



TAYLOR'S  
UNIVERSITY

Wisdom • Integrity • Excellence

# SOAF – ONLINE EXAMINATION MANUAL GUIDE

1<sup>st</sup> Edition

2022

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School of Accounting and Finance

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# CHAPTER 1

## INSTALLATION OF AI PROCTOR

### 1.0 Introduction

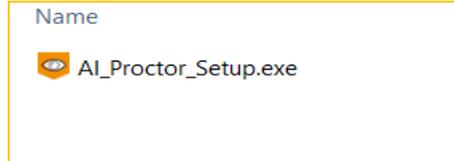
Installation chapter is divided into installation for Windows, MacBook, and Mobile Apps. AI-Proctor system for Windows consists of (1) a desktop application, and (2) a browser extension. Meanwhile, Ai Proctor system for MacBook consists of a desktop application only. It is a must conduct to conduct the exam using either Google Chrome or Microsoft Edge. The installation of Ai Proctor Mobile Apps on mobile phone is necessary if the lecturer intends to use scanning feature. It is compulsory for all students to install the Ai Proctor on their laptop.

Following the introductory section, Section 1.1 shows steps to install Ai Proctor system for Windows. Section 1.2 exhibits steps to install Ai Proctor system for MacBook. Finally, the chapter ends with the installation of Ai Proctor Mobile Apps on Android and iPhone.

### 1.1 Ai Proctor System for Windows

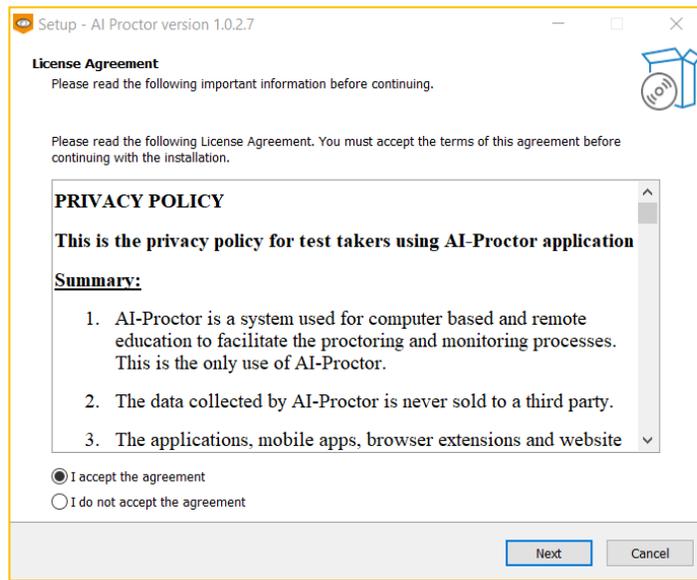
#### 1.1.1 Desktop Application

1. Download the desktop application from <https://ai-proctor-taylors.com/download/>
2. Unzip the downloaded file



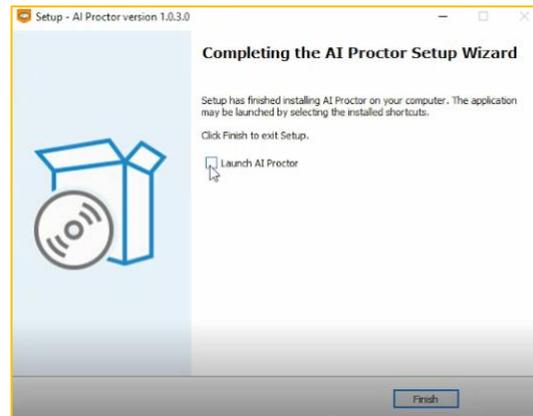
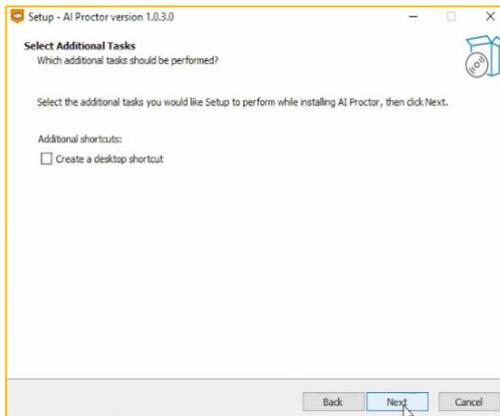
3. Double click on "AI\_Proctor\_Setup.exe"

