



ASU Guide for Instructors

Registering your online exams for remote proctoring with RPNow

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1. Who should be reading this

This document is right for you if you are a professor/teacher wanting to proctor online exams.

2. What is RPNOW and how does it help me

Our RPNOW software ensures integrity for your online exams. It is a deterrent used to capture cheating occurrences that happen when students take online exams. It establishes an examinee's identity and confirms that there were no cheating materials/aids in their environment. As an examinee takes the exam, the session is recorded by our software (using the examinee's webcam, microphone and screen recording) and the data is reviewed by our experts remotely.

3. Create an Exam in Canvas (or on your Third Party site)

In order to proctor an exam with RPNOW, you must first create an exam.

Create the exam as you normally would (number of attempts, force completion, and so on are all up to the faculty member).

- a. The name of the exam should NOT have special characters (%\$!@...).

A screenshot of a web interface for creating an exam. At the top, there are two tabs: "Details" and "Questions", with "Questions" highlighted in red. Below the tabs is a text input field containing the text "English 101 Exam".

- b. The exam must have an Access Code (please refrain from using special characters in the access code)



Quiz Restrictions

Require an access code

password

- c. The exam must have start/end dates.
- d. The exam must be assigned to “Everyone” – for exams which need special accommodations, please see the exam registration section

Assign

Assign to

Everyone X

Due

Jun 21 11:59pm

Fri Jun 21, 2019 11:59pm

Available from **Until**

Jun 17 12am Jun 21 11:59pm

Mon Jun 17, 2019 Fri Jun 21, 2019 11:59pm

- e. The exam must be “Published”

Cancel **Save & Publish** Save

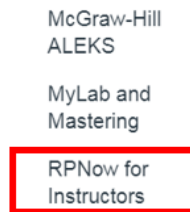
4. Registering Native Exams Using the RPNOW app

To ensure the exam will be utilizing RPNOW you must register it with RPNOW. Follow these steps to do so.



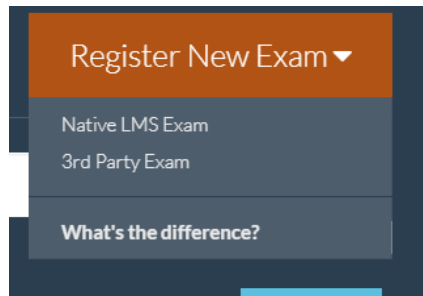
In order to use the system, faculty must locate the RPNOW app within their course.

1. Login to Canvas.
2. Navigate to your course.
3. Find the RPNOW app, this should be in the left navigation pane within the course in Canvas and should be labeled "RPNOW for Instructors."



If you are unable to locate the app, please reach out to your Canvas administrator.

4. Open the app, if this is the first time you're using it, you may have to authorize the app.
5. Click the "Register New Exam" button and choose "Native LMS Exam". This will allow you to register any exams which are housed in Canvas.



6. Choose Proctored or Practice for your exam type.

A screenshot of a web-based dialog box titled "Register RPNOW Exams". The background is a dark grey-blue. The text is white. It asks the user to "Please select exam type:". There are two radio button options. The first is "Proctored Exam (Video review required.)" with a small lock icon. Below it, in smaller text, it says "This is a proctored exam and requires video review by RPNOW. A report will be delivered for this exam." The second option is "Practice Exam (Exam video is NOT reviewed.)" with a small padlock icon. Below it, in smaller text, it says "This is NOT a proctored exam. Video review is NOT required. The purpose of this exam is to allow the students the chance to become familiar with the technology prior to taking a 'real' or proctored exam. No report will be delivered for this exam." At the bottom right, there are two buttons: a grey "Close" button and a green "Continue" button.

NOTE: Once registered, a practice exam cannot be changed into a proctored exam, and vice versa. You must correctly choose now.

Practice exams do not require any additional information. Simply choose the exam, the exam profile, and click "Register". These are not reviewed. They're meant to allow both faculty and students to familiarize themselves with the software.

7. Proctored exams require you to confirm:
 - a. Name of the exam(s) you are registering- this should auto-populate with available exams to choose from if you click the first box. If a message appears that says "We couldn't find any exams in your course", then you should check to make sure that your exams meet the necessary requirements to be registered.
 - b. Number of minutes the exam is set to last- this is the time we are recording the student. If they go beyond the allotted time, the software will ask them if they're still in their exam. If the student says yes, they will be given additional time. The time the student is in the actual exam can be controlled by Canvas itself.
 - c. Number of students set to take the exam- this number is approximate and is used for our review and support teams to resource plan.
 - d. Which profile the exam should use. See the section on creating Exam Rule Profiles for more information on this.



