MSTeams based proctoring of exam using mobile phone

(Note: Side View proctoring through mobile phone is more effective)

Points to consider:

- The following is one possible solution to prohibit/detect the use of mobile phone or other malpractices during the online examination.
- The following method works by engaging the mobile phone of students to see the questions and live feed the video from mobile for proctoring.
- Un-interrupted internet connection is needed.
- Over all, the method is a deterrent from doing some malpractices, because of live side view recording of table and hands of the student.

Notes on MS Teams:

(i) MS Teams allows 49 live windows (ie, the method can be used for upto ~48 students), however it is better to limit to a max. of 25 live windows per team.
(ii) For larger classes, many Team groups can be made for live proctoring, by the same teacher, with one TA in each team for proctoring.
(iii) After scheduling a meeting, in the ‘meeting options’, keep ‘only me’ as presenter [otherwise, one student can remove another from the meeting]
(iv) One Question at a time through PPT be shared in MSTeams
(v) NOTE: Currently MS Teams does not record 49 videos (only 3x3 windows get recorded), hence please use any screen recording software (Ex: ShowMore).

IMPORTANT NOTE: As teacher, please login yourself on a mobile phone also, so that you can visualize how the exam gets presented to the students. Use your laptop for proctoring and question presentation. Teacher and the TAs on different PCs can do the recording.

Teacher may send ‘page 2’ of this document (with any modifications) to students one/two days before the exam.
Instructions to the students:

[Note: The whole exam will be video recorded. Any malpractice observed will lead to appropriate punishment.]

1. Please **use atable which is empty** of other items, except your mobile phone, pen and paper. [see the top view photo below]
2. Questions will be provided through screen share in MS Teams. One question at a time will be released after certain time allotted to each question.
3. Please write your questions and answers on blank white papers (Please keep some papers ready with your name, reg.no. and course no. written on it)
4. You need your **touch screen mobile phone and good internet connection.**
5. MS Teams exam link will be sent to your email address, around 30 minutes prior to your exam time. (Please install and familiarize yourself to use MSTeams on your mobile phone, much before the exam). Using this link, please login as a guest with your full name.
6. Please mute the audio, but **keep Video ON for all times** on your mobile phone. [Touch the screen and switch off mic and speaker, but keep video ON]
7. **[VERY IMPORTANT]** Show the surrounding and your table through the mobile phone camera, before and after the exam and make sure that video is ON during the whole period. (Unless this is done, your paper will not be evaluated.) **IF THE VIDEO IS OFF for any duration, YOU WILL BE REMOVED FROM MSTEAMS MEETING.**
8. It is your duty (i) to **reject any incoming call immediately** such that live video feed is not interrupted, (ii) to make sure that phone is charged and has internet through out. **[IMPORTANT: Please note that ~1hr video call through MS Teams consumes ~600MB data]**
9. Please **keep your mobile phone on your right or left side to get the sideview**, little away from you on your table, such that the front camera will capture clearly table top, the answer papers, your hands and part of face. (You can keep the phone slanting on back of a cup of water or so, in vertical **landscape** position). The mobile camera view should be somewhat similar to the photo below:[See the ‘Mobile camera view’ shown below][Please practice this much before the exam]

10. At the end of the exam, strike-off all blank regions and please show the first and last pages of answer sheets to the camera.
11. Within 10 minutes after the exam, please snapshot the answer sheets and upload it as an assignment to MSTeams OR to the link given in email, as a single file.

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SAMPLE PPT SLIDES

Instructions

• Please keep Video ON for all times.
• Show the surrounding and your table through the mobile phone camera. (Unless this is done, your paper will not be evaluated.)
• Please keep your mobile phone on your right or left side, little away from you on your table, such that the front camera will capture your the front camera will capture clearly, table top, the answer papers, both your hands and part of face. (You can keep the phone slanting on back of a cup of water or so, in vertical landscape position).

PYL XXX - Major Exam

Date:  ; Time: 
No. of questions = 5
Total Marks = 50

Notes: (i) Please use separate sheet for each question.
(Your name, Reg.No., Course No. on each page)
(ii) Do not ask doubts. Please use your judgement.

Que 1 : Marks - 15 : Max. time – 15 Min

• Please use large size (>40) font. (Students will see the question on a mobile which is ~0.5m away.)
• Use one question per slide.
• A timer (as above) may be inserted, using the method: https://support.microsoft.com/en-gb/office/insert-an-on-screen-timer-4c3a70b3-8d59-4972-a368-8b8e3f91a606

Que 2 : Marks - 10 : Max. time – 10 Min

While doing screen share, please do not select ‘Desktop’, instead select ‘Window’ of the Powerpoint/other file that is already open.

Que 3 : Marks - 5 : Max. time – 8 Min

When PPT slides are shared, do not use ‘Slide show’, but use ‘Normal’ view of slides and reduce the space taken by other details (thumbnails, menu ribbon) of the powerpoint window. (This method is faster in change of slides, in low bandwidth connections)

• MS Teams now allows 49 live windows.
• For larger classes, many Team groups can be made for live proctoring, by the same teacher, with one TA in each team for proctoring.
• NOTE: Currently MS Teams does not record 49 videos (only 3x3 windows get recorded), hence please use any screen recording software.

END of exam paper

• Please show the answer sheet pages to the camera right now.
• Show the surrounding and your table by moving the mobile phone camera
• Before .......am/pm, please snapshot the answer sheets and upload it to ..........., as single file.