4. Wait until the setup window appears, then press “next” until the installation is complete

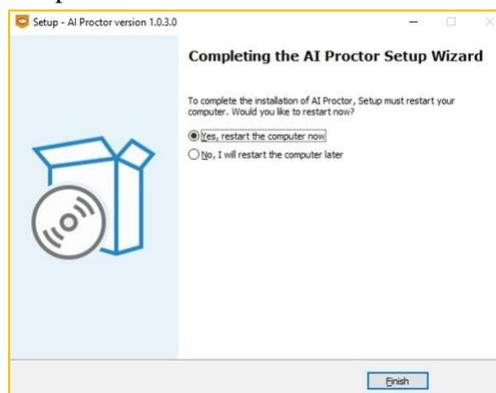


5. Complete the setup

Note: Do not select create a desktop shortcut and launch Ai Proctor



6. It is better to restart your computer after installation

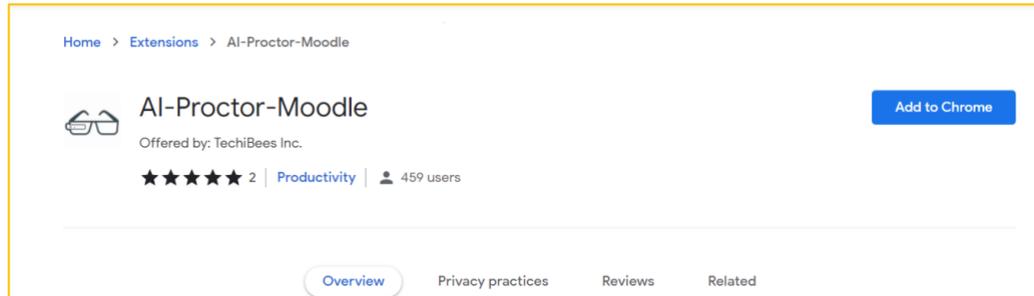


### 1.1.2 Install the Google Chrome extension

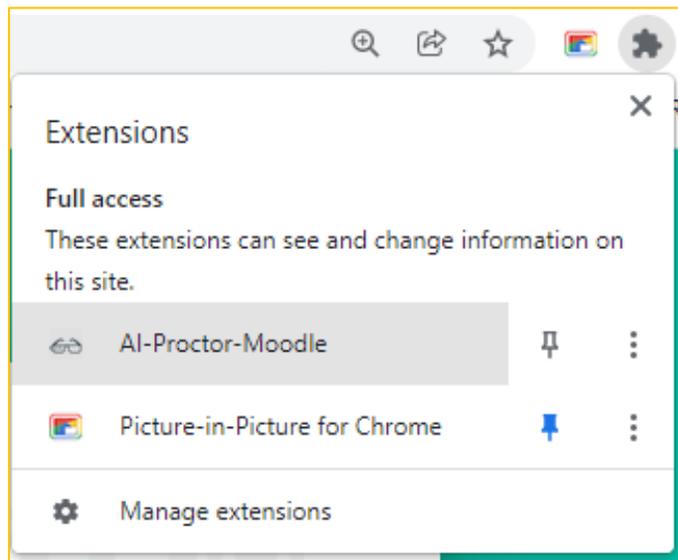
1. Open Google Chrome browser
2. Download the extension by copying this link, and paste it on Google Chrome address bar

<https://chrome.google.com/webstore/detail/ai-proctor-moodle/nbhdc dolapn pbccipdpagdlqbhgpkjpd>

3. Choose Add to Chrome

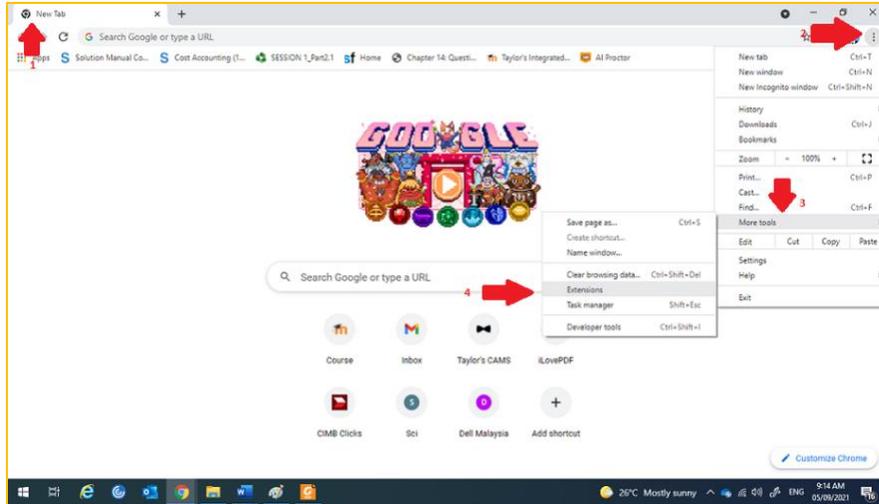


4. You can see the AI-Proctor-Moodle on Google Chrome extensions

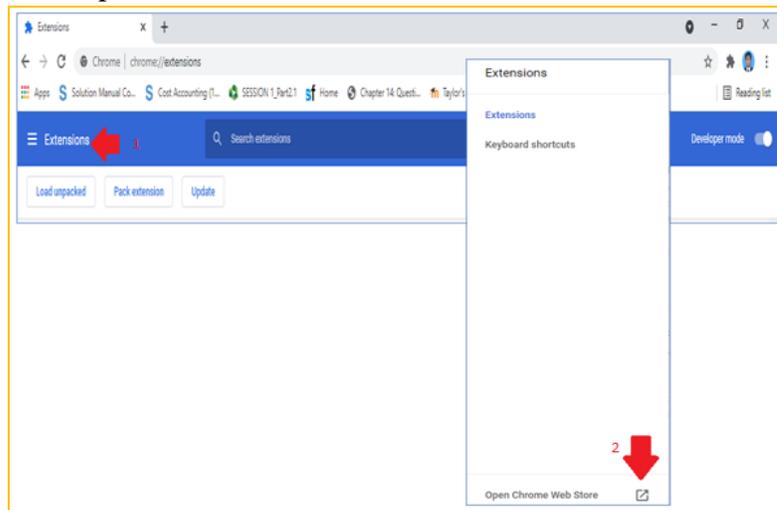


Note: If you have any problem in accessing this page, go to Chrome extensions and search for AI-Proctor-Moodle. Then follow the same steps

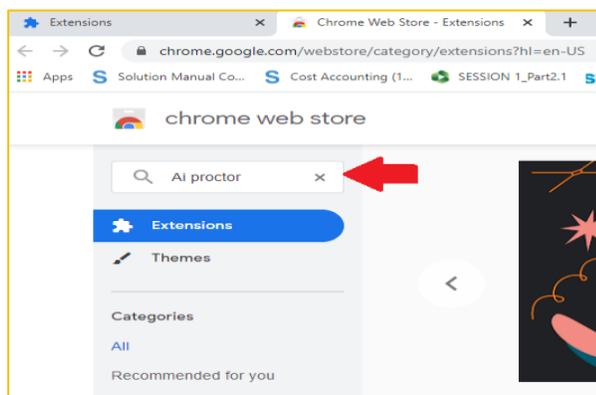
1. Click Google Chrome → Click 3 dots → Click More tools → Click Extension



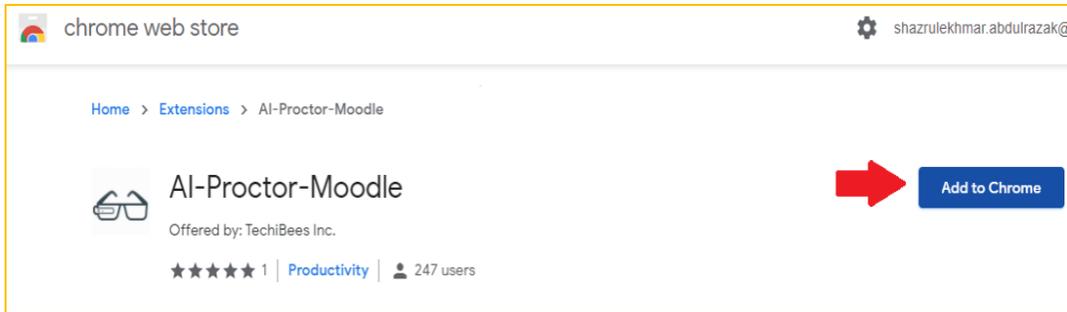
2. Click Extension → Open Chrome Web Store



