

Tegrity Test Proctoring

Tegrity test proctoring allows you to take a test from anywhere, as long as you have a computer, internet connection and webcam. Follow the steps below to get started:

Preparing for Testing*

1. Click Tegrity Campus from the course main page.

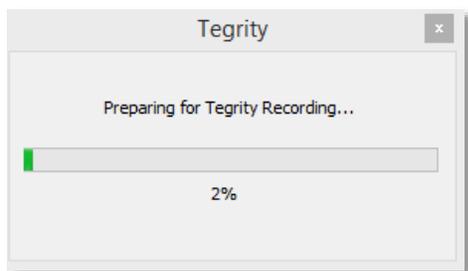


2. Once launched, click **Start a Test** in the right-hand corner of the screen.

Note: If this does not open automatically, click the link called **Click here to open your Tegrity sessions list**.



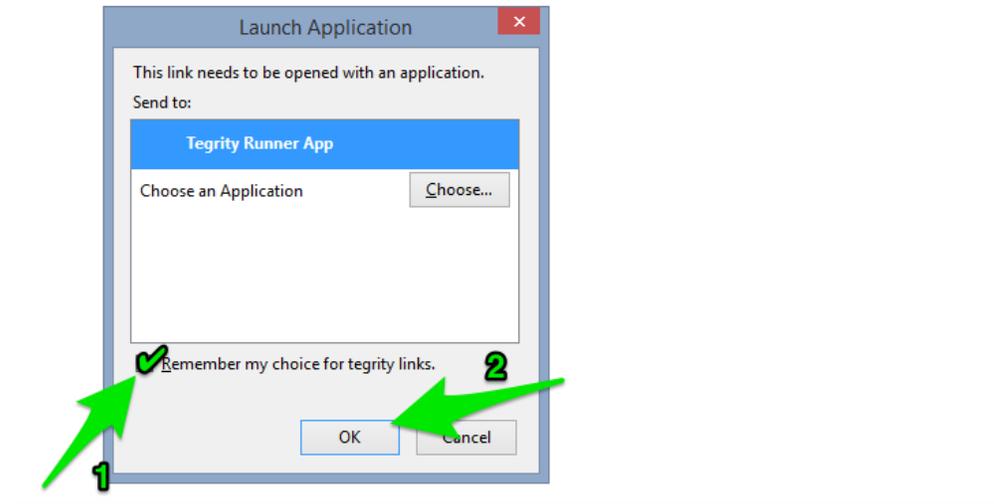
3. The first time you click this button you will need to download and install the Tegrity recorder. The recorder should automatically begin to install on your machine. *This will only happen once.*



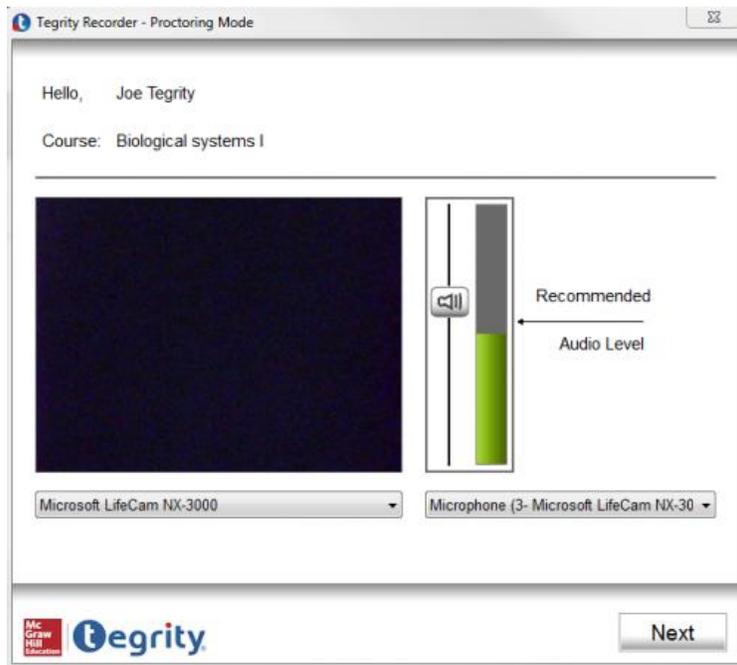
4. If the screen above does not appear, follow the instructions on the screen as pictured below:

You were redirected here because you need to **install / upgrade** the Tegrity Recorder

1. Download the [Tegrity Recorder Installation](#)
2. Double-click the downloaded file TegRunner_mayvillestate.tegity.com&w2V9KWBKA06PIP-mlcJb_g.exe
3. Tegrity Recorder will launch in a few moments
4. If Tegrity Recorder did not start, click **Record**
5. If you see this dialog, check "Remember my choice for tegity links" and click "OK"



