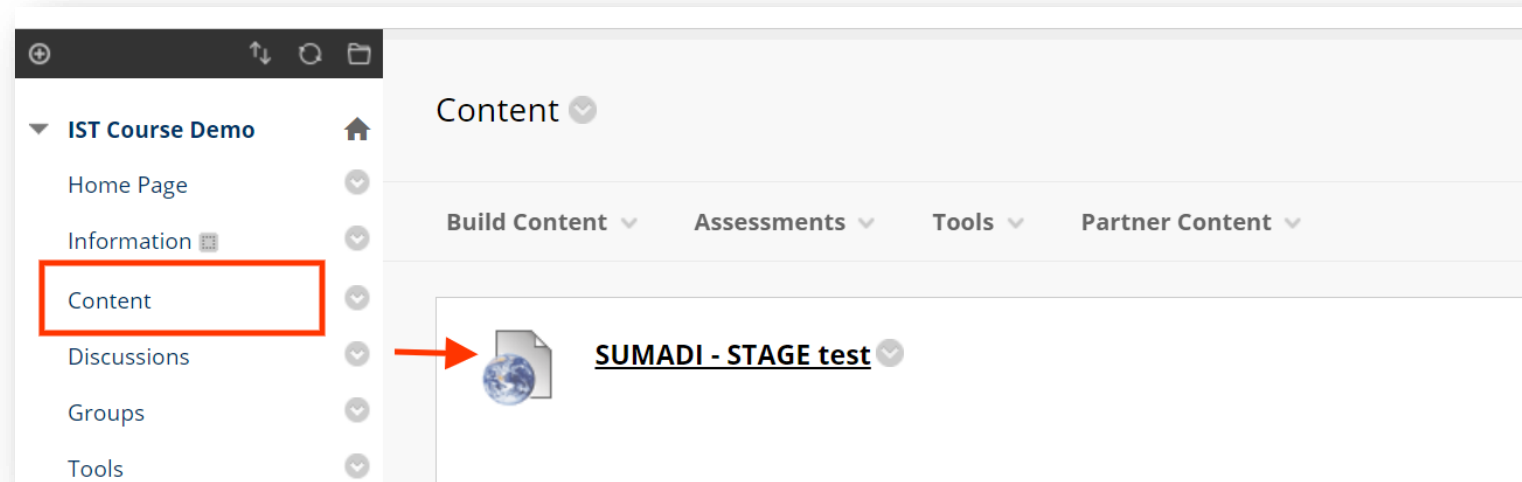



Set up a Proctor exam



Access SUMADI™ through the course link on Blackboard and follow the steps below to set up the exam:




- 1 In the exam settings screen, you will be able to see the “**Non-Proctores Exams**” section in the left column. To configure an exam to be proctored click on the switch icon 

SUMADI Exámenes Administrador de Perfiles de Estudiantes Reporte Global

Nombre del curso: IST Course Demo
El listado de exámenes a la izquierda son los que se encuentran disponibles en tu curso; estos se moverán automáticamente a la columna derecha al ser configurados como exámenes supervisados.