Register Proctored Exams

This is a proctored exam and requires video review by RPNOW. A report will be delivered for this exam.

DEV-2018Summer-RPNOW-kcranfor: RPNOW Test Course Available Exam List (% Don't See Exam in List)

Select here or start typing to choose quizzes...

Exam Duration: 60

Number of Students:


Exam Rule Profile: Closed Book

Manually Set Availability Dates
If an exam needs to be available in RPNOW for a different time range than the LMS provides you can set a manual date override range for it here.

Cancel Submit

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Note: If any changes are made to the exam start/end dates or password in Canvas after the exam is registered, you will have to go back to the RPNOW app and sync the exam. You can do this by clicking the blue button next to the exam management page.

Start Date (MST) ↑↓	End Date (MST) ↑↓	Password ↑↓	Sync All
Jun 28, 2018 12:00 AM	Jun 28, 2019 11:59 PM	Tac*****	

5. Registering 3rd Party Exams with RPNOW

3rd Party Exams are exams that are given in any other system besides Canvas. This can include WebAssign, ALEKS, MyMathLab, etc. The exams are registered using the same RPNOW app within the course in Canvas; however, 3rd Party would be chosen instead of Native. You have to enter additional information, this is because the app is unable to pull this information from the 3rd party site like it is from Canvas.



1. Fill in the exam name as it appears in the 3rd party site.

This is a proctored exam and requires video review by KPNOW. A report will be delivered.

Exam/Quiz Name

Test Name

Access Code Confir

2. Enter the password for the exam exactly as it appears in your 3rd party site. Please refrain from using special characters in the password.

Access Code

Confirm Access Code

3. See the Native Exam Registration section for more information on the number of students and the Exam Duration.
4. Select an Exam Rule Profile for the exam. See the section on Creating Exam profiles for more information on this.
5. Set the start/end dates for the exam

Availability Dates

Exam Start and End dates are in **MST**.

Open

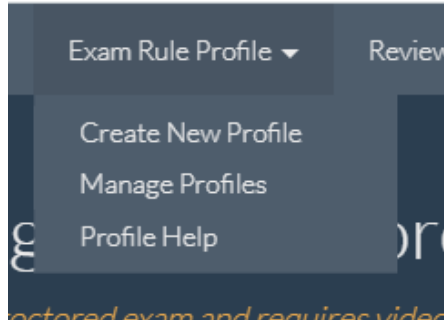
Until

6. Creating an Exam Profile

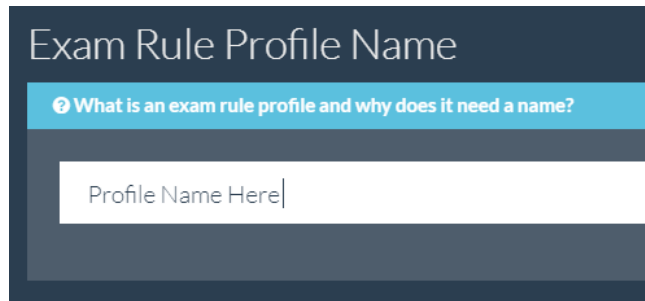
An Exam Profile determines the rules for the exam that will be provided to our reviewers. Please be as specific as possible in terms of your requests. By default, all exams are given a “Closed Book” profile. This means that the student is not allowed to use any outside resources. If any other resources are allowed (for example, Excel, Word, or notes), an Exam Rule Profile must be created with the rules for the exam and attached to the exam. Once you create an Exam Profile, you will be able to select it for other exams moving forward.

- a. To create a profile: Navigate to Exam Rule Profile> Create New Profile.

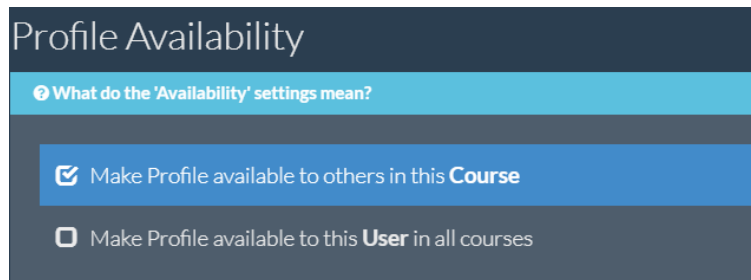
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- b. Provide a name for the profile. This should be something which reflects either what can be used on the profile or which exams it should be affiliated with.













