

Online Exam with CASA Monitor Student Instructions

Step 0: Schedule your test using the “schedule exams” tab at CASA. Keep the confirmation email for your records.

You can reschedule it if needed – if there are other times and seats available.

MATH 1330 [SEC: 13089] **Schedule Exams** Monitored Exams Online Assignments Assignments EMCF Grade Book

Proctored Exams

Selected Test: **Test 1**
Selected Testing Center: **CASA Monitor Center 01**
Selected Date: **Thursday, August 27, 2020**
Selected Time: **3:00 PM - 4:30 PM**
Seats Available: **43**

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Result: Reschedule succeeded.
An email confirmation will be sent to you shortly

Step 1: When it is your exam time, click on the “Monitored Exams” tab.

Courses Profile

MATH 1330 [SEC: 13089] Schedule Exams **Monitored Exams** Online Assignments Assignments EMCF Grade Book

Launch Scheduled Exams

Scheduled Exams between: 8/27/2020 2:13:21 PM : 8/27/2020 3:13:21 PM

Title	Duration	Availability	SELECT TEST
Test 1 Math1330 - Test 1 - Fall20	90 minutes	From: Aug 26 2020 To: Sep 04 2020	CLICK HERE

All Monitored Exams

Title	Duration	Availability
Test 1 Math1330 - Test 1 - Fall20	90 minutes	From: Aug 26 2020 To: Sep 04 2020

Click on: “CLICK HERE” when you are ready to start.

You will get to the CASA Monitor Page:

The screenshot shows a web browser interface for the University of Houston. On the left, a sidebar contains a red header 'Courses' and a dropdown menu showing 'MATH 1330 | SEC:1'. The main content area features the University of Houston logo in red and grey. Below the logo, a text box contains the instruction: 'See the start-up procedure at right. After your webcam starts, show your UH student ID to the webcam for 10 seconds. If you are using scratch paper, show each side of each page for 10 seconds -- this is to prove they are blank.' On the right, a 'CASA Monitor' sidebar displays 'Step 1 of 12' and instructions: 'Check your Student ID number in the box at left.', 'Close all apps on your computer except for this window', and 'Close all tabs in your browser except for this one.' A 'Next' button is visible at the bottom of the sidebar.

Click on “Next”.

This screenshot is similar to the previous one, showing the same University of Houston logo and central instruction text. However, the 'CASA Monitor' sidebar now displays 'Step 2 of 12' and provides more detailed instructions: 'Prior to your exam you will be required set the information below. Please read it carefully.', 'The system will ask you to share your screen. Please share your ENTIRE screen (not just the browser window)', 'You must share your entire screen and your webcam to take your exam.', and 'After you submit your exam, click the button "I Finished the Test"'. A 'Next' button is also present at the bottom of the sidebar.

Follow each step as instructed. You will need your webcam to be ON, and you need to agree to share the whole screen. Detailed instructions will be provided at every step.

You will reach Step 12:



See the start-up procedure at right. After your webcam starts, show your UH student ID to the webcam for 10 seconds. If you are using scratch paper, show each side of each page for 10 seconds – this is to prove they are blank.



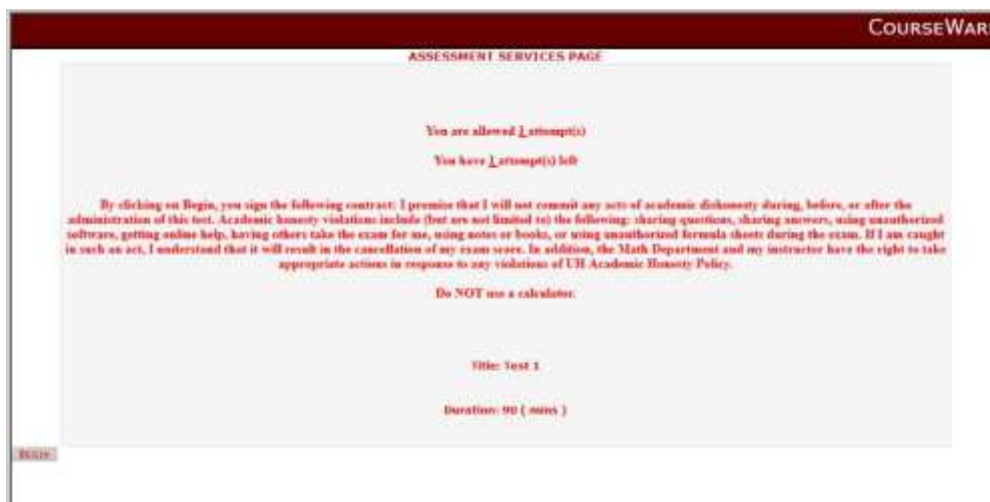
Click on “NEXT” and your test start window will launch.

