Bentley Coffey and Jan Bass 4/3/2020

TopHat is a web-based platform for interactive learning in face-to-face, hybrid, or online courses; the platform includes [GPS confirmed] attendance, "clicker" questions, slides, auto-graded homeworks, tests and even textbooks. TopHat usually charges students a subscription service (as expensive as \$45 per semester or as cheap as \$10 per semester, depending on the bulk pricing details) but has since waved all fees during this prolonged CoViD-19 crisis. Until recently, TopHat's Test feature simply locked down students computers so that they couldn't open another window or take a screenshot, much like Blackboard's Respondus Lockdown Browser; however, <u>TopHat has just acquired the online proctoring technology of Proctorio (a competitor to ProctorU) and now offers proctoring in its online tests. At the least, this document should serve as a guide to help an instructor decide if the TopHat environment is the right solution for their current testing needs for their course.</u>

This document can also serve as a primer to get an interested instructor started but it should not be considered the end-all be-all reference document for TopHat. Fortunately, TopHat is fairly user friendly and their people are remarkably eager to provide any type of help that you might want: on-line documents, on-line videos, support phone calls/chats (9am-9pm EST Mon-Fri), video meetings where they can take control of your screen to walk you through each step, and even flying someone out to hold your hand through a daunting rollout of something new for your course. Some links to TopHat support are included at the end of this document...

Question Types

TopHat tests allow instructors to create and deliver exams on the TopHat environment, over the web. The exam tool allows for the creation of a multitude of question types, including:

- Multiple Choice (including True/False and Multiple Correct Answers)
- Fill in the Blank (including 1-2 Word Answers)
- Numeric Answer (including a Formula variant where TopHat generates 5 different versions)
- Click on Target (identify the correct location in an image)
- Matching
- Sorting
- Long Answer

Other than the long answer question type, all questions can be autograded (and in real-time while watching the students take the exam). Instructors can create their own Question Pools or import others' existing question pools (some of which are free but also cost a small fee on the TopHat Marketplace). An additional benefit of TopHat exams is that students can get feedback as quickly as the instructor wants (eg immediately, after the exam time is over, or once the instructor has had a chance to go over the exam).

Bentley Coffey and Jan Bass 4/3/2020

Exam Controls

Exam control options include:

- Randomizing the order of the questions across students
- Locking students out for taking a screenshot
- Locking students out from leaving the test window (and a tolerance for how long)
- Locking students out for suspicious activity detected by the AI monitoring their video feed
- Hide questions and answers from students after the test
- Exporting the test to a pdf for administering to students with disabilities
- Scheduling a window for when students can take the test (asynchronously)
- Setting a time limit for taking the test (asynchronously)
- Setting the number of points that each individual question is worth (need not all be the same)

Test Creation Steps

Tests (or quizzes or exams) are created by selecting the eponymous button in the instructor's menus on the Top Hat platform:

Create Content	Top Hat Classroom	Top Hat Textbook	🙊 Top Hat Test			
Question	Le Take Attendance	Pages	🛃 Top Hat Test			
Discussion	Upload Slides					
Upload file	20 Whiteboard Sketch					
Folder	Tournament (Beta)					
Browse thousands of free ques	Browse thousands of free questions, textbooks, and slides in the Marketplace. Find content					

Upon creating a new test, it is good to assign it an appropriate title (eg Final Exam Spring 2020) so it's easy to identify in list of the course's content in TopHat. To do this, click in the header in the upper left hand corner of the test editor (where by default it will be the date and time the document was created), and type the new test title. The test title will be applied in list of course contents as soon as Save gets clicked.



Bentley Coffey and Jan Bass 4/3/2020

The actual document (as the student sees it during the exam) can then be given a title by highlighting the generic "Title Here" and inserting the desired text. When it comes to producing the main body of text, the instructor can compose directly into the editor as a word processor or copy and paste text into the provided space. Naturally, the instructor may choose to include some directions at the top of the test such as time limit, tips, or other instructions.

Tip: Highlighting a section of text will reveal the text formatting toolbar (eg headings, bold, italics, underlined, subscripts, superscripts, etc...). The heading options are particularly useful to students more easily navigating around the test using their navigation index in the left pane of the window.

