

Center for Learning and Teaching

How can I use Blackboard (Bb) Tests and Zoom to proctor my students' paper tests and exams?

If you are giving your students *a paper-and-pencil test in Blackboard*:

Hardware Requirements	<ol style="list-style-type: none"> 1. A desktop computer or a laptop, a webcam, a microphone (built-in or external), a printer, and a smartphone or a scanner. 2. A reliable internet connection (preferably a wired connection). <p>NOTE: Tablets and Chromebooks are NOT compatible with some Bb testing options.</p>
Software Requirements	<ol style="list-style-type: none"> 1. Chrome, Firefox, Edge, or Safari 2. Zoom application for Windows or Mac. Make sure to update your Zoom application. 3. Scanning software 4. Microsoft OneDrive
Practice Test Session	<ol style="list-style-type: none"> 1) Create a practice test and ask your students to download, print, scan, and upload a paper-and-pencil test. Students can use a scanner software or the Microsoft OneDrive app on their smartphone: <ul style="list-style-type: none"> ○ Download Microsoft OneDrive app for Android ○ Download Microsoft OneDrive app for Apple Device/iOS 2) Share links to tutorials: <ul style="list-style-type: none"> ○ Use the OneDrive mobile app ○ Submit the scanned text as an assignment 3) Be mindful that some students might feel anxious about taking online proctored exams.

Poll your students	<ol style="list-style-type: none"> 1. Use Bb Survey or the Zoom Poll feature to ask your students if they have all the hardware requirements. 2. Consider alternative assessments for students who do not have the hardware requirements. See the Online Assessment Options document for online testing methods, tips, strategies, and instructor/student requirements.
Prepare your exam in Blackboard	<ol style="list-style-type: none"> 1. Create your exam in Word. Make sure to number your document pages, showing the total number of pages: e.g., Page 1 of 1. 2. Save your Word document as a PDF to your local computer folder. 3. In your Bb tests or exams folder, create your test as an assignment.

	<ol style="list-style-type: none"> 4. Set up the test availability and options in Blackboard (availability, announcement, dates, and an access password). 5. Add clear instructions on how your students are required to take the test – date and time, exam type (open/closed book exams), number of questions, and how to download, print, complete, and upload the exam. 6. Attach your PDF test to the assignment that you created in Bb. 7. Factor in an extra 15 minutes to your exam time, to account for the download, print, and upload processes.
<p>Schedule your exam in Zoom</p> <p>(Real-time proctored session)</p>	<ol style="list-style-type: none"> 1. Create a secure and private Zoom session. See How do I keep my Zoom meetings private and secure? on the Keep Teaching FAQs. 2. Share your Zoom meeting link and details – date and time, exam type (open/closed book), use of Zoom for proctoring, time limit, honor code, etc. – for the test via the Bb announcement. 3. Open your Zoom meeting at least 15 minutes before the exam time. 4. Record the Zoom session (check "Record video during screen sharing" option) and remind your students that you will be recording the session. 5. Set group chats to "Host only" from the meeting's Chat window.
<p>Ask your students...</p>	<ol style="list-style-type: none"> 1. ...to prepare their exam environment in advance (water, tissues, bathroom, etc.). 2. ...to be certain that their devices are fully charged. 3. ...to log in to both Blackboard and the Zoom desktop application, using their MIDAS ID, at least 10 minutes before the exam time. 4. ...to show their ODU student ID (optional). 5. ...to turn ON video and audio. 6. ...to turn OFF the virtual background. 7. ...to show their work area/room (rotate their webcam 360 degrees so that you can see the entire room), without displaying their actual paper test on video so others can see it. 8. ...to keep their webcam focused on themselves while they are taking the exam. Students should not change the webcam's position or turn off the webcam. 9. ...to use Zoom Chat to ask faculty questions about the exam or to report technical issues. 10. ...to close all other applications on their devices. 11. ...not to exit the Zoom session during the exam. <p>If you need to keep your exam open for 24 hours, use the Self-Enrollment option in Blackboard Groups to create signup sheets and ask your students to self-enroll based on their availability.</p>
<p>Proctor your exam</p>	<ol style="list-style-type: none"> 1. Remind your students of the exam's ground rules, the honor code, and the implications of academic dishonesty. 2. Remind your students how/where to download, print, and complete the exam. 3. Provide the Blackboard test access password (either verbally or in Zoom Chat). 4. Mute the students' microphones once the exam starts. Then, periodically, "Unmute All" to ensure that the exam is going well.

