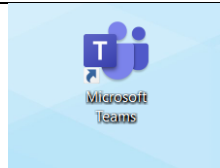


**Coastal Bend College - Testing Center
Instructions for Contact-free Service for proctored
exams**

For your safety we have sanitized the workstation we've assigned to you.



Click on the Microsoft Teams App on the desktop of your computer, and then enter your CBC E-mail address and your CBC ID# as the password.

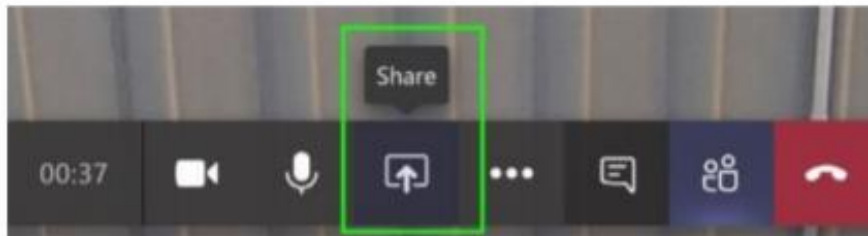
The CBC Proctor will ask for you to share your desktop screen and ask for control of your screen so that they can enter the password for the exam onto your computer remotely.

How to Begin Exam:

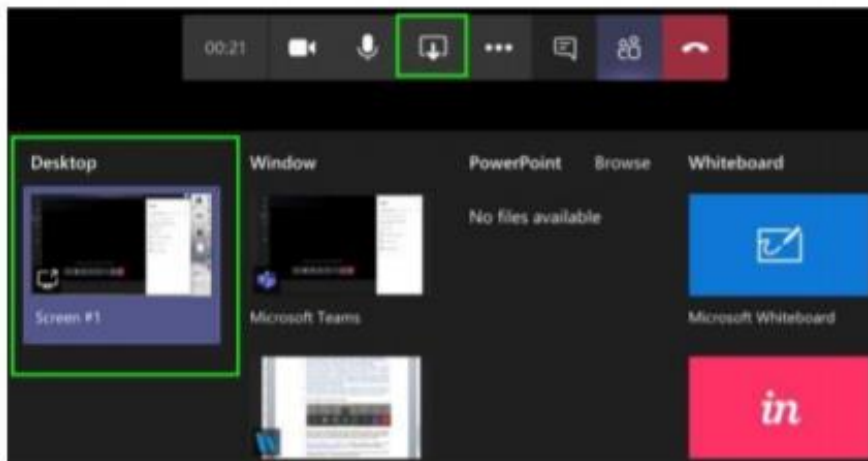
Sharing The Screen:

STARTING THE TEST

- Ask the tester to share their screen

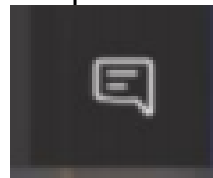


- When sharing the screen ask the tester to select the **desktop share** view, which allows us to see that the tester is not navigating to other pages.



The control bar will move to the lower right side of their screen.

This is one way of providing the contact-free service for administering exams. During the exam - if you have technical problems - please click on



the conversation button which looks like this on the control bar of your Teams app:

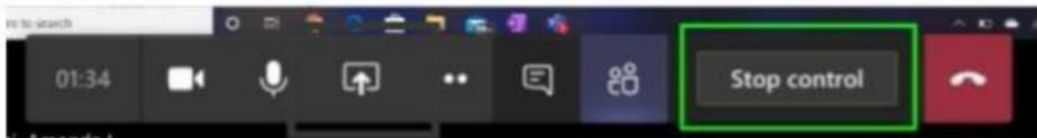
Requesting Control:

- If that checks out. Ask the tester to hover to the top center part of their screen and to select “Give Control” and select the proctor name



- The proctor will enter the passcode after selecting the exam. Then the proctor will release screen control (green) at the tester information of exam page.

□ Administer the exam



If you are taking the TSI Exam please click:

[TSI Exam Site](#)

TSI Instructions:

Welcome to your TSI Exam. Before you begin, I will share a few reminders. You are required to adhere to ACCUPLACER’s policies and procedures as outlined in the student Privacy Policy that will be displayed at the start of your test session. This TSI exam session may take an individual anywhere from 1 hour to 3 hours to complete. As your proctor, I will be present and actively monitoring you throughout the duration of your test. I will not be able to assist you with any test questions; however, if you have technical difficulty with the platform, please alert me by using the chat feature.

If I believe you are engaging in improper test taking practices, I will interrupt your test and may end your test session immediately.

Once we begin the exam, do not click outside of the ACCUPLACER testing platform or you will be locked out of the exam. If you accidentally lock yourself out, notify me using the chat feature. If this happens, I will request “remote access” of your screen, then I’ll enter my credentials and resume your exam. Then I will give the access of your screen back to you.

If you are taking the TSI math exam today – note that no handheld calculators are allowed for the exam. You may use the calculator function which is embedded in the Accuplacer platform of the exam.

If you are taking the BCIS 1305 Test Out exam please click:

[BCIS 1305 Test Out](#)
(Use Google Chrome Browser)

At the completion of the exam – in the conversation area please let the proctor know that you have completed your exam and enter the e-mail address of where you would like your score report sent. If they don't respond to your chat within a couple of minutes, please raise your hand.

The proctor will then request control of your screen – so that they can enter their password and then e-mail a copy of the score report to you and attach a copy of the report to the Teams session.

After the exam – go to the www.coastalbend.edu/testingverificationform/ and submit the form.

Leave the scratch paper and pencils at your station.

We hope that this has been a positive testing experience for you during these challenging times.

Have a wonderful day!