To add question to the test, press the enter key to create a space in which to slot in the content. The blue plus sign button will appear and upon clicking it the toolbar appears with 4 options: [write new] question, import [pre-existing question], [insert] picture, and [insert] table. To create a new question from scratch click on the "Question" option:



The instructor has the option of randomizing the order of the questions for each student. For students to see slightly different versions of a particular question, the instructor can also make use of multiversion and formula questions (TopHat will generate five versions of the question according to that formula and distribute them randomly across students). The default grading structure in TopHat Test is to count every question with 1 point for correctness and 0 points for participation (ie attempting it, which is there for instructors wishing to use "clicker" questions during lectures). Instructors can change this on a question by question basis while creating each question or later by editing questions. Be sure to save regularly while creating a new test by clicking on the "Save" button in the upper right hand corner (and the "Close" button to the right of that when ready to move on) in case there is some interruption in the internet connection.

Bentley Coffey and Jan Bass 4/3/2020

Instructors also have the option of pulling in pre-made questions from the TopHat Marketplace (some for free and some for a small fee). The import function allows an instructor to embed an existing Top Hat question into the test. Clicking on the import icon within the visual and interactive toolbar will reveal a dialog box where the instructor can select one or more questions from the Top Hat course. These questions may be standalone questions in the list of course content, or be contained within a pages document.



To import questions, place a checkmark in the checkbox next to the desired question(s and click where it says "Import Questions" to add them into the test. They will be added in the order in which they appear in the right hand pane of the import dialog, which can be re-ordered by simply clicking and dragging them into the preferred order.

Bentley Coffey and Jan Bass 4/3/2020

OUR CO	NTENT	Des Des	Selected		Q Q#1	Remove
	Fluid Statics Fluid Dynamics and its Applications	38 items 16 items	> ~	¹¹ What is the average flow rate in [math]cm^3]/math] /s of gasoline to the engine with the second sec	What is the average flow rate in (math)cm^3[/math] /s of gasoline to the engine of a car tra	of a car tra
8	 Q#1 Q#2 Q#3 			11	Q 282 Blood is pumped from the heart at a rate of 5.0 L/min into the aorta (of radius 1.0 cm). Det	Remove
0 0	 Q#4 Q#5 Q#6 			8	Q#3 The human circulation system has approximately 1×10(math)^(9)(/math) capillary vessels	Remove
0000	 Q#7 Q#8 Q#9 			#	Qe4 The main uptake air duct of a forced air gas heater is 0.300 m in diameter. What is the aver	Remove
	 Q#10 Q#11 			8	Q Q35	Remove

Hovering over the title of the question will bring up a preview of that question.

				Sele	ect Question	ns To Import		
YOUR CO	ONTENT	10 Items Des	Selecte	ed				Remove
•	Fluid Statics	38 items	3	O 689			of gasoline to the engine of a car tra	
•	Fluid Dynamics and its Applicat	tions 16 items	`	Oxygen react	hes the veinles	s cornea of the eye by diffusing		
2	🗢 Q#1			it take the av	through its tear layer, which is 0.500-mm thick. How long does t take the average oxygen molecule to do this? (answer in ×10 ² s) to the aorta (of radius 1.0 cm). Det			
2	😄 Q#2			s)				
•	😄 Q#3			CORRECT	T 13		1	
2	Q#4			ANSWER	۲	×		Remove
2	Q#5				The human circ	ulation system has approximately 1	×10[math]^{9][/math] capillary vessels	-
2	😄 Q#6							
8	😄 Q#7				0.044			Demous
•	Q#8				e Qee	e air duct of a forced air gas heater i	s 0.300 m in diameter. What is the aver	Remove
2	🔵 Q#9							
2	Q#10				_			
	Q#11				Q#S	and an of some plant to be in 15.0 me	Used a second of 200 km (h, substantill it	Remove
							Cancel In	mport Question:

Note that the default is for imported questions retain their correctness points but for their participation points to be reset to zero. Again, the instructor can change these grading options on a question by question basis.

Once the instructor has finished creating the test, click "Save" in the upper right hand corner, followed by "Close" to return to the TopHat course content console.