- c. Select whether the profile should be available to only the User who has created it or to all users within the course it's being created in.



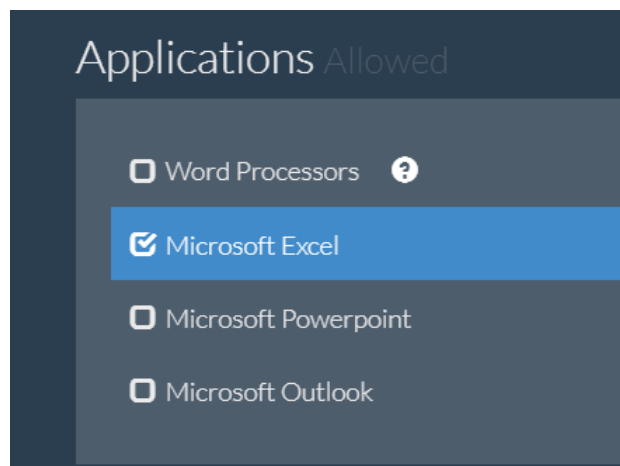
If the profile is available to the User in all courses, the user will be able to add it to any exam they've registered/are registering in any of their courses. Other users who are faculty/admins/teaching assistants in the course will be able to see that it is affiliated with that exam; however, only the creator can make any edits to the profile.



The user can go to Exam Rule Profile>Manage Profiles to confirm or modify the availability of the profile.

Profile Name ↑↓	Created By ↑↓	Availability ↑↓	Last Updated (MST) ↑↓	Actions
OpenBook Testing		This Course	Apr 26, 2018 1:19 PM	    
Test H1		This Course		    

- d. Fill out what items are allowed. For example: If students can use Microsoft Excel during exams, you have to check that “Excel” can be used. **Otherwise, students will not be able to use Excel during their exams as the RPNOW program will prevent it from being open.**



- e. Save your profile.

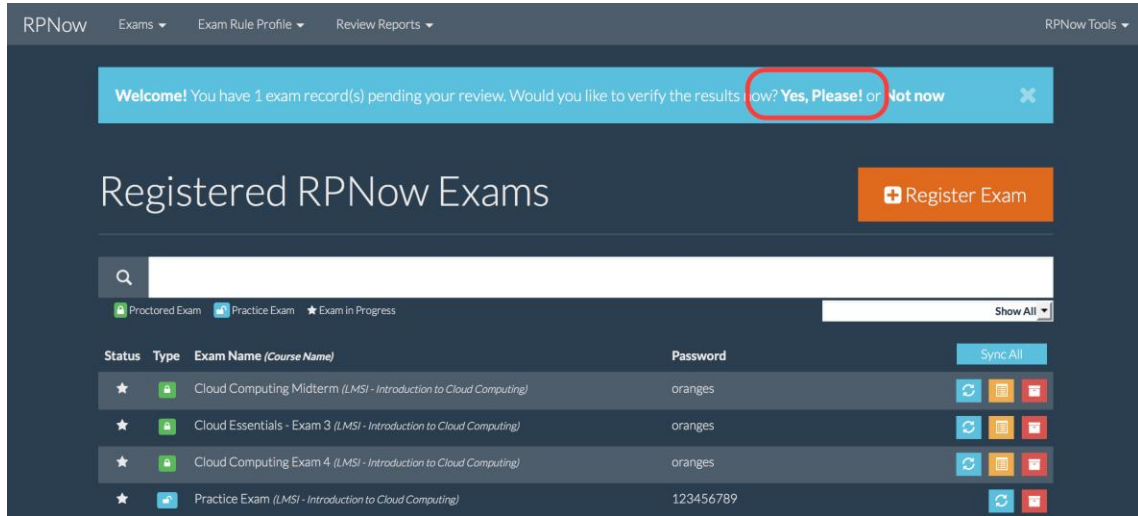
Note: Allowing “Microsoft Word” will allow all word processors, including Notepad (PC), Microsoft Word, and TextEdit (MAC).

