



Exam Sponsor/Faculty Quick Guide

Contents

Introduction:.....	2
1. Create your exams in your CMS	2
2. Login and update your settings in the RPNOW site.....	2
3. Register your exams in RPNOW.....	3
4. Have students take the exam(s).....	4
5. Wait for the report from PSI.....	4
6. Support for faculty.....	5



Introduction:

Thank you for choosing the RPNOW system to proctor your exams. The information below will assist you with this process. Please follow the steps ensure that your exams are properly registered in the RPNOW system and readily available for your students on the dates and times that you require.

1. Create your exams in your CMS

Simply login and create your exams in your course management system as you normally would.

In most cases, you should password-protect the exam. This will ensure that students cannot take the exam without being proctored. Do not provide the password to students. Contact your PSI Client Services representative if you have any questions about passwords (See Step 6 on page 5 for more info).

LMS Notes:

Angel: Angel is unique in that it caches passwords for exams. If a student gets into an exam that is password protected, then *any* content that was protected by that password is available to the student. We suggest using an Agent in Angel to prevent this. Details can be found [here](#).

Sakai: Exam usernames are required in Sakai. The RPNOW system will populate the password and "rpstudent" as the username. It is crucial that the username is "rpstudent" so it is populated correctly and support can provide it if necessary.

Connect: See "Step 4. Have the students take the exam(s)" for important information on Connect.

Pearson Products: See "Step 4. Have the students take the exam(s)" for important information on MyMathLabs or other Pearson sites.

2. Login and update your settings in the RPNOW site

Website: <http://www.remoteproctor.com/AdminSite>

Username: Provided to you via email

Password: Provided to you via email

Note: If you cannot login as an instructor/exam sponsor, please contact your institution's admin.

To update your information:

1. Choose "Home" from the navigation bar at the top of the page
2. Choose "Update My Info"
3. Update the available fields as necessary

Note: To update your password, be sure to use the "Update Password" button, and not the "Update Your Info" button.



3. Register your exams in RPNow

1. Select "Exam Registration"

2. Select "Register an Exam"

3. Fill out the drop-downs/forms

Note: The "Exam Name" should be the Course ID and the name of the exam (for example, Math 101 Section 204 - Final Examination). Failure to do so may cause students to be unable to locate the exam (or access the wrong exam, which will then give them an "incorrect password" error).

*The "Exam Password" ***must*** exactly match what the exam password is listed as within your CMS. Failure to do so will also cause an incorrect password to populate, and students will not be given access to the exam.*

Additionally, spaces or the following special characters are not allowed in the "Exam Name" or "Exam Password" field:

#	<	>	:	,	\	/	?	*		&
---	---	---	---	---	---	---	---	---	--	---

4. When registering the exams, determine if the exam requires review by RPNow Proctors. For the "Does this exam require a proctor/invigilator" question, choose "Yes" or "No" accordingly.

- Choosing "No", will designate that you do not need this particular exam to be reviewed. This is a free "Practice" exam, but will not be reviewed. Please make sure these practice exams are around 5-10 minutes long.

Note: We highly encourage the use of Practice exams to help ensure familiarity with the product and to ensure they meet the necessary requirements.

- Choosing "Yes" will open additional fields allowing you to input the start and end dates of the exam as well as "Exam Rule Exceptions" and the approximate number of students.
Note: Start and End Date fields determine the days that the exams are available to students in the RPNow system. These also need to be in the Eastern Time zone (ET).

5. Select "Register Exam"

To update Exams:

1. Choose "Exam Registration" > "Exam Manager"
2. Select "Edit" next to the exam you wish to update
3. A new page will open allowing you to update the fields. Update the fields and click "Update Exam"



4. Have students take the exam(s)

In general, when taking an RPNOW proctored exam, students will now need to be directed to one of the RPNOW URL's so that we may confirm their identity and collect the video and audio data for subsequent review.

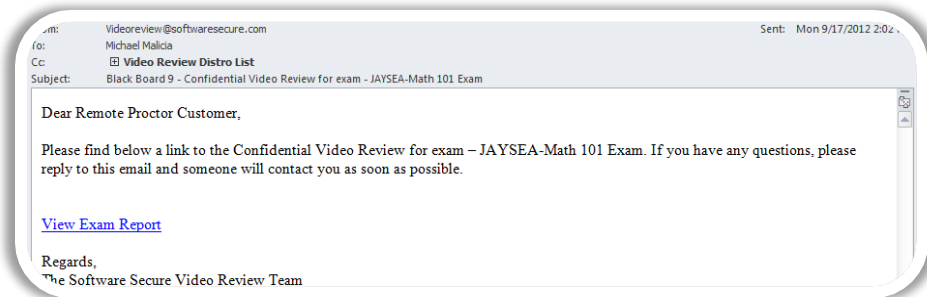
Please check with your school or organization's administrator or your Client Services Representative to find out which URL is right for you.

A "welcome" email providing information for students is available [here](#). Please contact your school or organization's administrator to confirm the proper channels for providing this information to your students, as well as how best to make Practice Exams available.

5. Wait for the report from RPNOW

Email with link

Upon reviewing the records for an exam, PSI will email a link to the report. The report will be sent to the admin and/or exam sponsor account(s) that are configured to receive the reports in the RPNOW (RPNOW) system.



This email can also be forwarded, but only the admin and the exam's sponsor may access the report.

Note: For exams that have more than one report/email delivered, each report will only show exams for the records that have not yet been delivered in a previous report.

Login

If you are not already logged in, the link will take you to a login page. Login with your Exam Sponsor (Faculty) or Admin accounts to access the report.



Report

Here is a list of information that will help explain the violations, and the level of the suspicious activity: [Exam Review Explanations](#)— **do not** provide this to students.

After logging in, the report will be displayed. The initial page of the report will contain a summary of the report and display the total number of Suspicious records.

Interactive Report

1. You can click the “+” next to the status to see the specific records for that level of activity.
2. You may then click on any student’s name to view their specific record. A new window or tab will auto-open which will take you directly to the record’s review page

“Show Detail Report” and “Print to PDF” options

You can also click on “Show Detail Report”. This will expand the report to show all the records at once (one record per page in a PDF style format).

This page will not only specify the Suspicious and Rules Violations but will also separate them between the “Webcam” and “Desktop Comments”, respectively. Each student (with a suspicious or rules violation record) will have a dedicated page.

Finally, you can click the “Print to PDF” button which will open a new tab with a pdf version of the record. You can then click the icons to save the file as necessary.

6. Support for faculty

If you have any questions, please email us at your organization’s email distro. This will be provided to you by your administrator. This email is monitored by Sales, Support, and Client Services, so any questions you have can and should be directed there. Do not distribute this email to students—their documentation and [RPNOW Test Taker University](#) have information for student support.