3. Search box → Ai Proctor moodle



4. Add Ai Proctor – Moodle

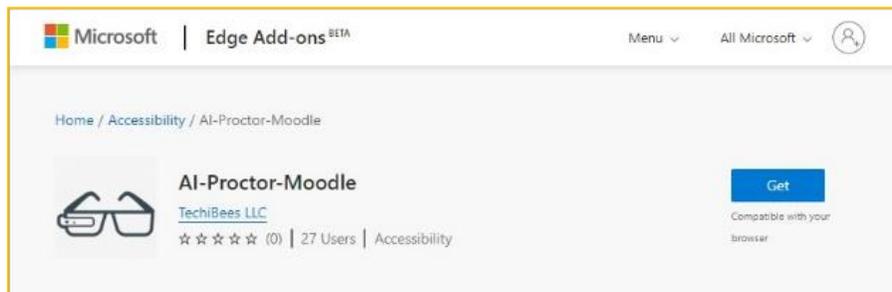


### 1.1.3 Install the Microsoft Edge add-on

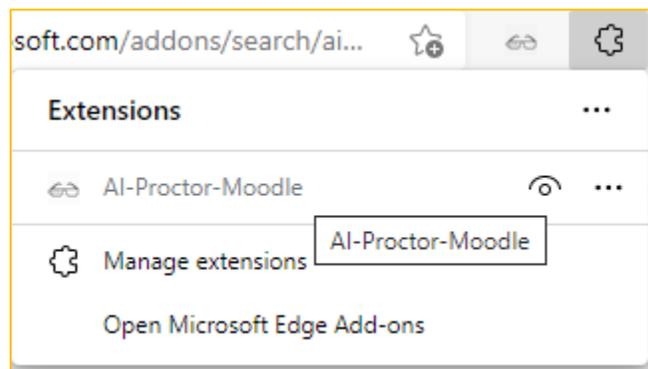
1. Open Microsoft Edge browser
2. Download the extension by copying this link, and paste it on Microsoft Edge

<https://microsoftedge.microsoft.com/addons/detail/aiproctormoodle/opdniicadebhjheijnio/nkckjkmkpomb>

3. Choose “Get”



4. You should see the extension on the Edge browser



Note: if you have any problem in accessing this page, go to [Microsoft edge add-on](https://microsoftedge.microsoft.com/addons/Microsoft-Edge-Extensions-Home)

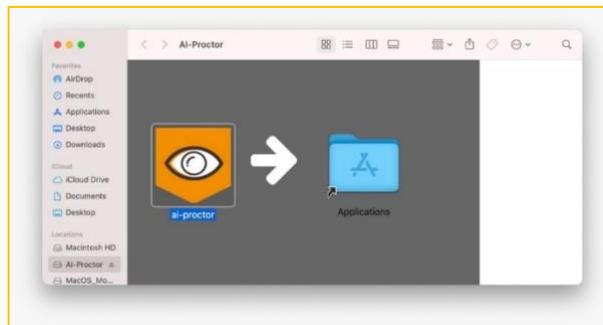
<https://microsoftedge.microsoft.com/addons/Microsoft-Edge-Extensions-Home>

Search for AI-Proctor-Moodle. Then follow the same steps

## 1.2 Ai Proctor System for MacBook

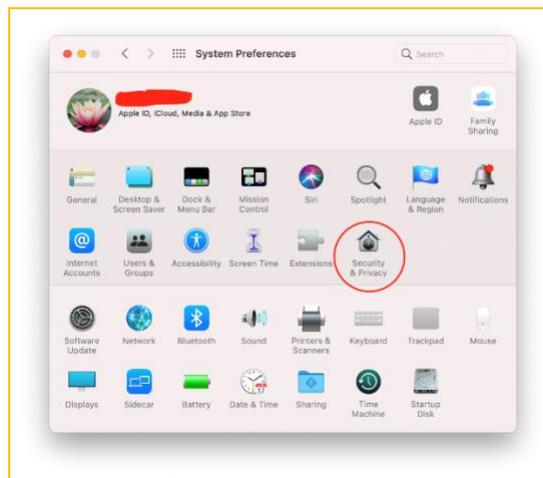
### 1.2.1 Install AI-Proctor on a MacOS laptop

1. Download the desktop application from the [website \(https://ai-proctor-taylors.com/download/\)](https://ai-proctor-taylors.com/download/)
2. Unzip the downloaded file
3. Double click on AI-Proctor\_\*.dmg , where \* is the version number of the software
4. Move AI-Proctor to Applications folder