	<ol style="list-style-type: none"> 5. Use the Gallery view in Zoom to monitor your students while they are taking the exam. Zoom can display up to 49 students per screen. 6. Inform your students that you will conduct random checks during the exams. 7. Take attendance in Zoom under "Manage Participants." 8. Remind students to alert you when they are done and to upload/submit the exam before they leave the Zoom meeting. <p>Note: keep in mind that some students will find creative ways to cheat, even in individually proctored exams. As posted on Reddit, cheating suggestions vary from printing notes on plastic transparency and sticking it to their computer screens, to renaming folders with mathematical formulas.</p>
<p>Tell students how to download/upload the exam</p>	<ol style="list-style-type: none"> 1. Remind students how to download, print, complete, scan, upload and submit the exam, before they leave the Zoom meeting: <ul style="list-style-type: none"> 1.1 Scanner option: Have them follow their scanner's instructions on how to scan the paper test, save it as a PDF, and upload the PDF as an assignment in Bb. 1.2 One Drive option: Have them use the Microsoft OneDrive app to take a picture of each exam page, save the exam as a single PDF to OneDrive, and upload the PDF as an assignment in Bb.
<p>Ask your students to record themselves for later review</p>	<p>Note: If you need to proctor your exam during a 24-hour exam window, ask your students to record their exam session using the <i>self-recording option</i>. <i>By using this option, you will be able to review your students' exam sessions without having to be present during the exam time. Make sure to let students know how to ask for help if they have any issues with their exams.</i></p> <ol style="list-style-type: none"> 1. Create a separate assignment in Bb for students to submit their recording once it is available (Suggested title: Recording Submission). <ol style="list-style-type: none"> a) Recordings can take up to 24 hours to appear on odu.zoom.us. b) Set a due date for recording submission at least 24 hours after exam closes to allow for link availability. 2. Provide clear instructions to students (see Appendix B), including information on recording settings, requirements for the recording itself (i.e., show work environment before beginning test, camera angle, submission of link, etc.). 3. Hold a Zoom meeting to review and demonstrate instructions/expectations. 4. Create a practice assignment for students to submit a practice recording. 5. Review recordings: to speed up your review, you can watch your students' recordings at a 2.0x speed. 6. Download recordings of students who exhibited questionable behavior.
<p>Tell students how to download/upload the exam</p>	<ol style="list-style-type: none"> 1. Remind students how to download, print, complete, scan, upload and submit the exam before they leave the Zoom meeting:

	<p>1.1 Scanner option: Have them follow their scanner's instructions on how to scan the paper test, save it as a PDF, and upload the PDF as an assignment in Bb.</p> <p>1.2 One Drive option: Have them use the Microsoft One Drive app to take a picture of each exam page, save the exam as a single PDF to OneDrive, and upload the PDF as an assignment in Bb.</p>
--	--

Have questions on how to handle your specific exam? Email clt@odu.edu for a consultation.

Appendix A

Sample announcement/email for students who will be taking a ***paper-and-pencil test***
Please customize as you see fit, as there are many nuances associated with each exam.

Dear student,

You will take your next exam on ___(date) ___. The exam will contribute ___(X)___% of your total course grade. This exam will cover the materials from Week ___(X)___ to Week ___(X)___ . This is a (___closed/open___) book exam.

Before your exam, please complete the following tasks:

1. Prepare your exam environment in advance (water, tissues, bathroom, etc.).
2. Make sure that your devices are fully charged and that you have a reliable internet connection.
3. Log in into both Blackboard and the Zoom desktop application, using your MIDASID, at least 10 minutes before the exam time.
4. Have your ODU student ID nearby.
5. Be sure that your name on Zoom is your official ODU name (i.e., the name that is on your campus ID).
6. Turn ON video and audio.
7. Turn OFF any virtual background.
8. Show your work area/room (rotate your webcam 360 degrees so that you can see entire room, including your computer screen, desktop view and under desk/table).
9. Keep your webcam focused on yourself while you are taking the exam. Do not change the webcam's position or turn off the webcam.
10. Use Zoom Chat to ask faculty questions about the exam or to report technical issues.
11. Close all other applications on your devices.

