

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

A student's 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 you 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.

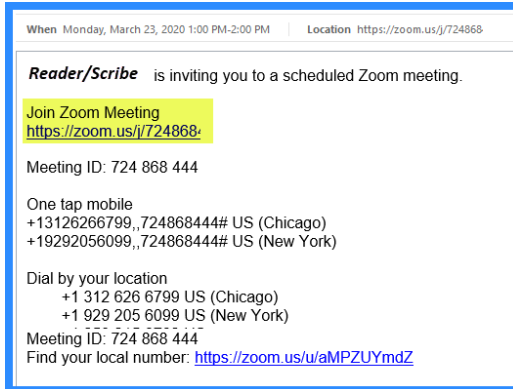
In order to participate, you will need:

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

Step 1 – Open the email for the scheduled Zoom session. Click on the link to Zoom found in the email.



Step 2 - Once you have confirmed that the student is in the Zoom session (by seeing them on the screen or hearing their voice), the student will share their screen (the exam) and the control to the exam with you.

Step 3 – If you will only be reading the text and not filling in the answers, the student will not give you remote control of the mouse. If you will be clicking on the answers as directed by the student, you will get control of the mouse.

Step 4 – If you have control of the mouse, you will need to ask the student the password given to them by the instructor. If you do not have control, the student will input the password.

Step 5 – If you have control of the mouse, submit the exam at the end of the test. Otherwise, the student will submit the exam.

Step 6 – After the exam has been completed, the student will take back control and end/leave the meeting. You can also leave the meeting.

