

# e-Proctoring (Pensyarah) (BM)

## Prosedur Umum:

1. Permohonan perlu dilakukan dengan mengisi e-Proctoring Google Form dalam tempoh **5 hari bekerja** sebelum ujian atau penilaian diadakan.
2. Pengisian permohonan melalui Google Form (<https://forms.gle/aSvxy2SfxYPw73fm7>).
3. Memaklumkan pihak sekretariat UTM CDex (Priscilla, [priscilla@utm.my](mailto:priscilla@utm.my)) selepas pengisian Google Form dilakukan.
4. Maklumbalas akan diperolehi selepas permohonan dilakukan dalam **3 hari waktu bekerja**.

## Prosedur instalasi eProctoring bagi Instructor Account Pensyarah

1. Instalasi ProctorU extension melalui pelayar Mozilla atau Chrome dan jika menghadapi masalah teknikal boleh menghubungi En. Radzuan ([radzuan@utm.my](mailto:radzuan@utm.my), 0167171674).
2. Mewujudkan akaun di ProctorU (<https://www.proctoru.com/>).
3. Membuat link ProctorU dalam sistem ODLSYSTEM semasa (ProctorU dan Quiz).
4. Mewujudkan *synchronization* dalam sistem ProctorU dengan memohon ujian dan *submit application for review* untuk kelulusan pihak ProctorU.
5. Muat-turun panduan fail bagi penggunaan pensyarah: [Panduan](#)  
URL: <https://utmcdex.utm.my/e-proctoring/>
6. Untuk permohonan proctoring selain default mode iaitu Live+ atau Review+, permohonan perlu dilakukan secara email kepada Cik Priscilla, [priscilla@utm.my](mailto:priscilla@utm.my)

## Penerangan berkaitan jenis-jenis servis eProctoring

- Default adalah perkhidmatan yang memantau pelajar semasa mengambil peperiksaan dalam talian untuk memastikan bahawa tidak berlaku sebarang penipuan. Ia dilaksanakan seratus peratus oleh sistem tanpa sebarang bantuan atau campur tangan dari pengawas peperiksaan.
- Dalam menggunakan ProctorU Default, pelajar perlu melepasi spesifikasi minimum seperti berikut:
  - Guardian Browser (Chrome or Mozilla)
  - High-speed internet connection
  - Webcam (internal or external)
  - Microphone and Audio (internal or external)
  - Windows or Apple Operating System
  - UTMID ID or Photo-Issued ID

- Proctor-U Live+ menyertakan ciri-ciri yang sama seperti Default, tetapi dengan tambahan ciri Pemantauan & Intervensi secara langsung. Dengan Live+, pengawas peperiksaan dari ProctorU secara aktif memantau pelajar dan boleh mengambil tindakan dalam kes aktiviti yang mencurigakan. Servis Live+ perlu mendapatkan kelulusan pihak Cdex terlebih dahulu.
- Proctor-U Review+ melibatkan pemeriksaan pelajar dan persekitaran yang dijalankan oleh pengawas peperiksaan dari ProctorU untuk memastikan tiada sumber yang tidak dibenarkan. Setelah pelajar memulakan peperiksaan, pengawasan platform akan bertukar kepada pendekatan automatik dalam ODLSYSTEM.

# e-Proctoring (Instructor) (English)

## **General Procedure:**

1. Application must be submitted by filling out the e-Proctoring Google Form within 5 working days before the exam or assessment.
2. Complete the application through the Google Form (<https://forms.gle/aSvxy2SfxYPw73fm7>).
3. Inform the UTM CDex secretariat (Priscilla, [priscilla@utm.my](mailto:priscilla@utm.my)) after completing the Google Form.
4. Feedback will be provided within 3 working days after the application is submitted.

## **eProctoring Installation Procedure for Instructor Account:**

1. Install the ProctorU extension through Mozilla or Chrome browser, and for technical issues, contact En. Radzuan ([radzuan@utm.my](mailto:radzuan@utm.my), 0167171674).
2. Create an account on ProctorU (<https://www.proctoru.com/>).
3. Generate a ProctorU link in the ODLSYSTEM during (ProctorU and Quiz).
4. Establish synchronization in the ProctorU system by applying for the exam and submitting the application for review for ProctorU approval.
5. Download the instructor's user guide: Guide  
URL: <https://utmcdex.utm.my/e-proctoring/>
6. For proctoring requests other than the default mode, such as Live+ or Review+, send an email application to Ms. Priscilla, [priscilla@utm.my](mailto:priscilla@utm.my).

## **Explanation of eProctoring Services:**

**-Default:** This service monitors students during online exams to ensure no cheating. It is fully automated without any supervision or interference from exam invigilators.

Requirements for using ProctorU Default:

- Guardian Browser (Chrome or Mozilla)
- High-speed internet connection
- Webcam (internal or external)
- Microphone and Audio (internal or external)
- Windows or Apple Operating System
- UTMID ID or Photo-Issued ID

- **Proctor-U Live+:** Includes the same features as Default but adds live monitoring and intervention. With Live+, ProctorU exam invigilators actively monitor students and can take action in case of suspicious activities. Live+ service requires prior approval from Cdex.

- **Proctor-U Review+:** Involves examination of students and the environment by ProctorU exam invigilators to ensure no unauthorized resources. After the student starts the exam, the platform's monitoring switches to an automated approach in ODLSYSTEM.