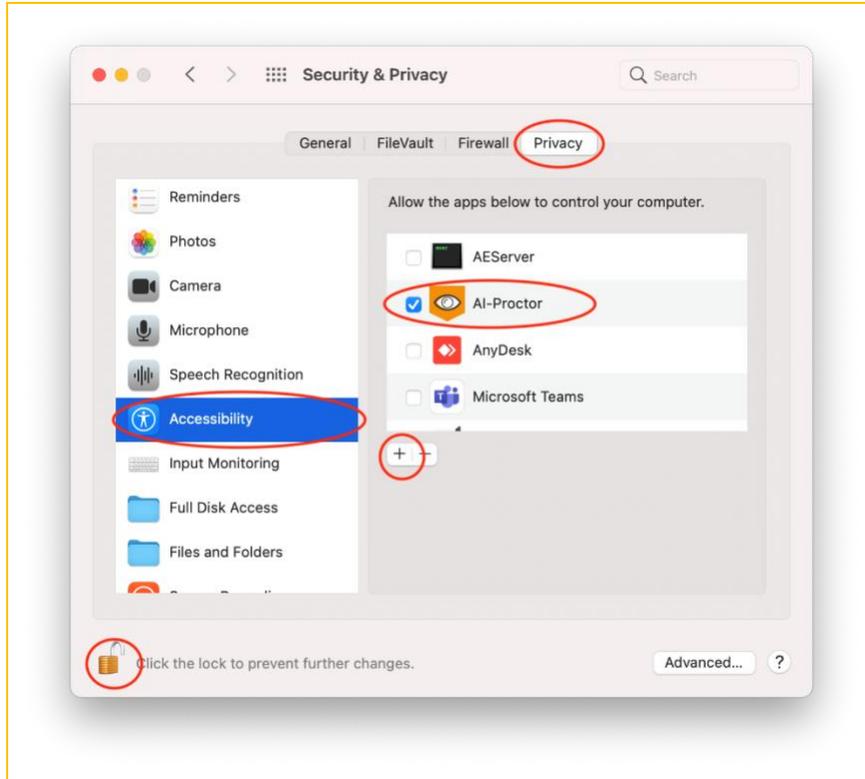


### 1.2.2 Allow Permissions for Recording and Accessibility

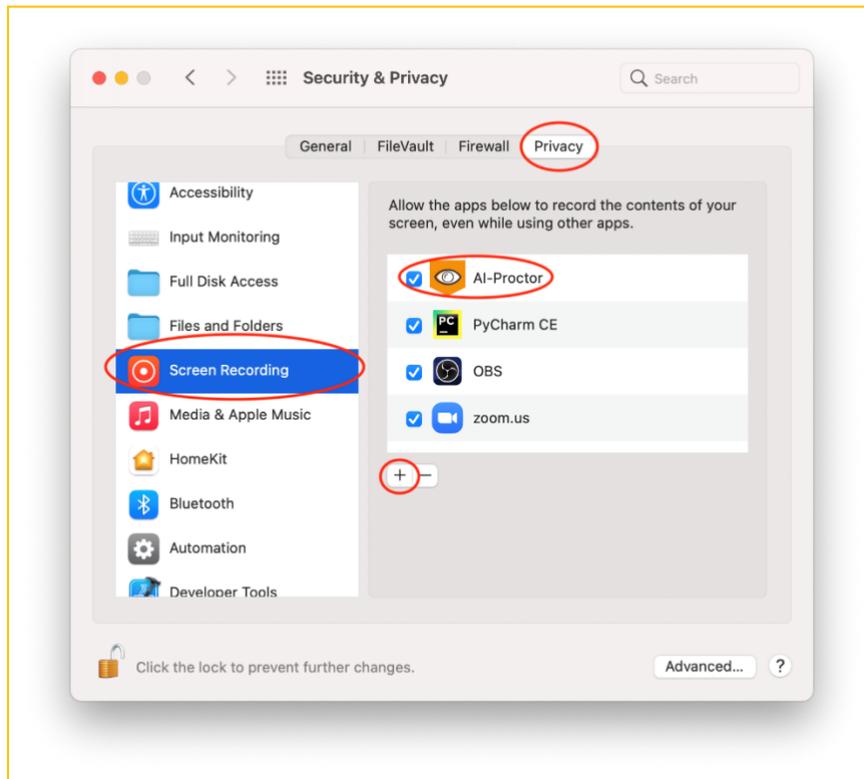
1. Open System preferences → Security & Privacy → “Privacy” tap



2. Open the lock
3. Scroll down to “Accessibility” → add “AI-Proctor” from the “+” sign



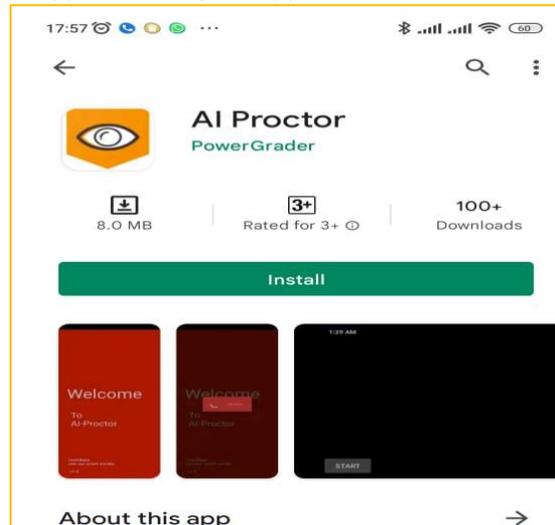
4. Scroll down to “Screen Recording” → add “AI-Proctor” from the “+” sign



## 1.3 Ai Proctor for Mobile Apps

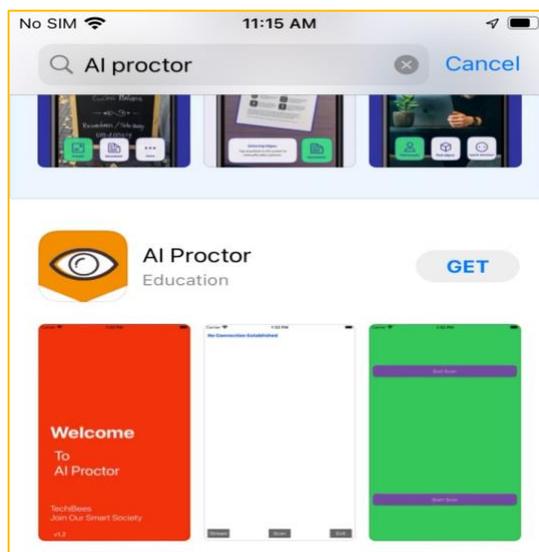
### 1.3.1 Install the Ai Proctor mobile app – Android phone