7. Reviewing Results

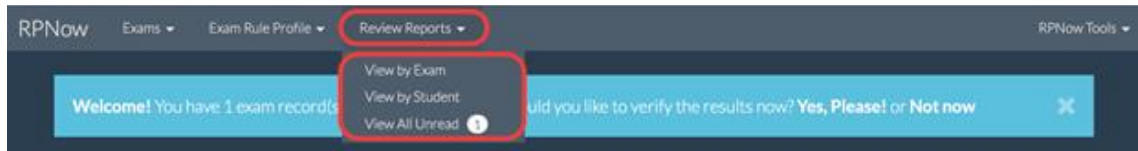
PSI will deliver reports directly into the LTI App. To review the results, simply:

1. Open the LTI app.
2. New reports will be highlighted in the blue area.

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3. You can also click “Review Reports” and search via exam, student, or read/unread items.



4. PSI will alert you to any new “Suspicious” items. These items are major violations that faculty need to review. Students will not be notified of suspicious records.

PSI will email students on your behalf for “Rules Violation” records. These are minor violations like listening to music, watching television, and speaking to others in the room about arbitrary subjects. The intent is to create behavior modification for students.

Clean records are those of which we’ve found no violations.

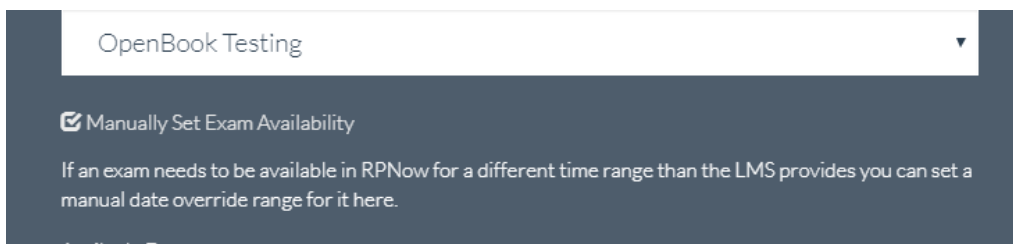
You can also view these records by clicking the drop-down and choosing the specific field you want, or “Show All”.



8. How to give certain students additional time

If you have certain students that need to take exams outside of the normal testing window, you'll need to set this up differently within the LTI app.

1. The exam needs to be set to "Everyone" in Canvas in order to be registered; after it's registered you can then go in and add single student accommodations in Canvas.
2. After doing this, find your exam and click the orange edit button next to the exam on the Manage Registered Exams page within the app.
3. Find the "Manually Set Exam Availability" button towards the bottom of the page and click on it. This will allow you to override the dates the exam is available in RPNOW.



4. You'll want to have the dates be extended for the longest period of time the exam is open. So for example, if you have all of your students taking the exam on July 11 from noon to midnight,



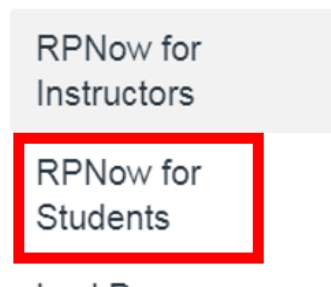
and you have a single student taking the exam on July 13 from noon-3 pm, then you'd set the availability from July 11 at noon to July 13 at 3 pm.

A screenshot of a software interface for setting exam availability. It features two rows of input fields. The first row is labeled "Available From" and contains a date field with a calendar icon set to "Thursday, July 11 2019" and a time field set to "12:00 pm". The second row is labeled "Until" and contains a date field with a calendar icon set to "Saturday, July 13 2019" and a time field set to "3:00 pm". Below these fields, a note states "Exam Start and End dates and times are in MST." At the bottom right, there are two buttons: a grey "Cancel" button and a green "Update" button.

5. You'll then click the "Update" button. All students will be able to see that the exam is open if they click on RPNow after their exam period on July 11; however, Canvas will not allow them to enter the exam.

9. Information for students

Students must be directed to click RPNow for Students which will take them through the RPNow download process.



They can follow the on-screen instructions to continue through the steps and access the exam.



Students can also go to: <https://asucanvas.remoteproctor.com/> to download the software and take exams. This URL can be placed within your course, syllabus, and/or exam instructions. There is also a video on the download page of the software which walks students through using the software.