



RPNow Exam Review Definitions

****Do not provide to students****

Comments are provided throughout the review process. Each individual comment can be designated as: Suspicious or a Rules Violation. Based on those comments, the reviewer will provide a final exam status equal to the most egregious comment (Suspicious if there are any comments labeled as Suspicious, Rules Violation if there are any comments labeled as Rules Violations but none labeled as Suspicious). If there are no comments, the exam status will be marked clean.

- **Suspicious** - occurs when the activity directly compromises exam integrity (i.e. cheating)
- **Rules Violation** - occurs when a rule is broken, but the activity does not impact exam integrity (i.e. playing music)
- **Clean** - is used when there are no activities that break any exam rules

Items highlighted yellow in the following table require additional information. You must have a rule with specific instructions placed in the “Exam Rule Exceptions” field for AdminSite users or “Special Instructions” area of Exam Rule Profiles for LTI users. These items must have a reference rule placed in those areas in order for the reviewers to be able to properly review per your instructions.



Desktop View Flags	Webcam View Flags
Browsing local computer	Another computer present in room
Browsing other websites	Covering the camera
Explicit Materials/Behavior	Did not show allowed materials to camera* (please see definition for this item below)
Lost Internet Connection	Environment changes
Using Instant Messaging	Exam Environment view not confirmed
Using Calculator	Exam Environment view not provided
Other (Explain)	Explicit Materials/Behavior
	Failed to erase/clean the whiteboard writing
	Failed to rip allowed materials
	Failed to show allowed materials
	Failed to show computer screen
	Flipping of the pages
	Headsets
	Improper device placement
	Improper Lighting
	Left the room
	Looking somewhere else
	Out of view of Camera
	Photo ID not confirmed
	Photo ID not provided
	Reference materials** (please see definition below)
	Reference materials on environment view
	Someone else in the room/Talking to someone else
	Talking aloud (talking to yourself)
	Technical Problem
	TV or Radio
	Using another computer/device
	Using telephone
	Other (Explain)

Desktop View Flags

Browsing local computer:

Student is using Word, Excel, browsing iTunes, etc...

Browsing other websites:

Google, Yahoo, etc. is being used



Explicit Materials/Behavior:

This is used anytime nudity occurs, or when an individual is browsing adult-based content. Note: These items are always flagged as "suspicious". A call will be requested before this record is delivered

Lost internet connection:

Internet Connection is lost

Using Instant messaging:

Yahoo, MSN, etc...

Using Calculator:

A calculator (online or the built-in computer calculator)

Other (Explain):

Violations not included in the above list

Webcam View Flags

Another computer present in Room

Another computer is present when it should not be

Covering the camera:

Student covers the camera intentionally

Did not show allowed materials to the camera*:

For any exams or exam rules exceptions where students are allowed items like a calculator or blank note paper, and are required to show them to the camera before and/or after the exam and did not.

Note*: Faculty should ensure the first and last questions on an exam are similar to "show your XXXX material to the camera" to ensure feasibility

Environment Changes:

Student is no longer in the room or area where they completed the room scan, or switched rooms during the exam

Exam Environment view not confirmed:

Student attempts to show the environment but not to the extent that his/her work area is shown to be clear of materials that are not allowed. Also the room itself may not have been clearly shown



Exam Environment view not provided:

Student made no attempt to show his/her exam environment

Explicit Materials/Behavior:

This is used anytime nudity occurs, or when an individual is browsing adult-based content. Note: These items are always flagged as "suspicious"

Failed to erase/clean the whiteboard writing:

Student does not erase the whiteboard writing when instructed to

Failed to rip allowed materials:

Student does not rip the materials when prompted to

Failed to show allowed materials:

Student does not show the camera the allowed materials directly to the webcam

Failed to show computer screen:

Student does not show the computer screen as instructed (i.e. Student does not use a mirror or external webcam to show their computer screen)

Flipping of the pages:

Student is heard/seen flipping through pages of a book

Headsets:

Any headphones, ear buds, etc... that is being used that were not mentioned in rules were allowed

Improper device placement:

The laptop view is placed in such a manner that the student is no longer fully visible

Improper Lighting:

The lighting within the room does not allow for a visible view of the student

Left the room:

Student gets up and leaves the viewing area of the Webcam

Looking somewhere else:

Student is looking away from the computer (or appears to be). Attention is not on the exam, or allowed materials.



Out of view of Camera:

Cannot see the student's eyes or location they are looking at

Photo ID not confirmed:

ID photo is blurry, too small, not positioned properly, or does not include a picture

Photo ID not provided:

No ID photo provided (This will always be flagged as Suspicious)

Reference materials:**

Anything not specifically allowed by Org's Exam policy or Exam rules exceptions. In most cases there should be nothing on the student's work surface except their ID and computer related items, chargers, cables, etc... Example: A pen on the desk can be flagged (regardless if paper is also visible).

Note**: For faculty allowing certain items, you can specify formatting types. For example, you may allow "on the screen" notes but not "hand-held" notes, or possibly allow an "etextbook on the computer they're taking the exam on" but not allow "hand-held books" or "eReaders".

Reference materials on environment view:

See Reference Materials; but occurs during the room scan specifically.

Someone else in the room/Talking to someone else:

Exam room should not have anyone else present. Exceptions to this would be mothers with babies, children inadvertently entering the room and asked to leave, others passing through the room with no interaction, others in a multi-purpose environment such as living-dining- kitchen area with no interaction with student. Exams in public areas such as Wi-Fi spots are not allowed unless specifically exempted by the organization. Any indication that they may be reading the exam to someone else will be flagged as "Suspicious". Talking to anyone else in or out of the room will be flagged, with the lone exception to this being to ask someone who may have inadvertently entered the room to leave

Talking aloud (talking to yourself):

Students are allowed to talk to themselves softly; this is only flagged if audible.

Technical Problem:

User experienced a technical issue

TV or Radio:

TV or radio is on in the exam taker's area



Using another computer/device:

Students using the computer for anything at all will be flagged as "Suspicious"

Using telephone:

Use of telephone for any purpose (except calling support or staff/school/teacher), regardless of length of time will be flagged

Other (Explain):

Violations not included in the above list