System Requirements for Remote Tests

Bentley Coffey and Jan Bass 4/3/2020

- 1. Remotely proctored tests can only be taken on a laptop or desktop computer with 2GB of RAM free and a working webcam.
- 2. The test must be accessed through a Google Chrome browser.
- 3. The Proctorio web extension must be installed on the Google Chrome browser prior to starting the test (available for download for free in the Chrome Web Store).
- 4. Students must have a piece of photo ID on-hand, which will be scanned by the webcam, in order to access the test.

Given these requirements, it is a good idea to run a practice test so that the students can familiarize themselves with the process of accessing and completing a remotely proctored test in Top Hat.

Administering Tests

In the Test Settings window, right above the check box for randomizing the order of questions across students, there is an option for "How will students access this test?" and the instructor needs to only select "Remotely" instead of "Live".

COURSES AUTHORING MARKETPLACE			😂 🚱 Tapitat v
Introductory Psychology - PSY100H1 - 003 Juin Code 197542	CONTENT	Test Settings	
Create	🛫 All Items	Title	🛛 Proctor Report
CHREAD	 Williams 20 Jams 2 Jams 1 Jams 7 Jams 	PSY100H1 Final Exam How will students access this test? • Live (e.g. in-Class) • Remotely (e.g. 0nline) (*) Remote Proctaring (with video) (*) Students will meet to install a Chrome web stension prior to beginning the exam Remote Proctaring uses video recording, advanced machine learning, and facial detection to watch for subtroving report on each student remotely taking the test. Bemote Proctaring Includes Monitoring of web traffic Black downloads so exam content is private Black downloads so exam content is private Student setup instructions to verify video and cleak prior to be traffic Black downloads so exam content is private Student setup instructions to verify video and cleaks prior to the student will view the questions in a different order. Please note that only the questions order will change. Any test will maintain its position on the page. 	Setting: Export PDF Edit Delete
		Cancel Confirm	C Fullscreen

Given that the instructor will need time to review the data in the Proctor Report before revealing students' grades to them, the instructor may want to disable the Gradebook for students prior to administering the test. The instructor may also want to hide Test details (questions and answers) from students in the Gradebook until everyone has taken the exam. These can be done in the Grading section of your Course Settings (accessible via clicking the instructor's name in the top-right corner of the screen, selecting "Course Settings" from the menu that appears, and navigating to the Grading tab) by unchecking the relevant box and then clicking "Save" at the bottom of the page:

Bentley Coffey and Jan Bass 4/3/2020

Introductory Psychology - PSY100H1 - 003		
GENERAL SETTINGS PEOPLE & ROLES GRADING TIME	ATTENDANCE ADVANCED OPTIONS	
Gradebook availability		
Enable gradebook for students		
 Hide Top Hat Test details from students in gradebook (e.g., questions and answers) 		
Grade Display Options		
Participation and correctness are hidden for open items in the new gradebook.		
Default Question Grading Options		
Not applicable for questions in Top Hat Test		
Correctness Mark 0.5		
Participation 0.5 Mark		

To administer the test, select the test in the content tree and refer to the options above the preview pane. If the instructor requires the test to be available for a specific pre-set amount of time, click "Schedule Test" and input the desired date and times for it to open and close:

	T.	COURSES AUTHORING MARKETPLACE				a 👩 Top Hat 🗸
	Introdu Join Cod	actory Psychology - PSY100H1 - 003 e 937942	CONTENT	GRAD	EBOOK STUDENTS	
I	Create		🐨 All items	•	© Complete	Proctor Report Hand Back Start Test Start Test
		Week 3 Week 4 Week 5	19 items 2 items 1 item	^ ^ ^ ^	PSYCH 100H1 Final Exam Contains 5 items + Worth 2.5 points	Settings Export PDF Edit Delete
0		Week 6 COVID-19 Guidebook & Quiz	2 items 4 items	Â		
	B	PSYCH 100H1 Final Exam			PSYCH 100H1 You have 60 minutes to complete is screen are recording for the durati the camera frame will be flagged a Section 1	1 Final Exam te the exam. This exam is remotely proctored meaning your webcam and ation of the exam. Navigating away from the exam page or moving out of d as suspicious behaviour. Show Correct Answer Show Responses em by cranial bones and coverings?
						C Fullscreen

