

TAV COLLEGE

ONLINE PROCTORED EXAMINATIONS

Procedure and Explanation



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1. WHAT IS AN ONLINE PROCTORED EXAMINATION?

It is a monitored exam that takes place online while an exam invigilator supervises the student to ensure there are no cases of cheating, plagiarism or inequality in regards to exam situations.



2. WHO WILL BE ELIGIBLE FOR ONLINE PROCTORED EXAMS?

Online examinations are a last resort option for the Fall 2020 semester. With that said, the only students who will be eligible to take an online exam are students who can prove that their unique situation deems it necessary to undertake such an exam.



- Students will be charged \$25 (per hour of invigilation) for online proctored exams

3. RULES

- The student will not be permitted to wear a hoodie, hat or wrist watch.
- The student must have access to a portable camera that can be rotated 360 degrees:
Mobile phone or laptop.
- The student must have a functional microphone.
- The student must have access to a printer where they can print the exam instructions.



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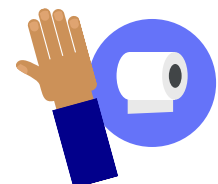
PROCEDURE FOR ONLINE EXAMS (PART I: BEFORE)

- The student will setup a quiet space in their home to write the exam. The student is only allowed to have a paper, pencil, eraser and any materials that has been authorized by the course instructor. The exam will not begin until all other items have been removed.
- 10 minutes before the exam begins, the student will meet their invigilator, the rules for the exam will be explained to them, and the student will then be required to show the invigilator a 360 degree view of their exam space (bedroom, living, kitchen, etc.)
- The student will then be sent the exam by email, 5 minutes before the exam begins. Once the student has printed the exam instructions, they may begin.



PROCEDURE FOR ONLINE EXAMS (PART II: DURING THE EXAM)

- The student will be required to place either their laptop or mobile phone far enough away from them so that the invigilator can see their full upper body.
- The microphone must be on and stay on for the entirety of the exam.
- The invigilator may ask you to share your screen periodically.
- The invigilator must always be able to see your upper body.
- If the student needs to go to the washroom, they must request permission from the invigilator and will only have five (5) minutes to do so.



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PROCEDURE FOR ONLINE EXAMS (PART III: FINISHED)

- Once the student has completed the exam, they will be required to remain on the video call and, using the Genius Scan mobile application or a scanner, the student will scan and send their exam to their invigilator.
- Once the student has successfully submitted their examination and the invigilator has confirmed the reception of their exam, the process will be finished.



CAUGHT CHEATING

All online proctored exams will be recorded and archived. If a student is caught cheating, they will receive a 0 grade for the exam and will face additional reprimands.

If a student wishes to contest a cheating accusation, they may request a copy of the recorded session. Also, a case will be started with the Dean of Studies' office to investigate the incident.



VIDEO TUTORIALS (Click on the buttons)

How to use the
Genius Scan mobile
application

Video procedure for
Online Proctored
Exams

PREPARATION CHECKLIST

BEFORE THE EXAM

- ☐ I have studied for my exam and I am prepared
- ☐ I have found out which materials my instructor has allowed for the exam (notes, textbook, calculator, etc.)
- ☐ I know what time my online exam begins and I know how much time I am allowed.
- ☐ I have tested my microphone and webcam numerous times to ensure they function.
- ☐ I know how I will scan my exam and send it to my instructor.

DURING THE EXAM

- ☐ I have prepared a quiet space in my home where I can concentrate.
- ☐ I know where I will place my laptop and/or webcam to avoid wasting time.
- ☐ I have brought water with me so that I do not have to get up.
- ☐ I have plenty of paper, a pencil, an eraser and authorized exam materials on my workspace.

FINISHED THE EXAM

- ☐ I have no problem sending the invigilator a scan of my exam (as a PDF document) because I prepared for this in advance.