

REMOTE PROCTOR CHECKLIST FOR STUDENTS

Proctors should provide this checklist to students so that they are aware of the necessary elements before taking an End of Rotation™ exam with a proctor on a pre-cleared proctor service or teleconferencing solution. This guidance will help students successfully complete their exam. If there is no specific checkpoint in a column, the step is not required for the particular service.

Checkpoints for Student Examinees					
		Proctor U	MonitorED U	Examity	Zoom/ WebEx/ Teams
Scheduling & Preparation	Set up ExamDriver account prior to exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Log in to ExamDriver 30 minutes before exam begins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Be aware of live online monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Exchange contact information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Be aware that the proctor will pause exam before chatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Agree to PAEA honor code and program code of conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology Requirements ¹	Have microphone and speakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have a web camera	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have an internet connection ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have disabled popup blockers for examdriver.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Taker Identification	Have ID available for verification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have used a webcam to show room free of unapproved aides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Controls	Know how to flag the proctor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Know how to converse with the proctor after getting their attention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policies & Procedures	Be aware of the incident response plan ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ For optimum performance, we provide a [list of browser recommendations](#). We also provide a [compatibility test page](#).

² Use a hardwired internet connection. This ensures a strong connection with minimal interruptions.

³ Contact proctor with any concerns. Paused exams will require the proctor to contact PAEA's customer service team directly.