

Virtual Faculty Proctoring with Zoom: Test Day (Readiness and Actual Test) – Instructor Checklist

- ☐ Start the Zoom meeting associated with the test (readiness or actual), either through the Zoom button in your Blackboard course, or via the Zoom website at <https://cscceedu.zoom.us/>
 - a. Watch a 30-second video on how to do it through your Blackboard class at <http://www.kaltura.com/tiny/0sq6c>
 - b. Watch a 1-minute video on how to do it through the Zoom website at <http://www.kaltura.com/tiny/065va>
- ☐ Create a Zoom breakout room for check-in.
Watch a 3.5-minute video on how to do this at <http://www.kaltura.com/tiny/0vq3i>
 - ☐ Create one breakout room for each student — for example, if you have 20 students, there would be 20 breakout rooms total. For privacy reasons, each student must test in a separate breakout room.
- ☐ Once all students have joined Zoom, provide general instructions to them as a group.
 - ☐ Remind students to have their cameras and microphones turned on and working.
 - ☐ Remind students to have their photo IDs ready.
 - ☐ Instruct students to clear workspace of all materials including their phones.
 - ☐ Instruct students to have a well-lit workspace.
 - ☐ Direct students regarding what to do if there is a technical issue during the test (example: student loses Internet connectivity during the test).
 - ☐ Direct students on what to do when they are finished with the test (example: leave the Zoom after the test has been completed and submitted).
 - ☐ Explain the test instructions to the students (examples: time limit, materials, etc.).
 - ☐ Explain to students that you are going to move them individually into a breakout room for check-in; it may be 20 minutes or longer before you are ready to check them in. Ask them to be patient. Ask them again to have their microphones and cameras on.
- ☐ Proceed to student check-in the students.
- ☐ Learn how to set up and run a testing session.
*For more info, refer to **Virtual Faculty Proctoring: Setting up and Running a Testing Session**.*

If you have any questions or problems, please email teaching@cscce.edu