1. Go to Android play store
2. Search for “AI Proctor”
3. Install
4. You will find the application in your apps



### 1.3.2 Install the Ai Proctor mobile app – iPhone

1. Go to iOS app store
2. Search for “AI Proctor”
3. Get
4. You will find the application in your apps



## CHAPTER 2

### TAYLOR'S INTEGRATED MOODLE E-LEARNING SYSTEM (TIMES): SETTING UP THE EXAM QUESTION

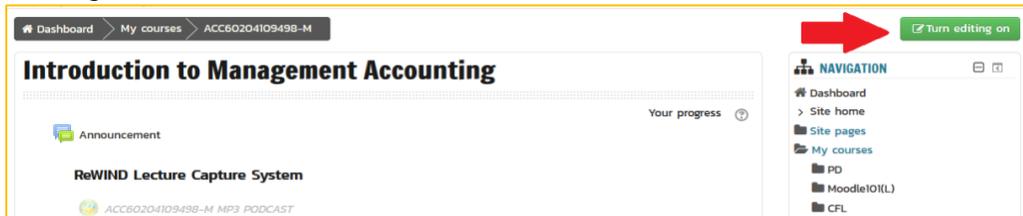
#### 2.0 Introduction

TIMEs is the official e-learning platform for Taylor's University students. All teaching and learning materials, including slides, handouts, hypothetical cases, videos, assessments etc., can be accessed from TIMEs platform. In addition, TIMEs is also a platform to conduct the online exams for Taylor's University.

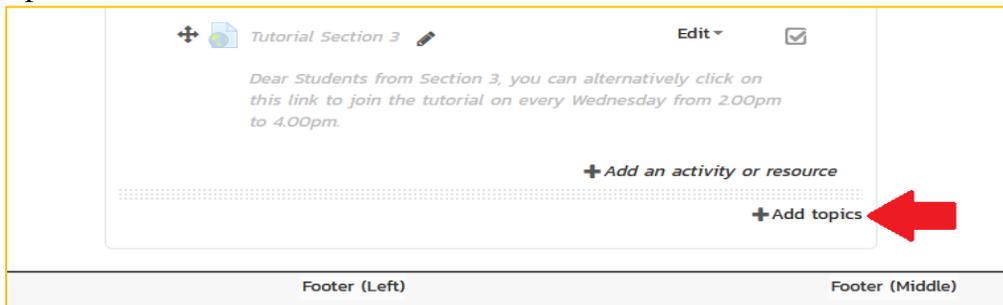
This chapter consists of three sections. Section 2.1 illustrates steps to set the exam question. Next, Section 2.2 exhibits steps to insert the exam question. Finally, Section 2.3 shows steps to edit the question setting, if necessary.

#### 2.1 Exam setting

1. Turn editing on



2. Add topic



3. Rename topic - Online Exam (make sure to hide the topic from students)

**Online Final Examination** Edit -

DEGREE PROGRAMMES Edit -

FINAL EXAMINATION

AUGUST 2021 SEMESTER

MODULE NAME : INTRODUCTION TO MANAGEMENT ACCOUNTING

MODULE CODE : ACC60204

DATE : TBD

EXAM DURATION : TBD

Instruction to Candidates:

1. This is a closed-booked online examination which will be conducted through TImeS and TEAMS. **No notes are permitted.**
2. This examination paper contains **4 questions.**
3. Questions will be available one by one. Follow further instructions announced by the invigilator.
4. For each question, please attach your answer booklet accordingly.
5. Save and rename your answer file with your name, student ID, question number, and tutorial group. e.g. SHAZRUL EKHMAR (202003), Question 1, Sec 1
6. **Severe disciplinary action will be taken against those caught violating examination rules.**

+ Add an activity or resource

4. Under the same topic → Add an activity → Select Quiz → Click add

**Online Final Examination** Edit -

DEGREE PROGRAMMES Edit -

FINAL EXAMINATION

AUGUST 2021 SEMESTER

MODULE NAME : INTRODUCTION TO MANAGEMENT ACCOUNTING

MODULE CODE : ACC60204

DATE : TBD

EXAM DURATION : TBD

Instruction to Candidates:

1. This is a closed-booked online examination which will be conducted through TImeS and TEAMS. **No notes are permitted.**
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4. For each question, please attach your answer booklet accordingly.
5. Save and rename your answer file with your name, student ID, question number, and tutorial group. e.g. SHAZRUL EKHMAR (202003), Question 1, Sec 1
6. **Severe disciplinary action will be taken against those caught violating examination rules.**

1 + Add an activity or resource

2 Quiz

3 Add Cancel

quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.

The teacher can choose when and if hints, feedback and correct answers are shown to students.

Quizzes may be used

- As course exams
- As mini tests for reading assignments or at the end of a topic
- As exam practice using questions from past exams
- To deliver immediate feedback about performance
- For self-assessment

More help

RESOURCES

5. Name your quiz → Add **description** (if necessary) → Tick **display description on course** (if necessary)

**Note: Please remember the Quiz name**

**Adding a new Quiz to Online Final Examination** Expand all

▼ General

1 **Name**

Description

2 **Instructions:**

- 1. Students must answer Question 1 using MS Excel.
- 2. Students are required to answer this question within 45 minutes.
- 3. You must submit your file before the time limit expires, or it is not counted.

Display description on course page  3

[Save and return to course](#) [Save and display](#) [Cancel](#)

6. Update the Quiz setting: Timing, Grade, Layout, Question behaviour, Review option.
- Timing – set time required to complete the question; Grade – attempt allowed to students, etc. (you can explore to suit your exam requirement)

Taylor's Integrated Moodle e-Learning System

My latest modules > e-Stage Booking > Software Download (COVID-19 Arrangement) > Archive Site > Helpdesk > TES > Taylor's Library > This course >

- ▶ **Timing**
- ▶ **Grade**
- ▶ **Layout**
- ▶ **Question behaviour**
- ▶ **Review options**
- ▶ **Appearance**
- ▶ **Extra restrictions on attempts**
- ▶ **Overall feedback**
- ▶ **Common module settings**
- ▶ **Restrict access**
- ▶ **Activity completion**
- ▶ **Tags**

[Save and return to course](#) [Save and display](#) [Cancel](#)

Shazrul Ekhtimar Abdul Razak

- Lecture 1 – Introduction to Management Accounting
- Topic 2 Allocation of Indirect Costs
- Lecture 3 Common Cost & Revenue Allocation
- Lecture 4 Absorption Costing & Variable Costing
- Selected Rewind Tutorial for Midterm
- MID-TERM EXAMINATION MARCH 2020 SEMESTER**
- Lecture 5 Activity-Based Costing (ABC)
- Lecture 6 Cost-Volume Profit Analysis
- Lecture 7 Master Budget
- Lecture 8 Flexi-Budget and Variances
- Group Assignment
- Lecture 9 Costing Method: Job Order Costing
- Lecture 10 Process Costing
- Lecture 11 Decision Making & Pricing
- REVISION
- Tutorial IMA March 2020
- Online Exam
- ACC60404109498-M
- townhall

Note: Timing and Restrict access are the most important setting.

