity	Session	Scheduled	Start time	End time	Duration	Proctor	Completed	Missed	Video	Report
BOH4M	ABC/BOH2	UT-2	1/1	2023-09-29 @ 11:59	2023-09-27 @ 21:06	2023-09-27 @ 22:54	1 hour 48 mins	Kim Wu	9/9	0	-	Submit

Proctor submits Proctor Report

Test & Exam Monitor — Action Required | Completed | Show all

Course	Class	Activity	Session	Scheduled	Start time	End time	Duration	Proctor	Completed	Missed	Video	Report
BOH4M	ABC/BOH2	UT-2	1/1	2023-09-29 @ 11:59	2023-09-27 @ 21:06	2023-09-27 @ 22:54	1 hour 48 mins	Kim Wu	9/9	0	Open	View

The Proctor Report is complete and ready for review by Rosedale Central Office.

★ Important: It is the responsibility of the Proctor Manager to assign a proctor for each test sessions. It is the responsibility of the of the Proctor to submit the Proctor Report. Both these tasks are done directly through the TEM page.

Here is an example of a Proctor Report:

Course name: (auto filled)
Class name: (auto filled)
Test/Exam: (auto filled)
Date of Attempt: (Day, Month, Year)

Student	Start	End	Duration	IP Address
Tom Jones	15:00	17:00	2:00	236.365.632
Sally Folds	15:01	16:55	1:54	236.365.632
Greg Wu	15:03	16:59	1:56	165.365.265
Sankar Kamp	?			
Freda Zara	?			

1. Number of total proctors (including myself) proctoring this test session: (select a number from 1-10)

2. Did all students complete this test/exam in the same room? (Yes/No)

3. (Only show if question 2=no) Please provide a valid reason for why students did not complete this test in the same room.

4. (Only show if question 2=yes) Students writing in the same location should have the same IP address. Please explain why the IP addresses are not the same for all students during this class. Please refer to the table above. Click here to learn more about IP addresses.

5. Were there any irregular events or academic integrity violations during this test or exam? (Yes/No)

6. (Only show if question 5 = Yes) Please provide details about the irregular events or academic integrity violations that occurred during this test. Upload all screenshots and photo evidence pertaining to the irregular event/academic integrity violation.

7. (Only show if any student did not attempt the quiz) The table above shows that one or more students in this class did not complete this test or exam. Please provide a reason for each of these students.

8. Link to video recording:

9. Proctor Agreement statement:

I confirm that I have fulfilled the following responsibilities during this test session:

- ✓ Ensure the integrity of the test process by actively monitoring the testing environment.
- ✓ Ensure that the test session was properly video recorded.
- ✓ Verify the identity of each test-taker before administering the test.
- ✓ Follow all test administration procedures as outlined in the Rosedale Test and Exam protocol and direct assisting proctors to do the same.
- ✓ Maintain confidentiality of test content and test-taker information.
- ✓ Report any suspicious behavior or violations of testing policies.

By signing below, I acknowledge that I have fulfilled the above responsibilities as a proctor.

Name: (auto filled) - Signature: Click here to sign

Cancel   Submit