Show your Picture ID (Cougar ID, Driver’s License, or State ID) to the webcam for 10 seconds.

If you are using scratch paper, show each page (front and back) to the webcam for 5 seconds (each) to prove that they are blank.

If you are using your own calculator show (all sides) it for 10 seconds.

Read the instructions and click on “BEGIN” when ready.



Work on the problems; stay on your desk, in front of the camera.

Note: You are not allowed to take screenshots or pictures of questions while taking the exam.

When you are done with the questions (or when your time is up), click on “SUBMIT” to submit your test.



Finally, you need to click on: “I finished the Test” button.



You're done with the test. It might take some time for the grade to show up in your gradebook.

Online Proctored Exam with CASA Monitor - Rules

The following proctored exam rules are the basic rules for “closed book” exams.

Test environment rules

1. Take the test in a room where you are alone.
2. The lighting in the room must be bright enough to be considered “daylight” quality.
3. You must sit at a clean desk or table. The desk, walls around, etc., must not have any writing—remove any unauthorized materials that could help you over 6 feet from the testing area. Remove from the testing area, or the area that is visible to the webcam, anything that reveals private information that you do not want to share, or is potentially offensive.
4. The room must be as quiet as possible.
5. Be sure to share your entire screen during tests, not just part of it such as the browser window with CASA.
6. The following items must not be on your desk or used during your proctored exam (unless posted rules for the exam specifically permit these materials)
 - Books
 - Paper (other than the blank scratch sheets for the exam)
 - Textbooks
 - Graphing Calculators
 - Notebooks
 - Phones
 - Tablets
 - Smart watches

The computer you use to take the test

1. The computer you are using to take the exam must not have more than one display or monitor. For example, if you usually use a laptop with a monitor connected, disconnect your monitor and use only the laptop screen. Casa Monitor requires you to have the Chrome or Edge browsers, so if you do not have those please download them now.
2. You must close all programs or windows/tabs on your testing computer and before you begin the exam.
 - a. Close all email applications.
 - b. Close all any messaging systems (Skype, Teams, etc.).
 - c. Close any screen capture applications.
 - d. Close all running applications.
3. You must not use applications, including email, messaging, screen-sharing, virtual machines, and remote desktops.
4. You must not access files stored on your computer.
5. You must not go to non-specified websites.
6. The website monitorcasa.uh.edu should be your only window for the exam. You must expand it to full screen.

7. You have to give permission to start your computer webcam and allow the video to be sent to the CASA Archive.
8. You have to give permission to share your entire computer screen and allow the screenshots to be sent to the CASA Archive.
9. You must not use print or capture screen content.
10. You must not copy and paste anything to or from an assessment.
11. During the entire test try to `aim' your computer so that the webcam can see as much of the testing area as possible.

Your behavior

1. You must dress as though you were in a public setting.
2. You must not use headphones, earbuds, or any other type of listening equipment.
3. You must not communicate with any other person by any means.
4. You must not use a phone for any reason.
5. You must not leave the room during the exam for any reason, unless posted rules for the exam specifically permit you to do so.

Important: If an unexpected event happens during the test that might cause your video to be flagged, please provide an explanation to your instructor via email after the exam ends so that he/she is aware of the reason behind that behavior while reviewing the exam video.

Student Disability Accommodations and Services

If you have a disability requiring academic adjustments/auxiliary aid, please visit The Center for Students with DisABILITIES (CSD) website at <http://www.uh.edu/csd/> for more information.

Consequences of Rule Violations

If you violate the online proctoring rules, your test is invalidated – it will not be accepted. Plagiarism and cheating are serious offenses. The University policies on academic dishonesty will be strictly enforced.