▼ Timing

Open the quiz       Enable

Close the quiz       Enable

Time limit    Enable

When time expires

Submission grace period    Enable

7. Go to **Restrict access** → Click **Add restriction** → Select **Ai Proctor**

Note: If you hide the topic, you will not see the Ai Proctor icon

▶ Overall feedback

▶ Common module settings

▼ Restrict access 1

Access restrictions

2

▶ Activity completion

▶ Tags

▶ Competencies

Add restriction...

AI proctor 3

Require students to complete (or not complete) another activity.

Prevent access until (or from) a specified date and time.

Require students to achieve a specified grade.

Allow only students who belong to a specified group, or all groups.

Control access based on fields within the student's profile.

Add a set of nested restrictions to apply complex logic.

8. Click **Save and display**

## 2.2 Insert exam question

1. Click on the exam name – **Question 1**

Question 1

Not available unless: you enable

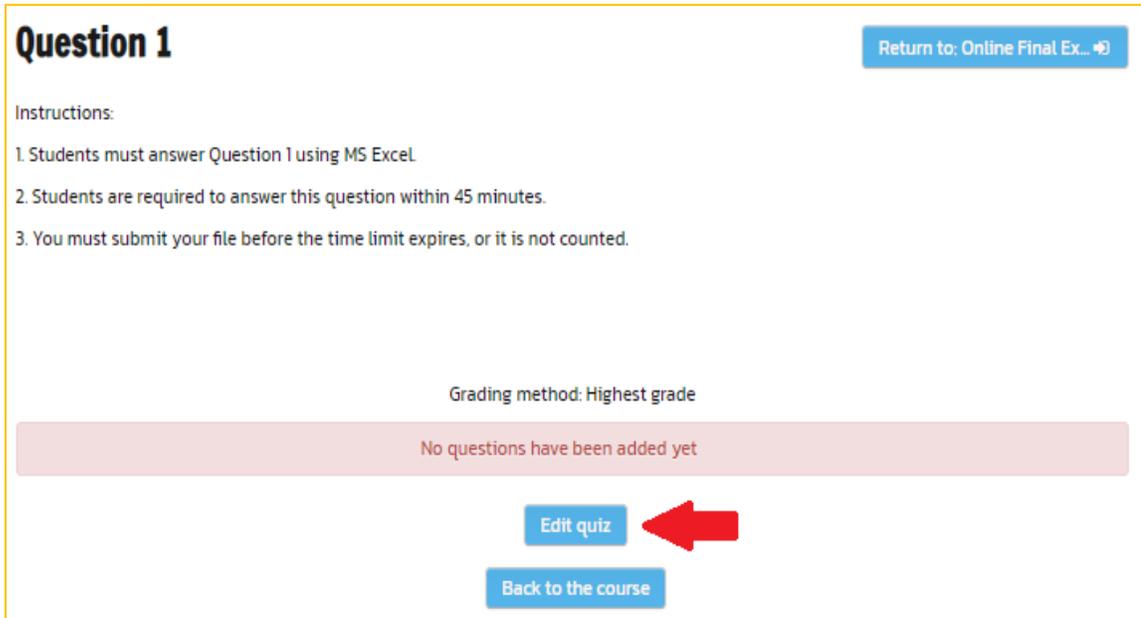
*Instructions:*

1. Students must answer Question 1 using MS Excel.

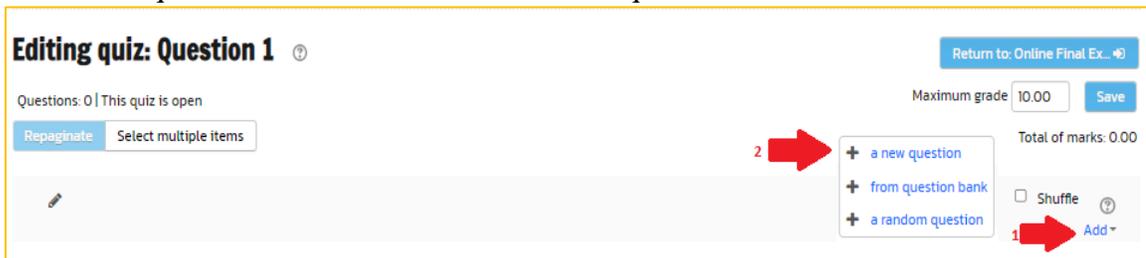
2. Students are required to answer this question within 45 minutes.

3. You must submit your file before the time limit expires, or it is not counted.

2. Click **Edit quiz**

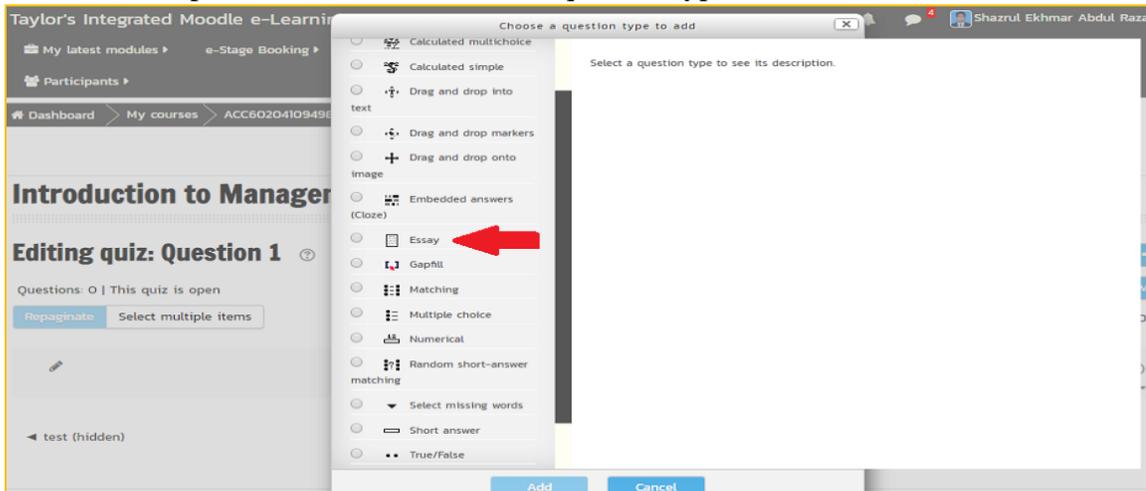


3. Add a new question: Click **Add** → Select a new question



4. Choose a question type to add → Click **add** button.

Note: It is suggested to select **'essay'** question. It will show the question in a single page. However, it depends on lecturers to choose question type that is suitable for their module.



