RPNow Exam Review Definitions

**Do not provide to students**

There are three potential status levels to exam comments and exam records — Suspicious, Rules Violation, or Clean. An individual comment can be either Suspicious or a Rules Violation and an exam will always have a final status equal to the most egregious comment (Suspicious if there are any comments labeled as Suspicious, Rules Violation if there are any comments labeled as Rules Violations but none labeled as Suspicious and Clean if there are no comments at all).

- **Suspicious** - occurs when the activity directly compromises exam integrity (i.e. cheating)
- **Rules Violation** - occurs when a rule is broken, but the activity does not impact exam integrity (i.e. playing music)
- **Clean** - is used when there are no activities that break any exam rules

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**Desktop View Flags**

**Browsing local computer:**
Student is using Word, Excel, browsing iTunes, etc...

**Browsing other websites:**
Google, Yahoo, etc. is being used

**Explicit Materials/Behavior:**
This is used anytime nudity occurs, or when an individual is browsing adult-based content.
Note: These items are always flagged as "suspicious". A call will be requested before this record is delivered

**Lost internet connection:**
Internet Connection is lost

**Using Instant messaging:**
Yahoo, MSN, etc...

**Using Calculator:**
A calculator (online or the built-in computer calculator)

**Other (Explain):**
Violations not included in the above list

**Webcam View Flags**

**Another computer present in Room**
Another computer is present when it should not be

**Did not show allowed materials to the camera:**
For any exams or exam rules exceptions where students are allowed items like a calculator or blank note paper, and are required to show them to the camera before starting the exam and did not

**Exam Environment view not confirmed:**
Student attempts to show the environment but not to the extent that his work area is shown to be clear of materials that are not allowed. Also the room itself may not have been clearly shown

**Exam Environment view not provided:**
Student made no attempt to show his exam environment

**Explicit Materials/Behavior:**
This is used anytime nudity occurs, or when an individual is browsing adult-based content.
Note: These items are always flagged as "suspicious"

**Headsets:**
Any headphones, ear buds, etc... that is being used

**Left the room:**
Student gets up and leaves the viewing area of the Webcam

**Out of view of Camera:**
Cannot see the student’s eyes or location they are looking at

**Photo ID not confirmed:**
ID photo is blurry, too small, not positioned properly, or does not include a picture

**Photo ID not provided:**
No ID photo provided (This will always be flagged as Suspicious)

**Reference materials:**
Anything not specifically allowed by Org’s Exam policy or Exam rules exceptions. In most cases there should be nothing on the student’s work surface except their ID and computer related items, chargers, cables, etc... Example: A pen on the desk can be flagged (regardless if paper is also visible)

**Someone else in the room/Talking to someone else:**
Exam room should not have anyone else present. Exceptions to this would be mothers with babies, children inadvertently entering the room and asked to leave, others passing through the room with no interaction, others in a multi-purpose environment such as living-dining-kitchen area with no interaction with student. Exams in public areas such as Wi-Fi spots are not allowed unless specifically exempted by the organization. Any indication that they may be reading the exam to someone else will be flagged as “Suspicious”. Talking to anyone else in or out of the room will be flagged, with the lone exception to this being to ask someone who may have inadvertently entered the room to leave

**Talking aloud (talking to yourself):**
Students are allowed to talk to themselves softly--reading exam questions aloud, talking to the computer

**Technical Problem:**
A user experienced a technical issue

**TV or Radio:**
TV or radio is on in the exam taker’s area

**Using another computer/Device:**
Students using the computer for anything at all will be flagged as "Suspicious"
Using telephone:
Use of telephone for any purpose (except calling support or staff/school/teacher), regardless of length of time will be flagged

Environment Changes:
Student is no longer in the room or area where they completed the room scan, or switched rooms during the exam

Covering the camera:
The user covered the camera

Out of view throughout the exam / Improper Lighting:
The student continues to be out of view of the camera or the lighting in the room prevents proper review of the exam video

Other (Explain):
Violations not included in the above list