Cancelar Guardar

Exámenes

Examen de prueba 

Monitor de Camara Web: ✓ Tracking del Navegador: ✓

Intervalo de Captura: 30 seg

ID Scan: ✓

Fecha de inicio: -----
Fecha de fin: -----

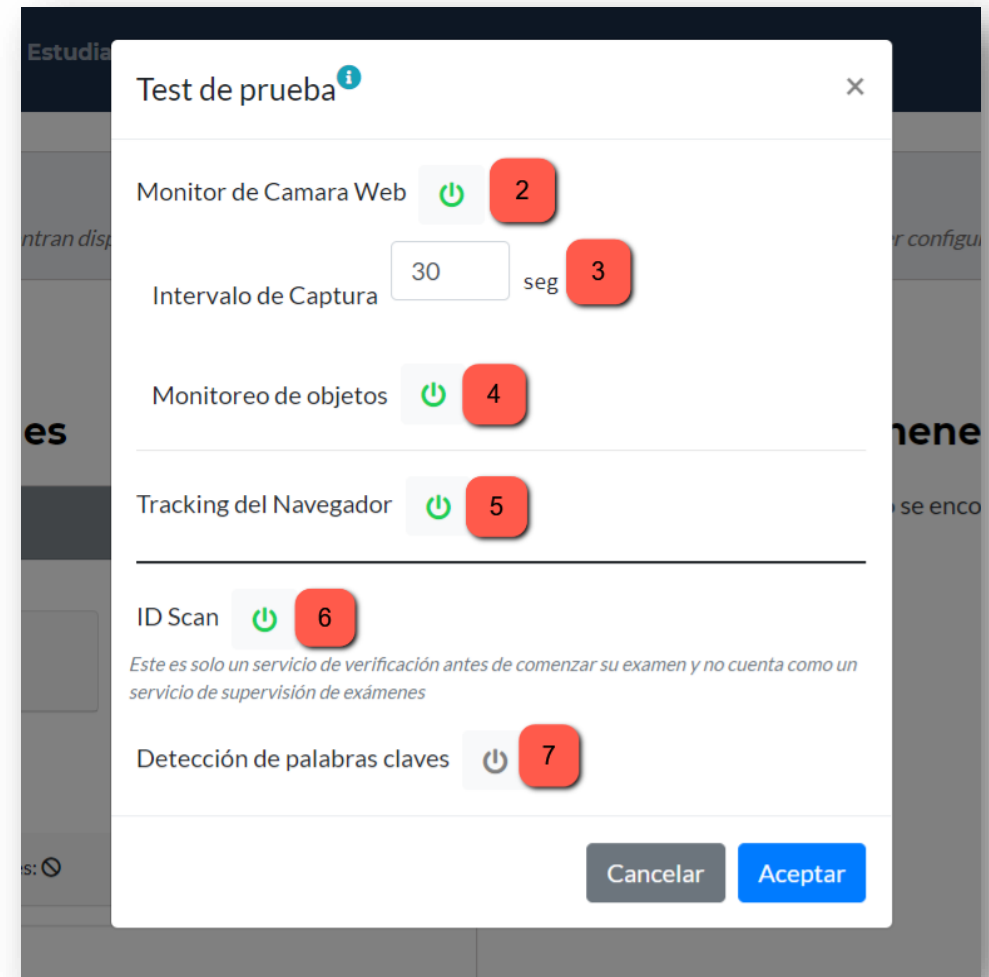
Exámenes Supervisados

No se encontraron evaluaciones

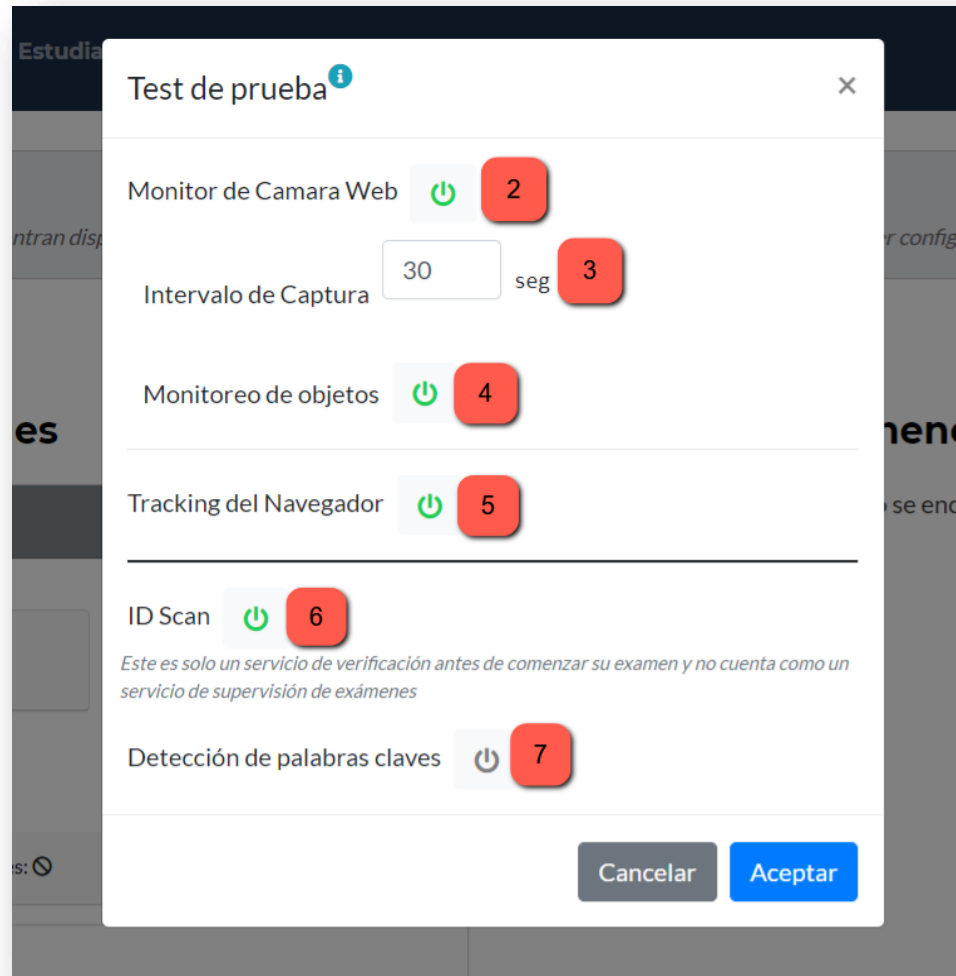
- 2 In the settings window enable/disable the **User Monitoring** feature.

