

## Zoom Proctoring Information for Students

*Instructions for students provided by the Academic Proctoring Center*

### Requirements:

- A quiet space where you will be undisturbed while testing
- A picture ID to show your instructor prior to beginning your exam
- A Zoom account ([sign up here!](#))
- Access to a scanner or scanner app such as Adobe Scan or the scanning feature through “Notes” on the iPhone.

### Before Testing:

- Make sure you have all needed test materials ready to go before entering your test session (loose scratch paper, pencils, erasers, calculators, ect.)
- Ensure all unauthorized materials are put away (cell phones, class notes, and textbooks)
- Find a flat surface, such as a table or desk so that your work is visible while testing

### Entering a Test Session:

- Make sure to enter the test session with **both your camera and microphone on**
- You will show your photo ID to your instructor prior to the start of your exam
- Before beginning your exam, they will verify you have all needed exam materials
- Depending on the type of exam you are taking, you may need to [“share your screen”](#) with your instructor (this feature can be found on the bottom of the Zoom screen)

### Ending a Test Session:

- Make sure your instructor officially dismisses you before ending your test session  
*Ending your test session prematurely could impact your exam grade*
- Your instructor may request you use your scanning device to submit your exam, exam notes, or other needed exam materials

### Scanning and Submitting your Exam:

#### Using iPhone, iPad

- Download Notes
- Click on the "notepad" icon
- Click on the "plus" icon
- Select “Scan Documents”
- Position the document in view and take a picture then drag the corners to adjust the document for correct sizing

- Select “Keep Scan” and scan the next document/page if needed. If you have multiple pages to submit, please scan everything and save as one PDF
- Log into Canvas and upload the scanned documents. Submit documents and notify your proctor that the exam is submitted by using the zoom chat function. Wait for confirmation that the exam has uploaded successfully and that the documents are legible.

### Using Android

- Download CamScanner (Free App)
- Select “Use Now” and allow CamScanner camera permission by clicking “allow” when prompt appears
- Click on the camera icon
- Select single page or multiple page document scan (the default is single page)
- Place document on flat surface and take a picture (crop, rotate and adjust the picture as needed) Select the check mark in the bottom right corner when scan is complete
- To save or share the PDF use the icons in the top right-hand corner
- Log into Canvas and upload the scanned documents. Submit documents and notify your proctor that the exam is submitted by using the zoom chat function. Wait for confirmation that the exam has uploaded successfully and that the documents are legible.

### Photo to PDF – Android

- <https://youtu.be/HsSl2VcU6F0>
- <https://youtu.be/16qGirDiTkE>

### Photo to PDF - Apple

- <https://youtu.be/tkm4qswHEFc>
- <https://youtu.be/lpjFqpVlnPM>

### Other Exam Information:

- For any help troubleshooting, visit the [Zoom Help Center](#)
- If you lose connection or your Zoom session times out for any reason, email your instructor as soon as possible to alert them of the situation  
*They may have you reenter the test session or reschedule for a later time/date*
- If you fail to attend your test session, it is not guaranteed that you can reschedule