Bentley Coffey and Jan Bass 4/3/2020

To manually open the test to students, click "Start Test." Once the test has begun, it will be highlighted in red in the content tree to indicate that it is currently available to students:



Once a test has been started, students will see it appear in the "Assigned" tab of their course. Prior to entering the test, they will be provided with list of actions to complete and avoid to ensure the test runs smoothly:

X Introductory Psychology - PSY100H1 - 003 Join Code: 957562		0 \$
CLASSROOM ASSIGNED I GRADEBOOK		
All Items Unanswered C	PSYCH 100H3 Final foam Start Time: Harch 27th at 5:39 am This is a monitored test. For the test to run smoothly make sure you follow these instructions. Image: Comparison of the test to run smoothly make sure you follow these instructions.	Start Test
	DO DON'T Use Chrome to access the test remotely Close all other applications and browser tabs before starting. Turn off all desidop notifications Stay in fullscreen mode until you've handed in your test. Refresh your screen, or switch to another tab	
	Start Test	

Bentley Coffey and Jan Bass 4/3/2020

Once a student has started a test, they will first see a detailed technical overview of what the remote proctoring tool will access and restrict:

Before you Begin	
This exam will be monitored by Proceeding. Here's what you should know:	
During the exam, the following will be restricted:	
 Your browser will be in fullscreen mode during the exam preventing you from opening any other programs. If you have the exam, it will end automatically. 	
 Once you leave the exam you cannot resume the attempt. If you do not submit the exam and leave the guit page, you will be automatically signed out. 	
 Any loss of network connectivity and the exam will end automatically, please make sure your current connection is stable during the entire exam. 	
 You will not be allowed to open new tabs or windows during the exam. 	
 You will not be allowed to right click the exam. 	
 You will not be allowed to print the exam. 	
 You will not be allowed to download or save any external files during the exam. 	
The following information will be collected during the duration of the exam:	
Your webcam «Your physical location «Your identity «Your clipboard «Your mouse location «Your browser size "Your browser tabs and windows «Your head movements «Your eye movements «Your mouth movements «Your entite screen «Any website you visit «Any other applications nurving «Number of display screens connected)	
The results of your actions may result in policy violations, at this institution's discretion.	
Accessibility options:	
Enable high visibility mode	

Before being proceeding to the next screen, students may see warnings if they...

1. Have multiple tabs open

If students see this warning, they simply need to close all tabs except the one in which they have the test open. Students will have a "click here" option to close these additional tabs automatically all at once. Students will not be able to proceed to the next screen until the additional tabs have been closed.

Before you can continue, please do the following:	
Close all other browser tabs and windows. (3 tabs still open). <u>click here</u> to do this for me.	

2. Have less than 2 GB of available RAM on their device

If students see this warning, it is recommended that they restart their computers to make more RAM available. Students can ignore this warning and proceed to the next screen, however the instructor will be able to see that they ignored the warning when reviewing the Proctor Report (see below).

Bentley Coffey and Jan Bass 4/3/2020

Warning: Although your computer has enough RAM installed, only 0.49GB is available at this moment. This is at or below the minimum requirement of 2GB. We recommend restarting your computer or closing other programs before proceeding. Learn more about what this means.

By continuing, you acknowledge that your exam is likely to crash. Your exam administrator will be notified you skipped this warning.

On the next screen, the proctoring tool will run a system diagnostics check to ensure the following:

1. A stable internet connection

If possible, students should connect their computer directly to their router with an ethernet cable to ensure the most stable connection (rather than rely on a wireless connection). This diagnostic can take a few moments to run.

2. Access to the computer's webcam has been enabled

Students will see a pop-up in their browser prompting them to allow webcam access.

••• • g System Diagnostics Test Page × +			
← → C	mL9t1Pku81yH%28Kg%3C	0%3D%2CMgZ%2FNE3zn89jN	NidM0aCj3rokOWursh2FrwQTW9JeCx0Oq7Xf7H9Y21L764YwaomyqvDcJkoZrjYcT4flq. 🖈 👳 🔒
getproctorio.com wants to X IIII Use your carriera IIIII Use your carriera IIIIII Use your carriera IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII			
These permissions musical sectors in the sector of the	st be allov	ved.	