5. Once Tegrity has installed correctly, it will immediately bring you to the proctoring screen:

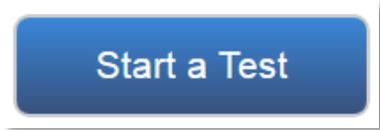


Taking a Test

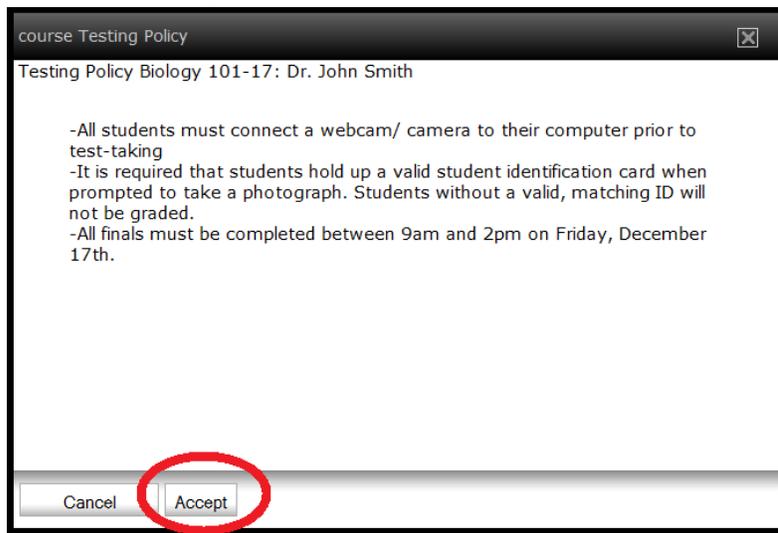
1. Click Tegrity Campus from the course main page.



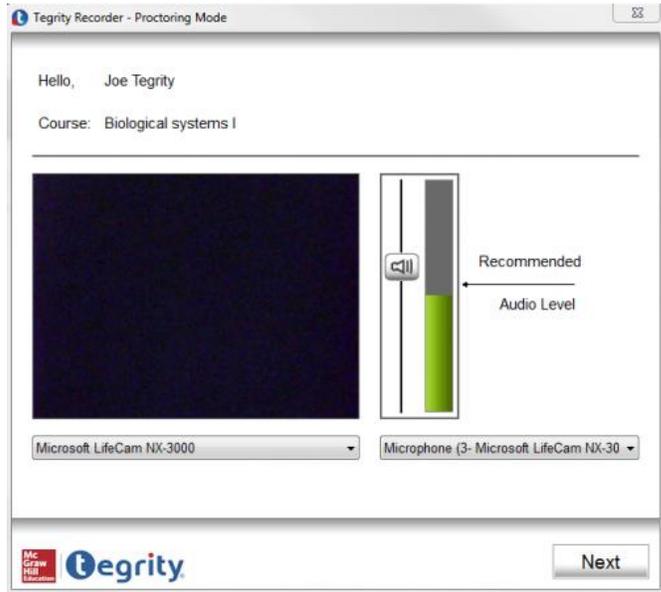
2. Once launched, click **Start a Test** in the right-hand corner of the screen.



3. The next box that appears is the testing policy that your instructor has created. Students will need to read and accept. If no testing policy has been published, a blank, white box will appear. Students will still need to click **Accept** to continue.



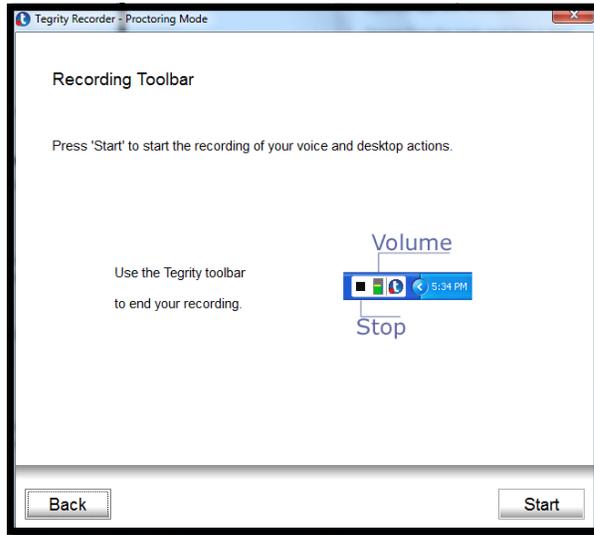
- The Tegrity Recorder will now appear. Select the camera you are using, as well as the audio device, if necessary. Click **Next**.