5. Insert exam question

**Adding an Essay question**

Category: Default for ACC60204109498-M (37)

Question name: Question 1 (25 Marks)

Question text:

Pharma Medic is a manufacturer of healthcare product. For 2017, Pharma Medic budgeted to produce and sell 26,200 units. The company has no price, spending, or efficiency variances and writes off production-volume variance to the cost of goods sold. Actual data relating for 2017 are given as follows:

Variable Cost Per Unit	RM
Direct Materials	1050
Direct Manufacturing Labour	950
Manufacturing Overhead	400
Sales & Administrative	120

Default mark: 1

Buttons: Save changes, Cancel

6. Go to **Response Options** → Click **Allow attachments** → Select no. of attachments → Click **Required Attachments** → Selection no. of attachments

Note: Response format is the setting for the response/answer box. You can disable the response/answer box by selecting the No Online Text.

**Response Options**

Response format: HTML editor

Require text: Require the student to enter text

Input box size: 15 lines

Allow attachments: 1

Require attachments: Attachments are optional

7. Click **Save changes**

**Editing quiz: Question 1**

Questions: 1 | This quiz is open

Maximum grade: 10.00

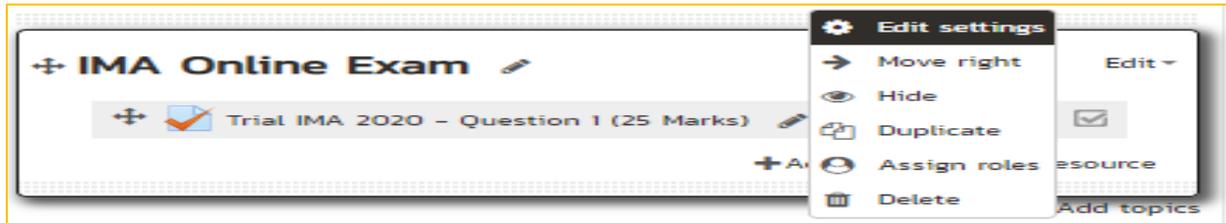
Total of marks: 100

Buttons: Repaginate, Select multiple items, Save, Shuffle

## 2.3 Edit settings

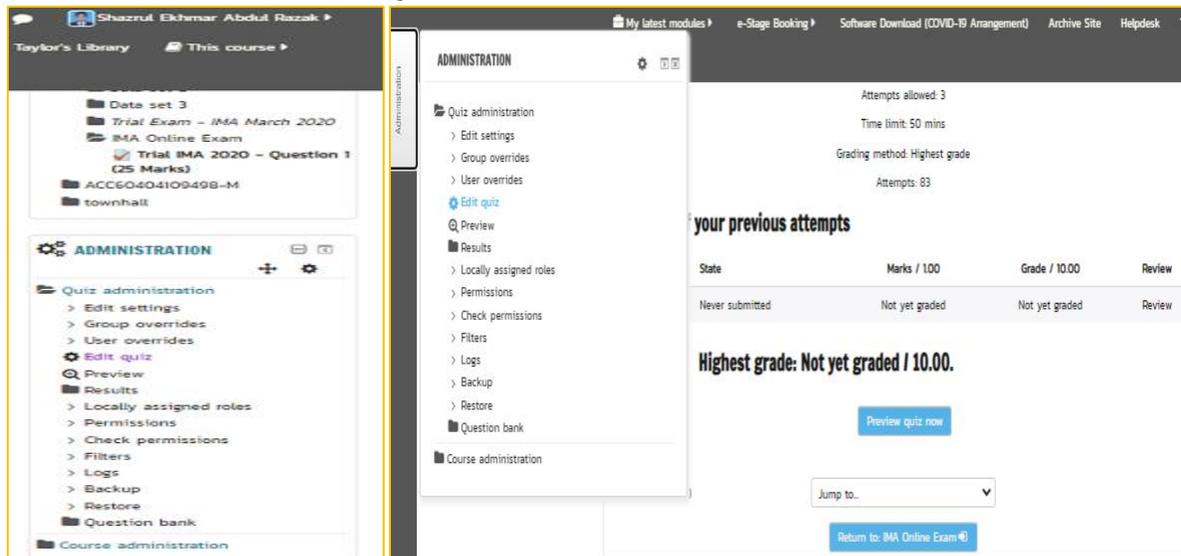
### 2.3.1 Edit settings

#### 1. Edit setting



### 2.3.1 Edit quiz

#### 1. Administration bar → Edit Quiz



### 2.3.3 Question with auxiliary table

#### Step 1

**Editing quiz: Question 1** Return to: IMA Online Exam

Questions: 1 | This quiz is open Maximum grade 10.00 Save

Repaginate Select multiple items Total of marks: 100

Page 1 Shuffle Add

1 Question 1 REVISION IMA2020 TOPIC - PROCESS COSTING Ideal AA Garment is a manufacturer of identical winter clothes. The company ... 1.00 Add

**Dropdown and select add a new question** →

#### Step 2

**Editing quiz: Question 1** Return to: IMA Online Exam

Questions: 2 | This quiz is open Maximum grade 10.00 Save

Repaginate Select multiple items Total of marks: 2.00

Page 1 Shuffle Add

1 Question 1 REVISION IMA2020 TOPIC - PROCESS COSTING Ideal AA Garment is a manufacturer of identical winter clothes. The company ... 1.00 Add

Page 2 Add

2 PRESENT VALUE TABLE PRESENT VALUE TABLE Present value of \$1, that is (1+r)^-n where r = interest rate; n = number of ... 1.00 Add

Panel 1: Question page

Panel 2: PV Table

**Taylor's Integrated Moodle e-Learning System**

**Question 1** Not yet answered Marked out of 100 Flag question Edit question

**REVISION IMA2020**

**Topic - Process Costing**

Ideal AA Garment is a manufacturer of identical winter clothes. The company has two departments: Knitting department and Finishing department. Direct materials are added at the beginning of the process. Conversion costs are added evenly during the process. Ideal AA uses the weighted-average method of process costing. The following information for June 2014 is available.