Screen recording has been enabled for the desktop screen

Students will see a pop-up in their browser prompting them to select a screen to record. If the screen recording diagnostics test fails despite following the instructions in the pop-up, students will need to make sure they have allowed permission for screen recording with Google Chrome in their System Preferences (if using a Mac) or their Settings (if using a PC).

Bentley Coffey and Jan Bass 4/3/2020



If a student fails the diagnostics check three times, a support chat window will automatically open, and a live Proctorio support agent will help the student troubleshoot the issue:

🔵 proctorio		
	System Diagnostics Test	
	((۲ ۲))) → (۲ ۲) Webcam Connection Desktop	
Live Help: Now Chatting 🗸 🗸	This exam requires desidop screen sharing. You must select your screen from the prompt and then the share button will be evaluate. Learn more about System Disopositics Test	
We have automatically detected you are having issues starting the exam. Can we	Re-test	
help? Itype here and hit enter to chat.		

Bentley Coffey and Jan Bass 4/3/2020

Once the diagnostics check as been passed, the student will be able to proceed to the next screen, where an initial webcam test will be run.

	System Diagnostics Test
	Your exam is about to begin. Use Restroom. Get water. Get comfy. Set ready.
Ø	Read a

Following the initial webcam check, students will be required to hold up a piece of photo ID to the webcam within the green frame provided. The image of the ID will be automatically captured once the ID is within in the green frame, however students also have the option to capture the image manually. It is best that the student hold their ID card oriented so that their picture has the same orientation as their face.



On the next screen, 5 photos of the student will be taken via the webcam to cross-reference with the photo ID. Using machine learning, the proctoring tool will verify a match between the ID and the webcam photos. Once a match as been verified, the student will be taken to the Exam Agreement page,

Bentley Coffey and Jan Bass 4/3/2020

where they will attest to the validity of the identity verification. Clicking "I accept, begin exam now" will allow the student to proceed into the test. Once in the test, students will see the proctoring tool appear as a widget floating above the test screen. The widget shows the webcam recording in real time, so students have a point of reference to avoid moving out of frame or looking away from the test.

👤 Top Hat Test	• × +			
← → O (a getpr	octorio.com/secured#lockdo	nwn		• • • • • •
INC	EX	🖉 🐨 Brown, Zach	⊖ 03 ansam	🖾 Hand-In
PSYCH 100H1 Final Exam				Quiz Tools
Section 1				
Exam Q1	0		DSVCH 100H1 Final Evam	
Exam Q2	0		PSYCH 100H1 FINALEXAM	
Exam Q3	0		You have 60 minutes to complete the exam. This exam is remotely proctored meaning your webcam and screen are recording	1000
Exam Q4	0		for the duration of the exam. Navigating away from the exam page or moving out of the camera frame will be flagged as suspicious behaviour.	
Exam Q5	0	:	Section 1 Start a live cha	

Via the widget, students can also open a live chat with a Proctorio support agent for assistance with any technical issues they may experience.

👤 Proctorio Exam System Pro: 🔹 🗙 🕂					
← → C a getproctorio.com/secured#lockdown					■ ☆ 😵 I 💽 I
INDEX 👳 🐨 Brown, Zach) 1/5 answer	red		🗳 Hand-In
PSYCH 100H1 Final Exam	3 Direct	→	= c	Binds at same site	Quiz Tools
Section 1					
Carl Carl Carl Carl Carl Carl Carl Carl	4 Indirect	<i>→</i>	- •	Binds at different site	P
Exam Q2					
Com Q3	Answered			Change your responses to resubmit	100%
	Exam D4				
Live Help: Now Chatting Cuestions? Don't worry, we're here for you!	Which of the following is true of accis? The following is true of accis? The following is true of accis? A Conduct electrical activity C Receive messages D Institute electrical activity E Speed up electrical activity Unknoweed			∰ Sret	Collapia
Type here and hit enter to chat	Exam Q5				
	Click on the synapse.				

Bentley Coffey and Jan Bass 4/3/2020

The widget can be collapsed if students need to view more of the test screen. When collapsed, hovering over the widget will reveal the options nested within.