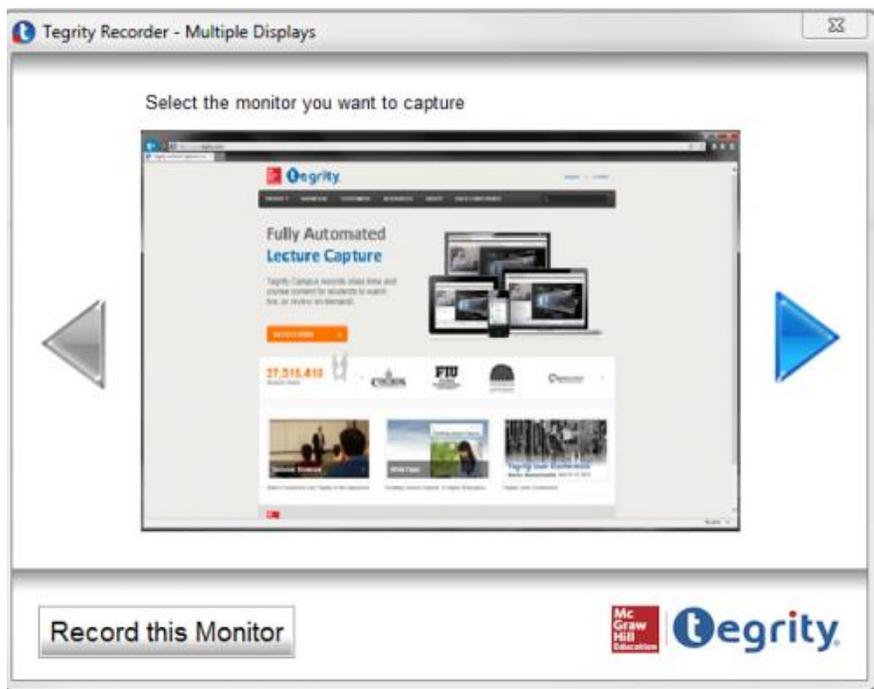
- Students will need to take a photo of themselves so the instructor can be assured the person taking the test is who they say they are. Click **Take Photo**. Once finished, click **Next**.



6. Click **Start** when you are ready to begin your test.

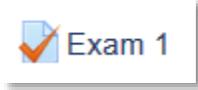


7. If you are using multiple monitors select which monitor you would like to record. Use the left or right arrows to select the correct monitor, and then click **Record this Monitor**.

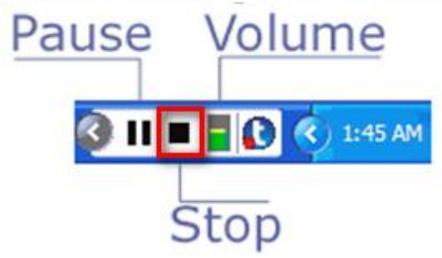


8. After the recording has begun, you will need to provide a 360 degree view of the room in which you are testing. Please note, you also need to include your work space (i.e. where your computer is located, desk, etc.). This can be done by rotating the required webcam.

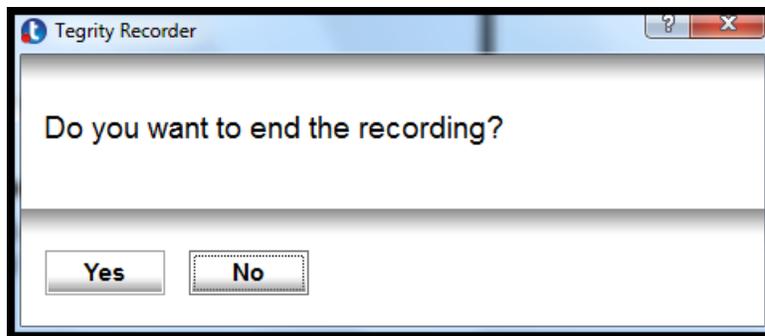
9. Once your room has been recorded with your webcam, navigate back to Moodle. Click on your exam and begin your attempt (your test is NOT located *within* Tegrity)



10. When you have finished your exam, submit. Once completed, click the stop button in the toolbar to end the recording.



11. The following screen appears. Selecting **No** will allow you to continue the recording. Selecting **Yes** will prompt Tegrity to automatically upload the recording.



12. Students will be able to monitor the status of their test's automatic upload from the Upload Queue. *If possible, please refrain from turning your computer off until the upload has completed. If your computer is turned off before the upload has completed, upload will resume upon the start-up of your computer once again.*