When activated, it allows taking snapshots during the exam to monitor the identity and behavior of the student.

- 3 Enter how often the camera captures snapshots. The frequency is expressed in seconds per capture.



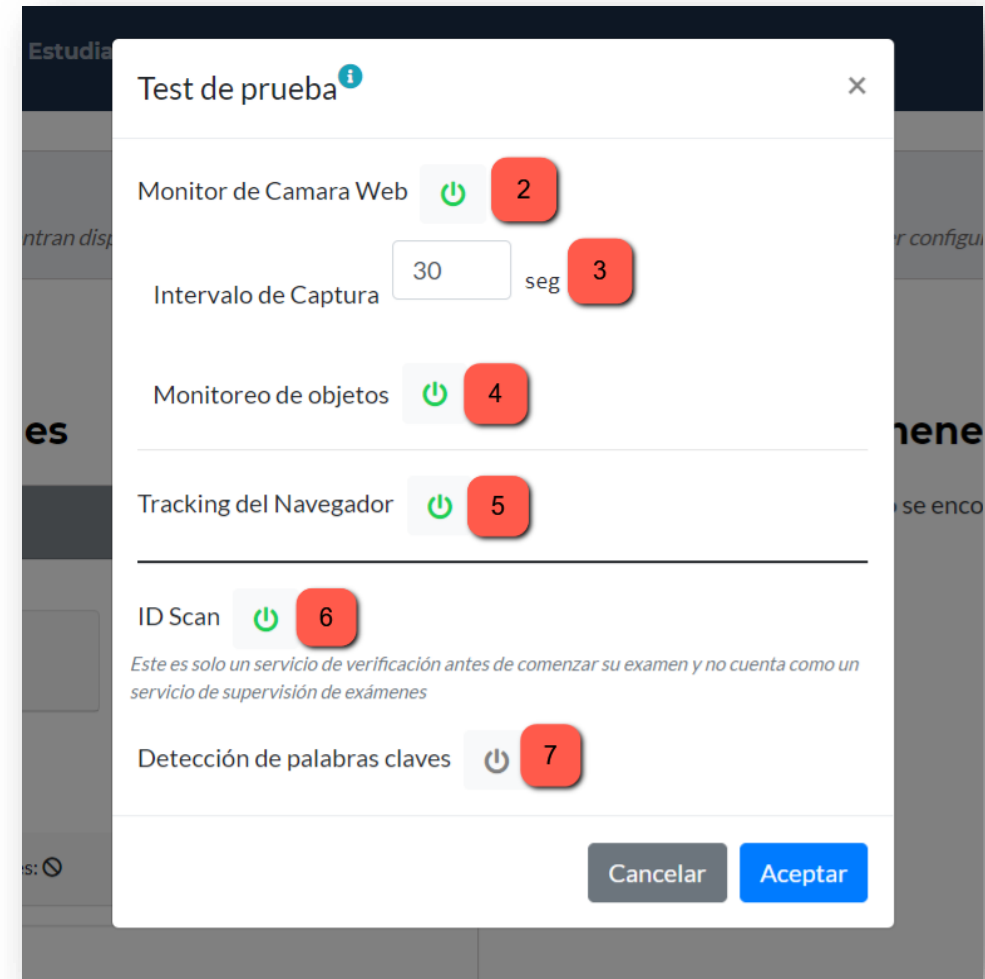
- 4 You can enable/disable the **Focus Monitoring** feature. This monitors the objects that the student has in front of the camera, such as notebooks, cell phones, tablets, etc.