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+ -> C		- + + +
INDEX 💀 🔐 Brown, Zech	O 25 answerd	🖾 Hand-In
PSYCH 100H3 Final Baam		
Section 1		
Caam Q1 •	DSVCU 100U1 Final From	
Canada Calanda Cal	PSYCH 100H1 Final Exam	S
Cham Q3 O	You have 60 minutes to complete the exam. This exam is remotely proctored meaning your webcam and screen are recording for the dominant of the group of the dominant of the do	
Exam Q4 O	tor the outation of the exam, having any nom the exam page of moving out of the camera traine will be happed as suspicious behaviour.	ě
Com Q5 O	Section 1	
	What protects the control removes system by control bornes and convertings? Word Answer:	6
	Your Answer meninges	
	Ansend	
	Ream Q2 Fill in the Blanks Asynapse is a Build Alifed space between neurons.	
	Anaemed Osange your responses to resubmit	

While in the test, students will be unable to open additional tabs in their browser. If students attempt to take a screenshot of the test or navigate to a different browser window, the test screen will become blacked out and will only re-open once the screenshot tool has closed and/or they have returned to the test. The following are classified as suspicious behaviours and will be flagged on the Proctor Report:

- Navigating away from the test screen
- Looking away from the test (head and eye movement)
- Resizing the browser (exiting fullscreen)
- Copy-pasting
- Multiple faces on camera

Bentley Coffey and Jan Bass 4/3/2020



Students will save their answers to each individual question in the test and hand-in the test once complete. Students will be returned to the "Assigned" tab of the course, where the test will no longer appear. Students can confirm that their test has been submitted by checking their test entry in their Gradebook.

Proctor Report

The Proctor Report catalogs all suspicious behavior exhibited by students during the test for the instructor to review. If administering the test asynchronously, the instructor will want to end the test before viewing the Proctor Report so that no data changes while the instructor reviews it. The test will automatically close if the instructor selected a pre-set a scheduled end date and time. To close the test manually, select the test in the content tree, click "End Test" at the top of the preview pane.

In order to view the Proctor Report, the instructor will need to use a Google Chrome browser with the Proctorio web extension installed. Click "Proctor Report" to open the report in a separate tab. Note: the Proctor Report can take up to 10 minutes to load from the time a test has ended due to video processing speed and volume. If the Proctor Report does not load immediately after a test has ended, then just try checking back in a few minutes.

Bentley Coffey and Jan Bass 4/3/2020



In the Proctorio Gradebook tab, students will be sorted by level of suspicion (with the most suspicious tests appearing at the top).

0	proc	torio									
∰ Pro	octorio Gra	debook O Proctor	io Settings 🛞 Proctorio Map	🗄 Display Options	Export 0	lptions					
PTO	ctoric	Name	Submission Time	Attempt	Score	Annotations	Abnormalities				
۲		Taker, Test	03/27/2020 10:09:08 am	,	N/A	0	0	30%	•	ba.	
æ	Ô	Taker, Test	03/27/2020 10:16:19 am	2	N/A	0	0	15%	•	💼 <i>e</i> a	
Æ	5	Taker, Test	03/27/2020 10:27:48 am	1	N/A	0	0	14%	•	n en	
۲	Đ.	Montez, Maria	03/27/2020 11:50:20 am	1	N/A	0	0	14%	•	💼 🙉	
Æ	0	Taker, Test	03/27/2020 11:45:04 am	1	N/A	0	0	13%	•	💼 <i>e</i> a	
Ħ		Rogers, Roman	03/27/2020 11:54:37 am	1	N/A	0	0	12%	•	i <i>e</i> a	
										Rows per page 25 🐨 Displaying: 1-6 of 6	$\langle \rightarrow$

In the Proctorio Settings tab, the instructor can adjust the metrics for suspicious actions by selecting from 1 of 3 pre-set options (Recommended, Lenient or Moderate) with suspicion thresholds already calibrated (by default, metrics are initially set to the Lenient setting). Alternatively, the instructor can customize the suspicious metrics by adjusting the slide rules to their preferred calibration and even adjust these settings dynamically to gauge sensitivity.

Bentley Coffey and Jan Bass 4/3/2020



After adjusting the metrics, the suspicious level of each student will have changed accordingly on the Proctorio Gradebook tab. For example, the student that was at a 30% suspicion level on the Lenient setting has now changed to 52% to reflect the customized metrics.

