Virtual Proctoring: TABE 11/12 & CLAS-E

BEFORE the testing session

Good preparation is needed for success.

Technology
- Read through [TABE 11/12 Remote Proctoring Guidance](#)
- Proctor proficiency using Zoom:
  - [Be familiar with Zoom](#) (there are many youtube and Zoom videos available)
  - Change Zoom settings based on [TABE 11/12 Remote Proctoring Guidance](#). This needs to be done prior to setting up meetings.
  - KNOW how to:
    - Create a meeting.
    - Invite students to a 'meeting'.
    - Move students in and out of the waiting room. For private conversations and/or checking IDs, you will move everyone to the waiting room, except for the student you need to talk to privately.
    - Mute/unmute people.
    - Share your screen.
    - Use chat options including private chat.
- Students proficiency using technology and Zoom:
  - Before signing students up for virtual testing, make sure all students have:
    - Strong computer skills.
    - WIFI that works consistently.
    - Access to a computer with Google Chrome.
    - Access to a quiet uninterrupted space.
    - A smart phone for a picture of their ID.
    - A camera on their computer/device.
    - A very basic understanding of how Zoom works (for example, that they will log in from an email invitation).

Organization
- Set up the test session in DRC.
  - Label according to your standard practice, but add the word 'remote'. i..e,, ***Remote,*** *Gorski, Jennifer, 11T1.*
- Send students an email the day before testing, which includes the Zoom meeting invitation.
  - [Example email to HSE student](#)
  - [Example email to ELL student](#)

DURING the testing session

What's outlined is describing one subject at a time; modify for multiple subjects per session.

1. Log into zoom and start recording (automatic recording is set up in the Zoom settings).
2. Admit your students into the 'room' and greet them. One-by-one:
   - Check IDs (everyone besides the ID holder should be sent into the waiting room).
   - Check testing space by having students move their device around to confirm testing environment is up to DWD standards.
   - Have students show you where they place their cell phones out of reach.
3. Using private chats, provide each tester with their login credentials (private chat is set up in the Zoom settings).
4. Have students login to their test and troubleshoot any issues that might occur.
5. Review information with students that was sent through email the previous day.
6. Go over TABE Test directions.
7. Ask students if they have any questions.
8. Explain to students that when they are finished with their test to send a private chat to the proctor letting them know they're completed. At that point they may exit the 'room', by clicking on 'leave meeting'.
9. Instruct students to begin their test.

AFTER the testing session

Additional tasks may be needed, based on individual program preferences.

- Print out the score report from DRC.
- Provide scores to your data person for InTERS.
- Communicate scores to teachers and students.
- Save your Zoom recording for 7 days.

Additional things to consider/what we learned:

- Programs may need to purchase zoom if no longer offered free ([ZOOM Education Plan](#)).
- Before testing students, practice this entire procedure with coworkers until kinks have been worked out. We found this step the MOST helpful!
- It was easier to do one subject at a time/session.
- Start with one student at a time and build up to five.
- This can be modified for pre-tests; which we did during our 12-hour virtual enrollment during quarantine.
- For further tips on organization throughout the process, reach out to us. We created spreadsheets via Google to make many parts of this process smoother.