MonitorEDU

Before the Exam

To ensure a smooth and successful exam experience, you must meet the following requirements and have two devices ready and tested in advance:

General Requirements

- 1. Valid Photo ID must be available and ready to show at the start of the session.
- 2. Private Testing Space: You must be in a room by yourself with no one else present.
- 3. **Clear Workspace**: Your testing area should be clean and free of any clutter, papers, or prohibited items.
- 4. **Testing Surface**: You must be seated at a hard surface such as a desk or table.
- 5. **Proper Seating**: You must sit in a chair. Testing is not allowed on sofas, beds, or other furniture with compartments or cushions that could conceal materials.
- 6. **Attire**: You must be fully dressed. No hats, hoodies, watches, headphones or smart glasses.
- **7. Environment Scan:** You will need to complete a full 360 scan around your testing environment showing all four walls, over the desk, above the desk and below your desk.

Device Requirements

- **Primary Device:** A computer or laptop with a webcam, microphone, and Google Chrome installed.
- **Secondary Device:** A mobile phone with a working camera and the Google Meet app installed.

Both devices must have a reliable internet connection and be connected to a power source.

Please complete the following steps before exam day:

- 1. Visit Our FAQ Page
 - Go to: [MonitorEDU FAQ]
 - Carefully review the MonitorEDU Proctoring Policy.

2. Watch Setup Videos

- Proctoring 101 for 2-Camera Proctoring.
- How to Set Up Your Room

3. Install Google Meet on Your Phone

• Download the Google Meet app from the App Store or Google Play.



• A Gmail account is **not** required to join a session.

4. Test Your Video & Audio Connections

- Mobile Phone:
 - Open the Google Meet app.
 - Tap "New Meeting," then select "Start an Instant Meeting."
 - Allow camera and microphone access. Confirm you can see and hear yourself.
- PC or Laptop:
 - Go to <u>https://meet.google.com</u>.
 - Click "New Meeting," then select "Start an Instant Meeting."
 - Allow camera and microphone access. Confirm video and audio are working.

5. Test Screen Sharing on Your Computer



6. Mac settings to allow screen share:

If you're using a Mac, you may need to adjust your settings to ensure Google Meet has permission to share your screen. Open your system settings and follow the photos below based on your OS version:

• macOS 10.15 or later:

- Privacy and Security
- Screen & System Audio Recording.
- Make sure Google Chrome is set to allow.

•••	< > Screen & System Audio Recording		
Q recording	Screen & System Audio Recording Allow the applications below to record the content of your screen and audio, even while using other applications.		
Allow applications to access the contents of	ChromeRemoteDesktopHost		
through Remote Desktop	Google Chrome Zoom		
Sound input	+ -		
	System Audio Recording Only Allow the applications below to access and record your system audio.		
	No Items + -		

- macOS 10.14 or below: •
 - Open System settings
 - Privacy and security
 Screen recording

		• Reminders	General FileVault Firewall Privacy
Companion mode lets you use your device as a second screen for this video call. This lets you be in Can't share your screen		Photos	Allow the apps below to access your camera.
		Camera	🖸 🧔 Google Chrome
		Microphone	GoToMeeting
Google Chrome might not have screen-recording permission on		네나 Speech Recognitio	on Cisco Webex Meetings
your computer. Go Issues presenting.	o System Preferences. For more help, go to	Accessibility	🧭 🛄 zoom.us
		Input Monitoring	
	Dismiss	Full Disk Access	
		Files and Folders	
		Screen Recording	
		Click the lock to make o	shance Árivance
4 1 111 0 1111			anangea.
< > :::: Securi	y & Privacy Q Search		
General	FileVault Firewall Privacy		
Files and Folders	Allow the apps below to record the contents of your screen, even while using other apps.		
Screen Recording	🖉 🧑 Google Chrome		
Media & Apple Music	Cisco Webey Meetings		
HomeKit			
Bluetooth			
Bluetooth User Availability	Connor		
Bluetooth User Availability Automation	+		
Bluetooth User Availability Automation Analytics & Improvements	4 m		
Bluetooth User Availability Automation Analytics & Improvements Apple Advertising	Click the lock symbol, enter y computer password. Check Ge	/our bogle	

7. Test Your Phone Placement

- Your mobile phone must be positioned to clearly show: •
 - You, your workspace and the content on your computer screen.
 - Any materials allowed for your exam must be positioned in between you and the cell phone placement.



for a panaromic view* *Tip: Place your phone horizontally

At the Time of the Exam

1. Connect to a Proctor

- Click this link: <u>Rhode Island College</u>
- Enter your information and click "start chat"
- Available 24/7 (Closed Christmas Eve and Christmas Day).

2. Follow the Proctor's Guidance and Instructions

The proctor will assist with getting set up and launching your exam. 0

3. Trouble Connecting to a Proctor?

• Click here for assistance.