••	1	Top Hat	🗙 👤 Proctorio Gradebook:	top-hat-ti X +													ſ
		e getproctorio.com/	3162c6e6c689476c8283c81179b	017bb%2Cbzk/Bd	700Ewez5tf	wrAcrA%3D%3D%	2CqqLRhJpW105	zvhvUdkhPy3G0AJ1	Hsko9r	0v6ur	SdjrTIO%2F1qomK0	WRKuzhKCc%28	VPmoDDpelv	606m8	Q 🖈	۲	
6	pro	ctorio															
	roctorio G	radebook O Proctor	o Settings 🛞 Proctorio Map	Display Options	C Export 0	options											
Pre	octori	io Exam Resu	lts														
-		Name	Submission Time	Altempt	Score	Annotations	Abnormalibes	 Suspicion Level 							_	 	h
۲	1	Taker, Test	03/27/2020 10:09:08 am	1	N/A	٥	2	52%	•		þa						ĺ
Æ	Θ	Montez, Maria	03/27/2020 11:50:20 am	1	N/A	0	1	29%	۰	ŵ	<u>@@</u>						ĺ
Æ	5	Taker, Test	03/27/2020 10:27:48 am	1	N/A	0	1	27%	٠	ŵ	@ 4						
۲	100	Taker, Test	03/27/2020 10:16:19 am	2	N/A	0	0	25%		ŵ	<u>@@</u>						
Æ	1	Taker, Test	03/27/2020 11:45:04 am	1	N/A	0	1	24%		1	0 4						
æ		Rogers, Roman	03/27/2020 11:54:37 am	1	N/A	0	0	15%		1	e a						
												Rows per page	25 V	Displaying:	-6-0f 6	>	

The instructor can click into any student's entry to open up a breakdown of their test recording. The color-coded timeline beneath their results will show when during their test a student exhibited suspicious behavior (yellow indicates moderately suspicious behavior, red indicates severely suspicious behavior) based on the metrics in the Proctorio Settings tab. The instructor can play through the entire timeline or click on a specific point in the timeline to view the recording of both the student's screen and the student's face at that specific moment.

The proctoring report will flag students who had the same IP address when taking the exam, which may indicate collusion (or may just indicate that 2 students are roomates and share the same internet portal). The proctoring report will also show when each student at the IP address began and ended the exam.



The instructor can review the Incident Log by selecting the webcam icon on at the top of the menu on the right. The Incident Log provides the instructor with a detailed breakdown of every action a student took while taking the test.

octor	io Exam l	Results																
	Name		Submissio	n Time	Atte	mpt S	core Ar	notations	Abnormalitie	is → Susp	icion Level							
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The instructor can review a student's photo identity verification by clicking the ID card icon in the menu on the right.



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The instructor can view a student's geolocation at the time they were taking the test in the Proctorio Map tab.

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Once the instructor is satisfied from reviewing the proctor report, the instructor can hand the test back to the students so they can review their responses relative to the correct answers. To hand back the test, navigate to the content section of your course, select the test in the content tree and click "Hand Back" at the top of the preview pane. The instructor can choose to hand back the set immediately, or to pre-set a time that the instructor desires the test to be handed back. The instructor also has the option to include an end date for the hand back period, after which the test would disappear from student view. The instructor can then re-enable access to the Gradebook for students via Course Settings and/or direct the students to Blackboard to see their final test grade (eg after implementing a curve).



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Additional Links

- TopHat Support: <u>https://success.tophat.com/s/contact-main</u>
- For those new to TopHat who are considering using it in our new remote teaching environment: <u>https://support.tophat.com/s/article/COVID-19-Teaching-Remotely-with-Top-Hat</u>
- For those with a familiarity with TopHat but are unfamiliar with its testing feature: <u>https://tophat.com/blog/prevent-exam-cheating/</u>
- For detailed steps in creating and administering a remote test in TopHat: <u>https://success.tophat.com/s/article/Teaching-Online-Remotely-Proctored-Tests</u>
- For detailed steps in creating and administering an in-person test in TopHat: <u>https://support.tophat.com/s/article/Professor-Getting-Started-With-Top-Hat-Test</u>