**Center for Learning and Teaching**

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

**If you are giving your students an online test in Blackboard:**

| Hardware Requirements | 1. A desktop computer or a laptop, a webcam, and a microphone (built-in or external)  
| 2. A reliable internet connection (preferably a wired connection) |
| **NOTE:** Tablets and Chromebooks are not compatible with some Bb testing options. |

| Software Requirements | 1. Chrome, Firefox, Edge, or Safari  
| 2. [Zoom application](https://zoom.us) for Windows or Mac. Make sure to update your Zoom application. |

| Practice Test Session | 1. Schedule a practice test session with your students. |

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**Poll your students**

| 1. Use Bb Survey or the [Zoom Poll](https://zoom.us) 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](https://example.com) for online testing methods, tips, strategies, and instructor/student requirements. |

**Prepare your exam in Blackboard**

| 1. Create your test and add your questions in Blackboard.  
| 2. Set up the [test availability and options in Blackboard](https://example.com) (availability, announcement, attempts, force completion, dates, and an access password.)  
| 3. Add clear instructions on how your students are required to take the test: date and time, exam type (open/closed book), number of questions, number of attempts, time limit, honor code, etc.  
| 4. Use [Respondus LockDown Browser](https://example.com) to prevent students from using other applications during the test. |

**Schedule your exam in Zoom**

| 1. Create a secure and private Zoom session. See [How do I keep my Zoom meetings private and secure?](https://example.com) 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 a Bb announcement.  
| 3. Open your Zoom meeting at least 15 minutes before the exam time.  
| 4. [Record the Zoom session](https://example.com) (Check "Record video during screen sharing" option) and remind your students that you are recording the session.  
| 5. Set group chat to "Host only" from the meeting’s Chat window. |

**Ask your students...**

| 1. ...to prepare their exam environment in advance (water, tissues, bathroom, etc.).  
| 2. ...to make sure their devices are fully charged. |
3. ...to log in into 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 position their webcam to show a wide view of their testing area.
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.

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<th>Proctor your exam</th>
<th>1. Remind your students of the exam’s ground rules.</th>
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<td>2. Remind your students how/where to access and complete the exam online.</td>
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<td>3. Provide the Blackboard test access password (either verbally or in Zoom Chat)</td>
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<td>4. <strong>Mute the students’ microphones</strong> once the exam starts. Then, periodically, “Unmute All” to ensure that the exam is going well.</td>
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<td>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.</td>
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<td>6. Inform your students that you will conduct random checks during the exams.</td>
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<td>7. Take attendance in Zoom under “Manage Participants.”</td>
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<td>8. Remind students to submit the exam before they leave the Zoom meeting.</td>
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<th>Proctor a large class</th>
<th>1. Use multiple test proctors to allow all of your students to take the test at the same time:</th>
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<td><strong>1.1. Option 1:</strong> Create one Zoom session in which you and your “proctors” join and proctor a specified subset of students. If you select this option, you can use Zoom’s Breakout Rooms.</td>
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<td><strong>1.2. Option 2:</strong> Have each proctor create the Zoom meeting(s) for their session(s). Divide your students by proctor. Remember: each Zoom account can host only one meeting at a time.</td>
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<td>2. Add a 30-minute buffer between each exam session. Do not schedule back-to-back sessions.</td>
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<td>3. Remember to change the Test Questions for each session. <strong>See Bb: Assignments, Tests, and Grading</strong></td>
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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 Blackboard/Zoom proctored test
Please customize as you see fit.

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 MIDAS ID, 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. Position your webcam to show a wide view of your work area.
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 ‘Announcement’ 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.