Please note that your exam will be proctored. Here are the instructions:

1. You will be proctored by the instructor/TA through your webcam in Zoom during your exam.
2. On the test date, you will find the exam under 'Announcements' in our Blackboard course site.
3. Have your student ID on your desk, since you may be instructed to show the ID to the instructor/TA for an identity check.
4. You (___may/may not___) refer to any notes, textbooks, or internet resources during the exam.
5. Exam announcements will be made verbally through the Zoom meeting; be sure that your speaker is ON.
6. You should not communicate with anyone by any means during the exam.
7. In case you have inquiries during the exam, you should contact the instructor through the 'Group Chat' function in Zoom.
8. Be sure to submit your exam before you leave the Zoom meeting.
9. Do not leave the Zoom meeting until the instructor allows you to do so.

To take a paper-and-pencil test and then upload it to me:

You will need:

1. A desktop computer or a laptop, a webcam, a microphone (built-in or external), a printer, a smartphone, or a scanner.
NOTE: Tablets and Chromebooks are not compatible with some Bb testing options.
2. Chrome, Firefox, Edge, or Apple Safari
3. Zoom application for Windows or Mac
4. Scanning software
5. Microsoft One Drive app:
 - a. [Download Microsoft One Drive app for Android](#)
 - b. [Download Microsoft One Drive app for Apple Device/iOS](#)

How to upload your exam to me:

- Be sure to upload it before you leave our Zoom session.
 - Scanner option: Follow your scanner's instructions on how to scan the paper test, save it as a PDF, and upload the PDF as an assignment in Bb.
 - One Drive option: Use Microsoft One Drive to take a picture of each exam page and upload the exam as a PDF.
- 4) For more information, visit:
 - [Use the OneDrive mobile app](#)
 - [Submit the scanned text as an assignment](#)

Appendix B

Sample instructions/expectations for students *if they are using the Self-Recording Option*
Please customize as you see fit, as there are many nuances associated with each exam.

Updated from Appendix A to accommodate the testing window for non-live proctored sessions:

Dear student,

You will take your next exam during the testing window of _ (availability date(s) & times) _. The exam will contribute ___(X)___% of your total course grade. This exam will cover the materials from Week ___(X)___ to Week ___(X)___ . This is a (___closed/open___) book exam.

Recording Your Exam Instructions:

1. Update your **Zoom Recording Settings**:
 - a. Sign in to odu.zoom.us.
 - b. Select **Settings** from the menu.
 - c. Select **Recording** tab.
 - d. Under **Cloud Recording** turn on (checkbox) the following settings:
 - i. Record active speaker with a shared screen
 - ii. Under **Advanced cloud recording** settings, also turn on (checkbox):
 1. Add a timestamp to the recording.
 2. Display participants' names in recording.
 3. Record thumbnails when sharing.
 - e. Select **Save**.
2. Start Meeting with Video and Audio ON.
 - a. Desktop Client – Select **New Meeting**.
 - b. Zoom Web (odu.zoom.us) – Select **Host a Meeting**.
3. Select **Record to the Cloud** from Meeting Control Bar at the bottom of the Zoom meeting window.
 - a. Verify you are recording (you should see the word Recording and a cloud icon with a red blinking dot in the top left of your Zoom window).
4. Show your student ID.
5. Show your work area/room (rotate your webcam 360 degrees so that you can see entire room, including your computer screen, desktop view and under desk/table).
6. For online exams:
 - a. Select **Share Screen** from Meeting Control Bar at bottom of Zoom meeting window.
 - b. Select **Screen** (not just program) and then select **Share** button.
 - c. Position your webcam to show a wide view of yourself and your work area.
7. For paper-and-pencil exams:
 - a. Position your webcam to show a wide view of yourself and your work area.
8. You (___may/may not___) refer to any notes, textbooks, or internet resources during the exam.
9. You should not communicate with anyone by any means during the exam.
10. Be sure to Submit your exam before you leave the Zoom meeting.
11. Select **End Meeting**, after you submit your exam, which will stop your recording.

To submit your recording to me:

NOTE: You have 24 hours from the close of the exam to submit your recording via the (insert assignment name) in Blackboard.

1. When you receive the email notification, copy the URL and password under **Share recording with viewers** within your email.
2. Sign into Blackboard.
3. Navigate to and select assignment.
4. Select Write Submission.

5. Paste the video URL and password from your email into the text field.
6. Select Submit.