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A test proctoring appointment has been scheduled for your class on . You have already been sent an Outlook Calendar invite for this time to your BC Email address.  **Please accept that request so I know to hold that time for your test.**

The rest of this email is to confirm the details of the Teams/Zoom remote proctoring session for your test and to outline the proctoring process.

1. At the time stated above you will join a Teams/Zoom meeting via this link:
   1. If you are unfamiliar with Microsoft Teams, [please view our Teams Guide for Students created by ITS for additional information](https://bellevuecollege.teamdynamix.com/TDClient/2044/Portal/KB/ArticleDet?ID=99966).
   2. If you are unfamiliar with Zoom, [please view their Getting Started page.](https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac)
2. Once both you and the proctor are in the Teams/Zoom meeting the proctor will inform you that the entire Teams/Zoom meeting will be recorded in case there are any testing irregularities.
   1. **If you do not consent to being recorded you will need to take your tests during the regular class exam time with your instructor as proctor**.
   2. Recorded footage will be kept for 3 business days after the completion of the test before it is deleted.
3. Cell phone: You will be asked to turn off and put away your cellphone and any other internet capable devices, including smartwatches.
   1. Your phone should be placed somewhere within the camera’s field of view, but out of the way such as on a shelf or windowsill in the background.
4. If your test requires you to use a computer or anything other than Zoom/Teams you will be asked to share your screen so the proctor can see exactly what you access while testing.
   1. Teams and Zoom provide multiple screen-sharing options and you will be instructed to choose either “Screen” or “Desktop” – these are the same options but called different things on different versions of Teams/Zoom. The proctor must be able to see your desktop and ALL programs/documents you access while testing.
5. Once all this setup has been accomplished, you will be provided with test instructions and your test and the test time will begin.
6. Any breaks taken will NOT count against your test time unless your time is preset on Canvas or a similar educational platform – additional time for breaks during tests on these platforms will need to be arranged in advance.
   1. You will need to show the proctor that you are not taking anything during or bringing anything back from your breaks. Exceptions may include food, beverages, medications, and other pre-approved items.
7. Upon completion of the test you will need to submit the test to your instructor according to their preferences prior to ending either the screenshare or the Teams/Zoom meeting itself.

If an appointment needs to be adjusted please send an email with the necessary changes as well as reasoning behind the changes to [drc@bellevuecollege.edu](mailto:drc@bellevuecollege.edu). Please also feel free to contact us if you have any questions or concerns about this process.

Thank you and good luck with your studying!