



REMOTE PROCTORING

DSPS Proctoring Office

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DSPS Remote Proctored Exams

The DSPS Proctoring Office staff will proctor exams via Zoom and testing will be recorded. The Zoom link will be emailed to you 5 minutes prior to the start of your test. After the Zoom session has started, the test will be emailed to you.

Before the Start of Your Exam

Please show the following:

1. Picture ID
2. A view of your desktop
3. All instructor approved materials you will be using for the test, if applicable
 - calculator, notes, index card, dictionary, etc.

During Testing

Cellphone needs to be turned off

No one else is allowed in the room

Work space and hands must be visible at all times

Avoid looking around the room

Do not get up or leave the view of the webcam

If breaks are allowed, they will need to be taken after completion of an entire page

You can return to any questions before the end of the testing session; if breaks are taken, you can only return to questions presented after the break

Hats and sunglasses may not be worn during testing

Any suspicious behavior will be reported to the instructor and the instructor can have access to the recorded testing session if requested

Future Testing

All future exams must be scheduled at least five (5) business days in advance.