

Virtual Monitoring Guide for Final Exams

Virtual Location Monitoring

This type of monitoring is used when a disinterested third party remotely proctors (“monitors”) an examination over webcam through a program such as Zoom, Teams, or Webex. The program must allow the monitor to temporarily take control of your computer screen to enter their required information.

WebCE put together these helpful tips and how to guide to ensure a compliant virtual monitoring experience for our CE final exams. For more information on your state’s rules regarding CE final exams, please visit the green requirements link in the course catalog.

Before you begin your exam make sure to have the following:

- A stable internet connection
- Access to a virtual meeting platform like Zoom, Teams, Webex, etc., with the ability to share screens and give control
- A working web camera
- A valid form of ID
- A clean environment free from notes and other electronic devices

How to use virtual monitoring for CE exams:

Step 1: Establish a video call with your disinterested third party via your preferred virtual meeting platform. Both parties must have their webcams on.

Step 2: Monitor should verify your identity and clean workspace. You will need to present a valid form of identification and show the monitor a 360 view of your testing environment.

Step 3: Share your screen with monitor and access your course from the WebCE dashboard and enter the final exam.

Step 4: Review instructions and information on the Exam Intro page, then continue to Monitor Sign-In.

Step 5: On the Monitor Sign In page, the monitor should read the Monitor Responsibilities section then give you their address information. Under Exam Location select “Virtual”.

Exam Location

- Same as student's address
- Same as monitor's address
- Other
- Virtual

Step 6: At this point, give your monitor control of your screen for them to create a password for the Monitor Identification section. You may **NOT** enter a password yourself. Click submit once all info has been entered.

Monitor Identification

Monitor, please make up a password. You will need it when you certify the student's results at the end of the exam.

Monitor Password:

Confirm Password:

For step-by-step instructions on how to give or take control of your screen:

- [Zoom](#)
- [Microsoft Teams](#)
- [Webex](#)

Step 7: Verify all monitor information, then you may begin your exam.

Step 8: After completing your exam, give screen control back to your monitor to enter their password created in Step 6 and validate that both parties adhered to their respective responsibilities for the exam.

Monitor Validation

Test Proctor, please enter the password you created when you signed in as a monitor.

By entering your password and pressing "Submit", you, Test Proctor, are submitting the completed exam to WebCE for grading and you certify that you administered the examination in accordance with WebCE's monitoring instructions and that the student completed it without assistance or outside help of any kind. You also certify that no copy of the exam was printed.

Password: [Forgot your password?](#)

Step 9: Once you have confirmed the results of your exam, you can end the call with your monitor and access your certificate of completion, if applicable, from your course dashboard.

Contact Us

Please [contact WebCE's Customer Support department](#) if you have questions, concerns, or need additional guidance.