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:

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

<u>Step 2</u>: 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.

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

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

<u>Step 5</u>: 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	
	OSame as student's address
	OSame as monitor's address
	Other
	● Virtual

<u>Step 6</u>: 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.

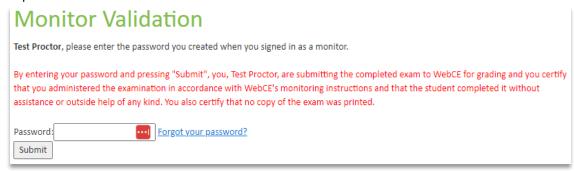


For step-by-step instructions on how to give or take control of your screen:

- o Zoom
- Microsoft Teams
- o Webex

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

<u>Step 8</u>: 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.



<u>Step 9</u>: 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 <u>contact WebCE's Customer Support department</u> if you have questions, concerns, or need additional guidance.