GCISD Math Acceleration Proctorio Fact Sheet

What is Proctorio?

Proctorio is an online proctoring system, so students can take their UT High School Math Acceleration test at home without a physical proctor present in the room. The online proctoring system integrates an identification process, lockdown browser, and video recording as students complete their exams on their own computer at home, or anywhere.

What are the technical requirements?

• Reliable Internet connection
• Proctorio is a Google Chrome plug-in, so Google Chrome is required.
• Webcam
ALLOWABLE DEVICES:
• Chromebooks with the Proctorio plug-in
• Desktops and laptops with a Chrome Browser and the Proctorio plug-in
NONALLOWABLE DEVICES:
• Phones, iPads, and mobile devices are not allowed.
• ***NO HEADPHONES/EARBUDS or HEADPHONES/EARBUDS with MICROPHONES. Student tests will be cancelled if student uses headphones/earbuds of any type***

Will Flash be required for exams?

No.

Will students be required to show their photo ID to take the exam?

Yes. A student may use their school ID, driver's license, or valid passport with photo. During the COVID-19 closures, if a student does not have access to a personal photo ID, a parent/guardian may present their photo ID and verify the student's identity.

Will the Proctorio exams require a specific testing environment?

Set up a quiet and distraction-free area. The student should prepare to be seated there for the duration of the exam.

How will the student access the exam?

• UTHS recommends districts ask their students to log in at least a week prior to the testing date. Student must complete all set-up tasks and modules prior to taking their exam.
• Students will receive an email with access information, including their UT EID, which will be their username for the exam login to Canvas, which is the website that houses the Proctorio exam. The student will follow instructions to reset their password if they're not a current UTHS student.
• Once the student is logged into the testing system, s/he must complete several online modules:

Installing Proctorio, Using Proctorio, Preparing Your Testing Space, Acknowledgement of Testing Environment Rules, and Allowed Materials.

Will students be able to prepare prior to taking their exam?

      • Once the student is logged into the testing system, s/he must complete several online modules: Installing Proctorio, Using Proctorio, Preparing Your Testing Space, Acknowledgement of Testing Environment Rules, and Allowed Materials.

      • Parents and students may view this [Student Demo video](#), which provides important information about using Proctorio, including the in-quiz tools, live chat, exam timer, and exam submission.

      • Students can access the course study guides on the UTHS website.

Are the exams timed?

      Yes, the exams will last up to 3 hours (180 minutes). Students will have an extra 20 minutes (total of 200 minutes) in case they have any issues, such as needing to restart their computer.

Do the exams expire?

      Yes. Students *MUST* complete the exam by midnight on the last day of the GCISD testing window. Please refer to the [Assessment Calendar](#) for date clarification. UT High School allows for 60 days to complete the assessment, but GCISD students *MUST* complete their test within the GCISD established window to receive credit.

Can we schedule a time for our students to take the exam?

      Once students receive access to the exam, the student will have until midnight on the last day of the GCISD testing window. Please refer to the [Assessment Calendar](#) for date clarification. Once taken, students are unable to access it a second time.

How many times can students access their online exam?

      Once. They may access the pre-exam preparation modules (including installation of Proctorio, and a review of rules) as many times as needed before they begin the actual exam.

How do students contact UTHS if they have questions about their login credentials (trouble logging in)?

      Email: edservices@austin.utexas.edu   Phone: 512-232-5000
      Monday-Friday 8:00 am-4:30 pm

Who will provide technical support for students testing with Proctorio?

      Students will have 24/7 access to the live Proctorio chat both before and during their exam. If a student loses access to the exam during their testing, they should open the live chat window and speak with a Proctorio representative.

What happens if a student loses internet connection during the exam?

      Proctorio offers support via a live chat in the Canvas Learning Management System where the online credit by exam course is located. It's available 24/7/365. The live support agent can allow re-entry into the exam if the student loses their connection.

Will students be allowed to use their required materials, reference materials, and scratch paper?

Any formula charts, periodic tables, or scratch paper required will be provided within the exam. We highly suggest the student print out the provided materials, if possible. However, we know printer access may be limited during the coronavirus outbreak. If a student is unable to print the provided scratch or graph paper, s/he may use their own. At the start of the test, the student will be required to clearly show all sides of all pieces of scratch paper to the camera before beginning the exam.

What if a calculator is required for the exam?

For Math Acceleration, if a calculator is allowed, the Scientific Calculator tool will be enabled within the exam. If the exam calls for a graphing calculator, the student will be allowed to use their own, but will need to follow steps to clear the calculator on camera in order to ensure that formulas or other material are not stored in the calculator. If you do not have a graphing calculator, please contact Courtney Gatewood at courtney.gatewood@gcisd.net to arrange to use a GCISD graphing calculator. Please thoroughly review the UTHS calculator policy here: [Calculator Policy](#).

Who has access to the video and audio recordings?

UTHS requires video, audio, and screen capturing by Proctorio during the exam. UTHS staff will review the video, audio, and screen capture for each exam taken. Proctorio will store that data and provide an automated suspicion report to UTHS. No Proctorio employee has access to this data. Only authorized school officials can unlock and view the exam recordings, not Proctorio. Additionally, Proctorio's state-of-the-art, double-encryption technology ensures that all of your exam data is safe from hackers.

What if someone else walks into the testing room?

This will trigger an irregularity flag, then the UTHS staff will review the video to determine whether the exam is valid or not.

Who makes determinations about testing rule violations and their consequences? The UTHS staff make the determinations about any testing rule violations and consequences align to UTHS policies. UTHS policies regarding scholastic honesty are viewable on the UTHS website and in the UTHS Student and Parent Handbook. Violations of scholastic honesty will result in a score of "0" on the exam.