Student Instructions for Tegrity Test Proctoring

Tegrity test proctoring records an online test taking session from anywhere, as long as you have a computer equipped with a web camera and an Internet connection. As you complete your online test Tegrity creates a ‘screen recording’ of your test. Tegrity also captures a video of your face and any audio at your location. Your recorded session is uploaded to Tegrity for review by your instructor.

How do I get started with Tegrity Test Proctoring?

1. Click on the eCampus course in which you will be taking the test.
2. Click on the Tegrity icon on the Course tab.

3. The Tegrity Recordings page displays.
4. Click on the ‘Start a Test’ button.

5. If the institution or the instructor’s testing policy box displays you must read and accept the policy.
   - This box displays only if your institution and/or instructor has chosen to use this feature.
   - If the institution does not have a testing policy published, a blank, white box may display. You need to select “Accept” to continue.

6. The Tegrity Recorder window displays. Use the drop-down lists at the bottom of the window to select the camera and audio device that you are using to record.
7. Select “Next”.
8. The Take Photo window displays. Students are required to take a photo of themselves with a picture ID. The purpose of this photo is to verify the student’s identity.

9. Hold up your ID next to your face and click the Take Photo button.

10. The Recording Toolbar window displays.

    Read the information in this window carefully.
    • Look at the Recording toolbar and learn how to use it.
    • Notice the ‘Stop’ button that is used to end a recording. Once you click the Start button your recording begins and the recording toolbar should display at the lower right of your screen indicating that you are in recording mode.

11. To begin recording select “Start”.
    • Recording begins. The Tegrity toolbar should display at the lower right of your monitor screen with the audio indicator (green slider bar) moving up and down to indicate audio is working. If it does not display the slider ‘moving’, restart the recording process.
    • You will not see yourself in a video window as you record—however your video camera will be recording your face, surroundings, and audio.

12. Once you see the Tegrity Toolbar display in the lower right of your monitor you may navigate to your eCampus course and begin taking your test.

13. Complete the eCampus test and click the test’s Submit button.

14. Go to the Tegrity toolbar and click the Stop button.

15. The ‘Do you want to end the recording?’ window displays.
    • Selecting ‘No’ allows you to continue the recording.
    • Selecting ‘Yes’ begins the recording upload process.

    IMPORTANT – Do not turn off your computer until the upload process is complete. Powering down breaks your connection to the Internet and stops the upload process. Depending on your instructor’s policy— you may not get credit for your test unless the recording is uploaded.

16. The Upload box displays when you end a recording. This allows you to monitor the progress of your upload.

17. The ‘Upload Successful’ box displays when your recording has uploaded successfully. Click the Close button.