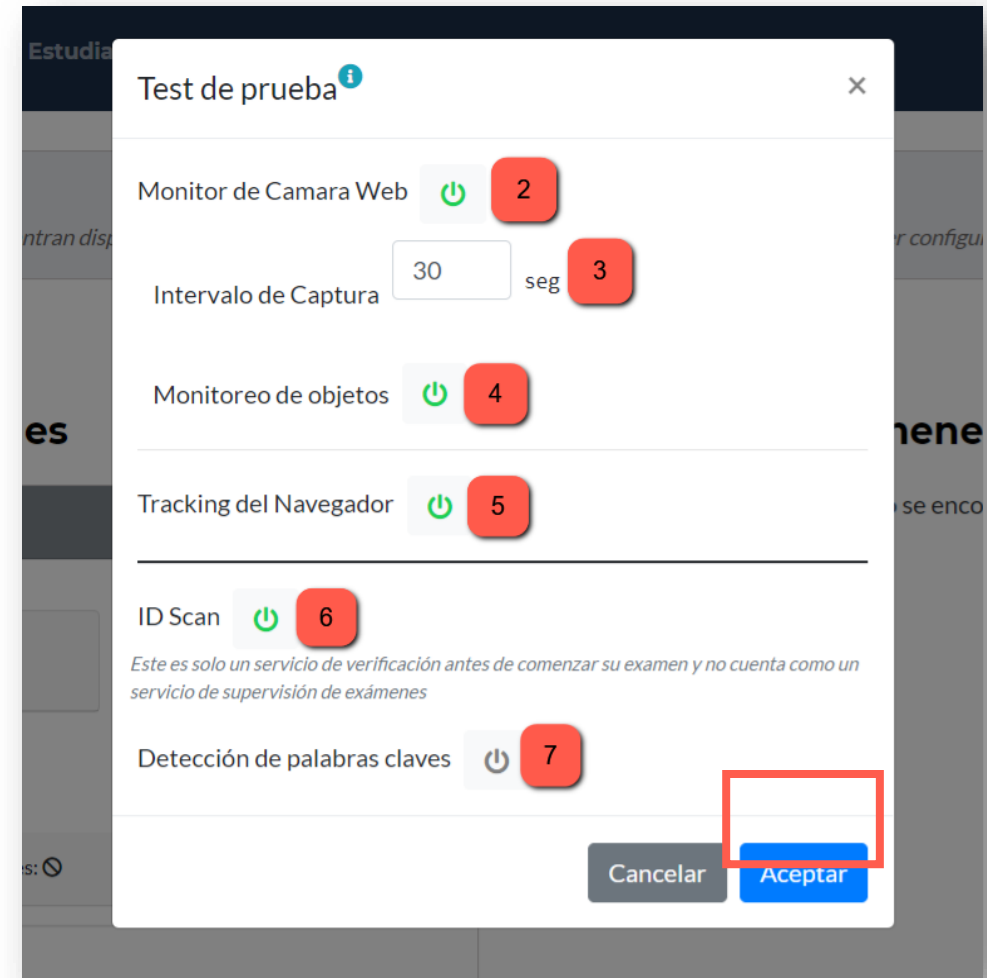
5 Enable/disable the **Tracking of the Navigator** feature.

Active monitoring for the browser tab while the students take the exam, how they keep their focus within it and report the number of events and the time they spend navigating in other tabs or applications.

Note: Students will be warned for every navigation outside the exam



- 6 Enable/disable **ID Scan** feature to capture and store a student's government issued ID or passport
- 7 You can enable/disable the **Keyword Detection** option to identify special words in the identification document, such as: license, passport, card, etc ...
- 8 Click on the **Accept** button



- 9 The exam will be automatically moved to the right column which corresponds to the Proctor exams.
- 10 Finally, click on the **Save** button for the changes be applied.

The screenshot displays the SUMADI Exámenes interface. At the top, the navigation bar includes 'SUMADI Exámenes', 'Administrador de Perfiles de Estudiantes', and 'Reporte Global'. Below this, a header section shows 'Nombre del curso: IST Course Demo' and a note: 'El listado de exámenes a la izquierda son los que se encuentran disponibles en tu curso; estos se moverán automáticamente a la columna derecha al ser configurados como exámenes supervisados.' A red circle with the number '10' is positioned above the 'Guardar' button. The main content area is split into two columns: 'Exámenes' on the left, which currently shows 'No se encontraron evaluaciones', and 'Exámenes Supervisados' on the right. The 'Exámenes Supervisados' section is titled 'Test de prueba' and contains several configuration options, all of which are checked with green checkmarks: 'Monitor de Camara Web', 'Tracking del Navegador', 'Monitoreo de objetos', 'Intervalo de Captura: 30 seg', 'ID Scan', and 'Detección de palabras claves'. At the bottom of this section, there are fields for 'Fecha de inicio' and 'Fecha de fin', both currently empty.