

For Student: Online Testing in Canvas using Zoom & a Reader/Scribe

Your accommodations might include the use of a reader/scribe in order to complete assignments. During the time that the campuses are closed, it is necessary to complete these activities online instead of face-to-face. After some discussion and testing, it has been determined that using a Zoom session with the reader/scribe will satisfy this requirement.

Please know that the reader/scribe is usually a work-study student and a paid employee of the College and will act as a test proctor to maintain the integrity of the assignment or exam and block the use of materials that would lead to cheating.

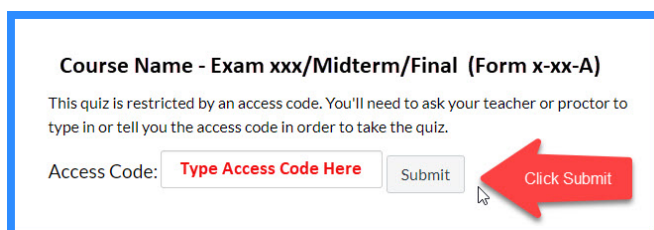
In order to participate, you will need:

- a computer
- an Internet connection
- a headset if you are in a public place
- Download & Install Zoom. You will **only have to do this step once** if you use the same laptop or computer.
 - Please read [System Requirements for PC, Mac, and Linux](#).
 - To download Zoom desktop client, go to [Getting Started on Windows and Mac](#) and click Zoom desktop client (Windows or Mac). The download will start promptly after you click the link.
 - Go to [Getting Started on Windows and Mac](#) again and scroll down to find the instructions on how to sign into Zoom.
 - You may also contact [NOVA Online IT Support](#) for technical assistance, (703) 764-5051.

****Close all unnecessary programs, websites, chats, etc. before testing. You will only need Canvas & Zoom open at this time.**

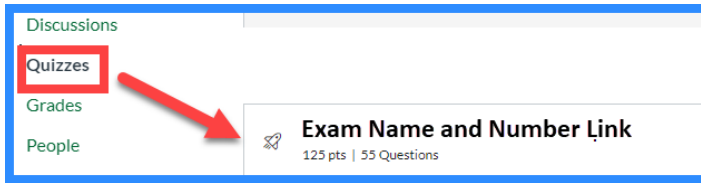
You, the student, may be asked to create a Zoom session for this exam meeting with the reader/scribe. Review [Scheduling Meetings](#) or check [Zoom Tutorials](#). If you create the Zoom session, you will need to share the link with the reader/scribe.

Step 1 – Find the email/announcement from your instructor that has the exam password. Write down the password. You will need it later.

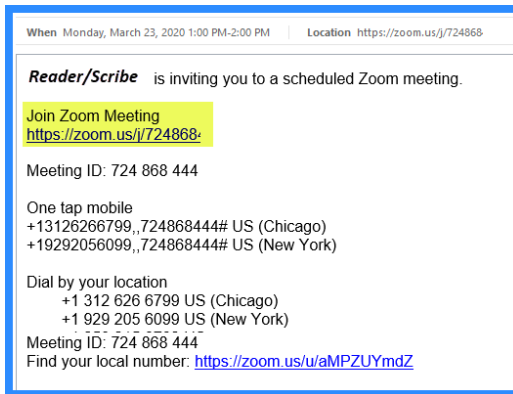


The image shows a screenshot of a Canvas quiz interface. At the top, it says "Course Name - Exam xxx/Midterm/Final (Form x-xx-A)". Below that, a message states: "This quiz is restricted by an access code. You'll need to ask your teacher or proctor to type in or tell you the access code in order to take the quiz." There is an "Access Code:" label followed by a text input field containing the placeholder text "Type Access Code Here". To the right of the input field is a "Submit" button. A red arrow points to the "Submit" button with the text "Click Submit" written on it.

Step 2 - Open Canvas and find & click on link to the exam. Wait until you are in Zoom with the reader/scribe before putting in the password.

