

Proctor Rules for Major and Minor Violations: Remote Proctoring

(Major ends the Exam Minors become majors if repeated after a warning is provided)

Category	Proctoring Rule Name	Proctoring Rule Category	Severity	Warnings Allowed (Minor ONLY: 1-3)	What does this mean?
Webcam	Talking to someone else in room	Someone else in the room	Minor	1	Someone other than the candidate in the room during the session and candidate speaks to that person
Webcam	Someone else in the room / Seeking exam help	Exam Behavior/Someone else in the room	Minor	1	Someone other than the candidate in the room during the session and candidate asks for assistance on the exam
Webcam	Environment Changes	Environment	Minor	1	Candidate changes spaces during the exam
Webcam	Improper lighting	Environment	Minor	1	Lighting is inadequate or too strong for the proctor to see
Webcam	Failed to erase/clean the whiteboard writing	Environment	Minor	1	Candidate did not wipe whiteboard at exam's conclusion
Webcam	Improper device placement	Environment	Minor	1	Candidate camera is not placed for ideal viewing by the proctor
Webcam	Chewing gum or eating/drinking	Exam Behavior/Candidate is consuming or displaying food or drink	Minor	1	Candidate is eat, drinking, or chewing gum during exam
Webcam	Explicit Behavior	Exam Behavior/Explicit	Minor	1	Candidate is acting in an inappropriate manner

Desktop	Explicit Materials	Exam Behavior/Explicit	Minor	1	Candidate has inappropriate materials in view of the desktop
Webcam	Covering the camera	Exam Behavior/Out of view of the camera	Minor	1	Candidate places an object over the camera to obstruct the proctor's view
Webcam	Out of view of camera	Exam Behavior/Out of view	Minor	1	Candidate moves temporarily out of the camera's line of sight
Webcam	Failed to show allowed materials	Materials (Allowed)	Ignore	0	Candidate did not show reference materials to the proctor
Webcam	Failed to rip allowed materials	Materials (Allowed)	Ignore	0	Candidate did not destroy reference material
Webcam	Flipping of the pages	Exam Content/Candidate continuously flips pages of reference material	Major	0	Candidate continuously flips pages of reference material
Desktop	Browsing other websites	Exam Behavior/Browsing	Major	0	Candidate is browsing the internet
Desktop	Browsing local computer	Exam Behavior/Browsing	Major	0	Candidate is browsing other local resources during the exam
Webcam	Copy exam content in paper/written	Exam Content/Candidate is copying content in some way	Major	0	Candidate writes down exam content
Desktop	Screen recording software copies exam content	Outside resources	Major	0	Candidate uses software to copy exam content
Webcam	Copy/paste content + saves to computer	Exam Content/Candidate is copying content in some way	Major	0	Candidate performs a copy/paste of exam content and saves content
Webcam	Takes picture or video of the screen	Beginning of connection to disconnection	Major	0	Candidate takes a picture or video of the screen
Webcam	Tapping feet or fingers	Exam Behavior/Candidate is causing noise unrelated to keyboard typing	Minor	1	Candidate is causing noise unrelated to keyboard typing

Webcam	Talking aloud/Talking to yourself	Exam Behavior/Candidate is causing noise unrelated to keyboard typing	Minor	1	Candidate is speaking aloud but not to someone else
Webcam	Explicit language	Exam Behavior/Explicit	Minor	0	Candidate is using profane or abusive language out loud or via the chat
Webcam	Reading questions aloud	Exam Behavior/Candidate is reading questions aloud	Minor	1	Candidate is reading the questions out loud
Desktop	Other Application	Outside resources	Major	0	Candidate is using "other" application on their computer
Desktop	Open calculator	Outside resources	Major	0	Candidate is using a calculator on their computer
Desktop	Open notepad	Outside resources	Major	0	Candidate is using notepad on their computer
Desktop	Open instant messaging	Outside resources	Major	0	Candidate is using instant messaging on their computer
Webcam	Looking somewhere else	Exam Behavior/Looking somewhere else	Minor	1	Candidate is not focusing eyes on the screen
Webcam	Left room	Exam Behavior/Left room	Major	0	Candidate left the room (with or without informing the proctor)
Webcam	Reference materials	Exam Behavior/Candidate is using reference materials when they are not allowed	Major	0	Candidate is using reference materials when they are not allowed (including scratch paper)
Desktop	System Error	Technical problem	Minor	2	Candidate experiences a system error
Desktop	Lost Internet Connection	Technical problem	Minor	2	Candidate's internet service is interrupted
Webcam	Earbuds Present	Electronic/Device present in room	Minor	1	Candidate has earbuds visible in the testing area
Webcam	Another Computer Present (not in use)	Electronic/Device present in room	Minor	1	Candidate has another computer visible in the testing area

Webcam	Radio is Present	Electronic/ Device present in room	Minor	1	Candidate has a radio visible in the testing area
Webcam	Smartwatch is Present (not in use)	Electronic/Device present in room	Minor	1	Candidate has a Smartwatch visible in the testing area
Webcam	Mobile Device Present (not in use)	Electronic/Device present in room	Minor	1	Candidate has a mobile device visible in the testing area
Webcam	Handheld caculator	Outside resources	Minor	1	Candidate is attempting to use a handheld calculator when it's not allowed
Webcam	TV is present	Electronic/Device present in room	Minor	1	Candidate has a TV visible in the testing area
Webcam	Headset Present	Electronic/Device present in room	Minor	1	Candidate has headset or earbuds visible in the testing area
Webcam	Using Mobile Device/Telephone	Electronics/Use of Electronics during exams	Minor	1	Candidate attempts to use a telephone or mobile device
Webcam	Using another computer	Electronics/Use of Electronics during exams	Major	0	Candidate attempts to use another computer