

[Intro music] This is the Oregon State University Ecampus exam and proctoring form demonstration. An OSU student will log in using their OSU secure network identification, referred to as their ONID account. By requiring that students use their ONID login for this application, we are able to authenticate their identity. After completing the login, a student will see important announcements, exam and proctoring instructions, and any proctored exams that they have already scheduled. We retain specific data each term to help students. If they have a proctor from a previous term, we keep that data in case that student wants to use the same proctor the next term. If the student has not logged into the application before, they will need to verify their contact information. By using the ONID account, we can capture general information and populate our database. Students must verify that this is up to date information and edit as necessary. On the 'course information' page, students can review announcements and verify contact information, and a student will go to the 'course information' page to enter the courses requiring exam proctoring. Not all courses require proctoring. It is important that the student consult the course syllabus to determine which of their courses require proctoring each term. This page is designed to allow the student to enter the course reference number, causing all fields to populate for them. Alternately, the students could provide all other course information and then have the course reference number populate automatically. We have four proctoring options available for ecampus students. The 'Oregon testing center' page lists pre-approved Oregon testing centers. Students must make prior arrangements with these centers before scheduling exams to be proctored. Testing centers usually charge a fee. Payment is the responsibility of the student. On this page, a student will select the testing center they are using for the exam. If the student does not live in Oregon, they may select a pre-approved testing center from the National College Testing Association. A student is responsible for making prior arrangements with the NCTA participant they have selected. After the student enters the information for the proctor and selects their exam, he or she can view their scheduled proctoring on the 'view your proctors and exams' page. Students can view the on-campus schedule prior to entering the proctoring and scheduling application. [video cuts off]...have their exams proctored on the OSU Corvallis campus will start on this webpage to select the exam and reserve the time slot for the exam. After the student selects the exam and the time slot, they receive an automated email confirmation. Anytime a student adds, edits, or removes information, they are asked to verify this and they receive confirmation. If a pre-approved testing center is not available in their area, a student may use this page to request that ecampus consider an alternate proctor. The student will enter the proctor information and select the exam to be proctored. Proctors that fall within this category must first be verified and approved as legitimate proctors before ecampus will send any type of exam information. After the proctor is approved the student will receive final confirmation. If we deny the request, the student will need to re-submit until we confirm and accept a proctor. A student may designate one proctor for the entire term, or may prefer to use different proctors during the term. On the 'view your proctors and exam' page, the students will be able to see the proctors and exams scheduled for the current term. This page allows students to keep track of their exams and also make any necessary adjustments to their proctors. The 'help' page is designed to load either a new tab or a new window. It covers all sections and helps students with proctoring responsibilities and guidelines. [Outro music]