biomids

Instant-In™ Proctor Student Documentation

Informational Notes:

Instant-In™ Proctor is a comprehensive proctoring system that can be used with any Learning Management System. It is designed to render the highest level of validity to test-taking in order to ensure the value of each student's degree, certification, or simple course grade. The utilization of the system is dependent upon meeting the prerequisites as defined below.

Pre-Installation Requirements:
- A PC running Windows XP, Vista, 7, or 8 or a 64 bit Mac running 10.8 or higher. We recommend that your computer have a minimum of a 3GHz processor and 2GB of RAM.
- 50MB disk space available for the application.
- A built-in or attached webcam.
- Please have a photo ID available.
- Your assigned email address (your_email@institution.edu).

Installation:
- You must install, register, and enroll your digitized facial template to complete the installation.
- A snapshot of the test/exam taker and a snapshot of a photo ID will be taken.
- In order to improve facial recognition accuracy, capturing multiple images of your face (entitled "training" and found in the "gear box") is highly recommended.

Pre-Testing Requirements:
- Please make sure you have installed Instant-In™ Proctor.
- In order to use Instant-In™ Proctor, course and exam information will be downloaded and made available in Instant-In™ Proctor from your learning management system.
- 3.3MB/minute of free space is required for a Proctor session (198MB per one hour test/exam).
- A high speed internet connection is also required.
- A built-in or attached webcam. **(Note: For best results during testing, an attached camera should rest on the center top of your screen. Cameras placed below screens and off-center are less effective in facial recognition. Also, please make sure your face appears in the center of the camera window.)**

At the beginning of the test, the following actions will take place. These are many of the key features of Instant-In™ Proctor:

- Biometric authentication of the test/exam taker.
- Continuous streaming screen capture of all on-screen events and websites visited.
- Logging of all URLs accessed.
- Constant video capture of the test/exam taker.
- Random biometric authentication of the test/exam taker and logging of any anomalies, such as no face found, multiple faces found, or wrong face found.
- Transmission of all proctoring results to a server or a cloud storage mechanism **(Note: a single test/exam enrollment will not be considered complete until the proctoring results have been transmitted successfully).**

After testing is complete and Proctor results have been transmitted, the following post-test/exam verification is available to the professor:

- Dashboard presentation of all student information including student name, photo ID snapshot, biometric authentication results, URL changes, streaming video capture including audio, and screen capture.
- The ability of the professor to click on any event and go directly to a particular moment in time as captured on the screen.
- The ability for a professor or designee to review all collected results and approve or disapprove the test/exam validity or set the status to "under review".

Other key points to remember:

- Instant-InTM Proctor uses facial recognition to continuously validate the identity of the test-taker, so it is important that the test-taker keep his or her face in the center of the small display monitor window throughout testing.
- Since there is continuous video capture taking place of the test-taker, that means anyone in the camera's line of sight will be captured by the video stream. It is the test-taker's responsibility to alert other individuals that testing is taking place and that the camera is active.
- Once a proctor session is initiated by clicking start, an informational timer displays in the proctor window. This timer does not control the length of the test but is there to show that the proctor is running
- Also, once the proctor session is initiated, a small window called a "display monitor" will appear. This will display the test-taker's face inside a green outline and is intended to assist in showing whether his or her face is properly positioned for optimal facial recognition. **Note: while the display monitor is showing, the proctor is still live and recording.**
- Biomids adheres to the data privacy and security requirements of the test-taker's institution.