

Temporary Remote Math Placement Testing

University of Rhode Island, 2020

Purpose

Since the adoption of our new adaptive math placement exam given in a proctored environment, unproductive grades rates have decreased significantly, showing the effectiveness of this process. Due to the COVID-19 pandemic, traditional proctored math placement exams are not currently possible. Therefore, we are adopting the following procedure to try to get results as comparable to a proctored placement exam as can be done remotely.

Requirements

In order to provide you with a temporary remote math placement exams, you must have the following:

- A computer with camera and microphone, and the ability to run Zoom/Webex/Google Meet with camera and screen share. We cannot provide technical support or help you install or teach you to use videoconferencing software.
- A cell phone with camera that may be used as a second camera to show side view during the exam. There must be a place to rest your phone that provides a side view of you working on the exam.
- High speed internet connection suitable for streaming video and audio. You will need a time when other users of the internet connection are not streaming videos or otherwise using large amounts of bandwidth.
- A quiet room, free of distractions and interruptions, for one full hour. Use the bathroom beforehand, you will not be able to pause at all during the exam.
- Two forms of ID, at least one of which has a photo. They must be legible over video.
- No external calculators of any kind are permitted. There is a built-in calculator for some problems, but not all.
- Completely blank paper and pen/pencil to work out problems are a must. You should have several individual pieces of paper, already removed from a notebook; they will be confirmed to be blank at the start of the exam.

Conditions

- Full recordings, including video and audio, of the exam will be taken and retained for auditing and/or training purposes.
- Remote proctored exam results **will only be valid until regular proctored testing resumes**. You will be able to register for courses that are currently open for registration based on these results, but **NOT in future semesters**. Registration for future semesters will require that you follow the course sequence, or retake a placement exam in a proctored setting.

Procedure

1. An appointment for testing is made in advance (typically at least three days in advance). Please visit

<https://uri.placementexam.com>

and follow the prompts to make an appointment. The exam period will be one full hour, make absolutely sure you will have a full 2 hour of uninterrupted time!

2. About a day before your appointment, you will receive a link to the video conferencing meeting that will be used for the exam, and a browser link to the exam itself. **You must make sure you have the video conferencing software properly installed on your computer in advance!** We cannot troubleshoot, install, or train you on how to use this software, and we cannot wait for you to do so during your appointment.
3. You will need to print and sign a copy of this document, and then scan it or take pictures with your phone and email it in response to this email. We must have a signed copy on file before the exam can be conducted.
4. At the start time of your appointment, using the computer on which you would like to take the exam:
 - Load a web browser and visit the exam URL from your confirmation email, and leave this window open.
 - Load the video meeting software (Webex/Google Meet/Zoom, etc) for which you have been provided a link.
 - Close all other programs and windows so your computer is running only the exam in a browser and the video conferencing software.
5. Next, you must join the video meeting with the computer on which you will take the exam. Please be completely ready and join at least 5 minutes in advance; we are working on an extremely tight schedule, so if you are not ready at the start time of your exam, we must move on. A late start will affect subsequent appointments, so we simply cannot wait while you get set up.
6. On your cellphone, join the video meeting as well, and place the cellphone such that it provides a side view of your workstation while you are taking the exam.
7. Once both devices have joined the video meeting, your proctor will verify your ID, and instruct you in aiming the cameras around the room to determine if the exam conditions are suitable.
8. Your proctor may, at their sole discretion, state additional conditions (removing certain items from the room, etc), require a different room or computer system, or cancel the temporary remote exam if they are not completely certain of the integrity of the exam conditions.
9. If your exam conditions are acceptable, your proctor will activate your exam and you will be able to take it. Your video, audio and screen share must remain active for the entire duration.
10. Your proctor cannot answer any questions about the exam. If there is a technical problem with the exam (which is **extremely rare**; most problem requests we receive are due to the student's answer being incorrect or not following the instructions for entering the answer), we will handle it at the end of the exam, not during.
11. Upon completion of your exam, there will likely be a delay before the results are available to you while the recording of the exam is audited. Please check back (by visiting <https://uri.placementexam.com> and selecting the option for finding your results) for your results.

Invalidation of Results

At the sole discretion of the exam proctor(s), either during the exam or as a result of a review of the recordings, your exam may be invalidated for any of the following reasons:

- Your video or audio feed is interrupted at any point in the exam.
- Your screen is not shared for the entire duration.
- Another person enters the room, either on the camera or is heard on audio.
- You get up, leave the view of the camera, or leave the room.
- You are looking around the room at anything other than the screen and your scrap paper.
- You have an external calculator, paper with pre-written notes, textbook, cellphone (other than your second camera) or other materials in the room.

I have read through the terms of the temporary remote math placement testing and agree to abide by all listed policies.

Name: _____

Date: _____