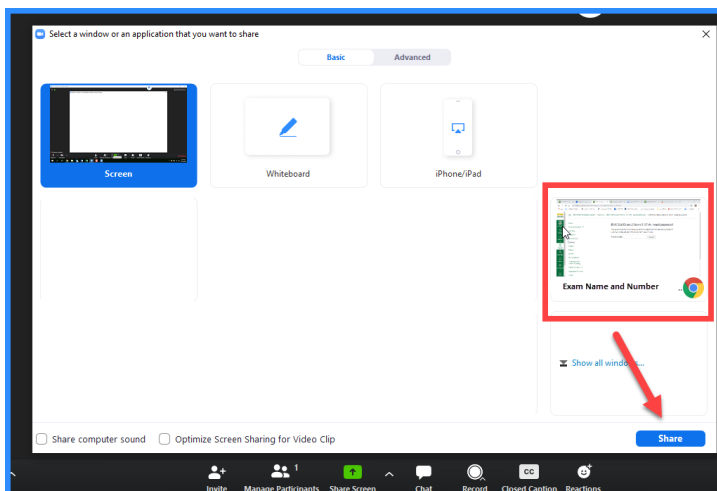
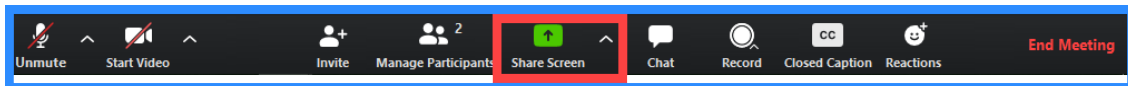


Step 3 – Open the email for the scheduled Zoom session. Click on the link to Zoom found in the email.

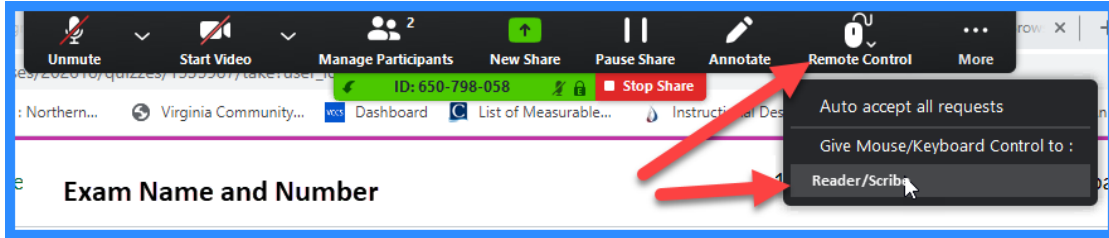


Step 4 - Once you have confirmed that the reader/scribe is in the Zoom session (by seeing them on the screen or hearing their voice), you will need to share your screen (the exam) and the control to the exam.

Step 5 – Click on the **Screen Share** button & find the exam & click the **Share** button.

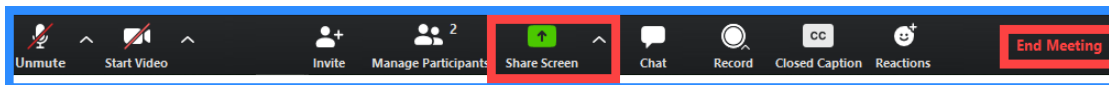
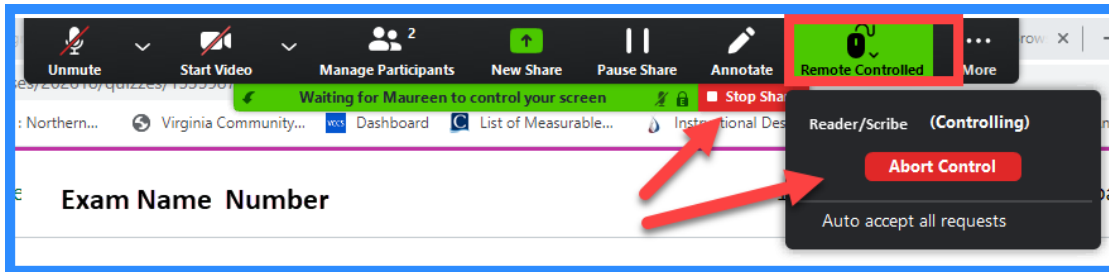


Step 6 – If the reader/scribe will only be reading the text and not filling in the answers, you may skip this step & go to **Step 7**. If the reader/scribe will be clicking on the answers as directed by you, the student, you will need to give them control of your mouse. Click on the **Remote Control** button and select the reader/scribe's name.



Step 7 – Allow the reader/scribe to read text and fill in responses where necessary. The reader/scribe will submit the completed exam.

Step 8 – After the exam has been completed, if necessary, take back control (click **Remote Control** and **Abort Control**). Click **Stop Share** and end/leave the meeting (click **End Meeting**).



Step 9 – Email your instructor so that they will know that you have completed the exam.