Proctoring Protocols

1. Avoid wearing hats that extend beyond your forehead. The camera will need to see your face.

2. Select a distraction-free environment for the assessment, which includes silencing all other devices and requesting that people in the room leave before your session begins. People that come into view of the webcam may trigger flags by the automated system.

3. If using a notebook computer, place it on a firm surface like a desk or table, not your lap. By doing this, there is less chance of movement out of the video frame or change from relative position to the webcam.

4. If the webcam is built into your computer screen, avoid making screen adjustments after the assessment starts. A common mistake is to push the screen back, resulting in only the top portion of your face being recorded, which could trigger a flag.

5. Take the exam in a well-lighted room.   If the details of your face don't show clearly during the webcam check, the automated video analysis is more likely to flag you as missing.

6. Avoid backlighting situations, such as sitting with your back to a window. The general rule is to have lilght in front of your face, not behind it.

7. Read Kent State's University's Honesty Statement and Remote Proctoring Agreement. By taking this assessment, you are acknowledging that you understand the implications of these guidelines.

8. KSU Testing Center staff will monitor the recordings regularly.