	Knitting	Finishing
Work in process, beginning	80	170
Started during the period	500	?
Completed and transferred out	?	?
Work in process, ending	120	300
Degree of completion:		
Direct materials	100%	100%
Conversion costs	80%	50%

Question page

Panel 1

**Taylor's Integrated Moodle e-Learning System**

**Question 2** Not yet answered Marked out of 100 Flag question Edit question

**PRESENT VALUE TABLE**

Present value of \$1, that is  $(1+r)^{-n}$  where  $r$  = interest rate;  $n$  = number of periods until payment or receipt.

Periods (n)	Interest rates (r)									
	1%	2%	3%	4%	5%	6%	7%	8%	9%	10%
1	0.990	0.980	0.971	0.962	0.952	0.943	0.935	0.926	0.917	0.909
2	0.980	0.961	0.943	0.925	0.907	0.890	0.873	0.857	0.842	0.826
3	0.971	0.942	0.915	0.889	0.864	0.840	0.816	0.794	0.772	0.751
4	0.961	0.924	0.888	0.855	0.823	0.792	0.763	0.735	0.708	0.683

PV Table: Panel 2

## CHAPTER 3 AI PROCTOR

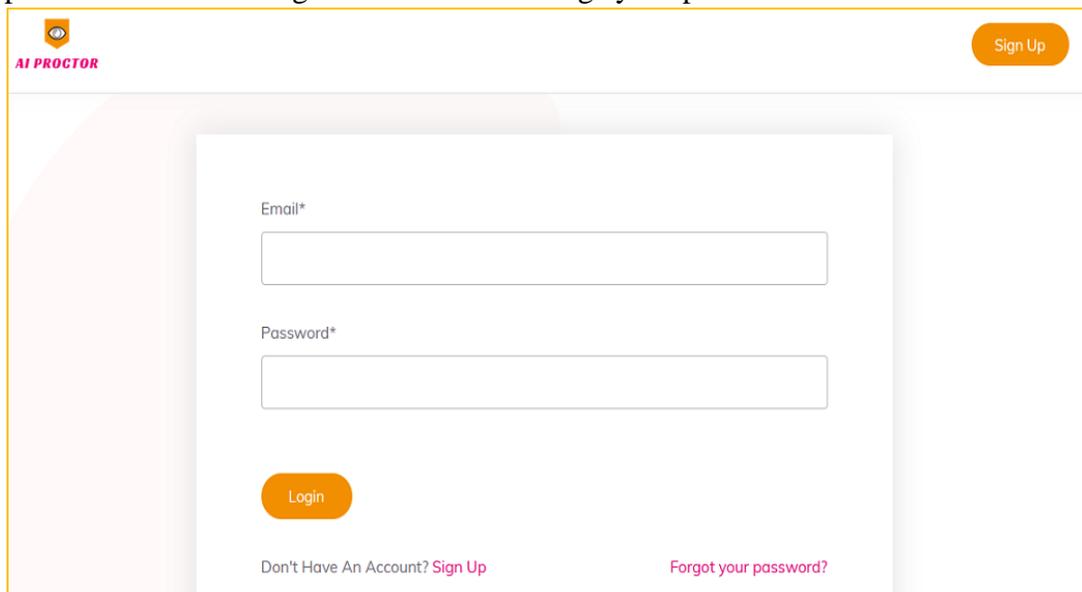
### 3.0 Introduction

Ai Proctor is a platform for lecturers to monitor student's screen and cam activities. Hence, invigilation of online exams will be done using the Ai Proctor platform. Lecturers are required to login to Ai Proctor website to conduct the invigilation task. It needs to be highlighted that students are not required to have an Ai Proctor account.

Chapter 3 consists of three sections. Section 3.1 exhibits steps to set the exam environment. Section 3.2 shows steps to conduct the invigilation task. Finally, this chapter ends with Section 3.3 which illustrates steps to generate report after completing the online exam.

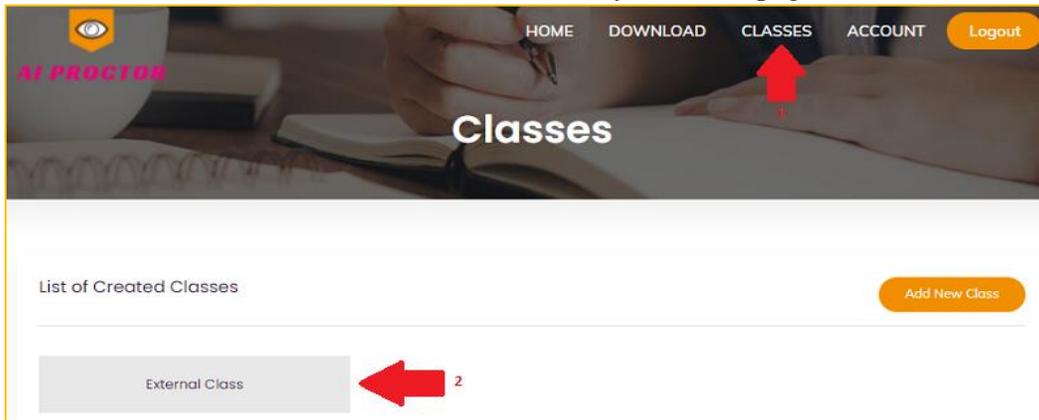
### 3.1 Modify the event

1. Go to <https://ai-proctor-taylors.com/users/login/> → Login using the username and password → Click Forgot Password → Change your password

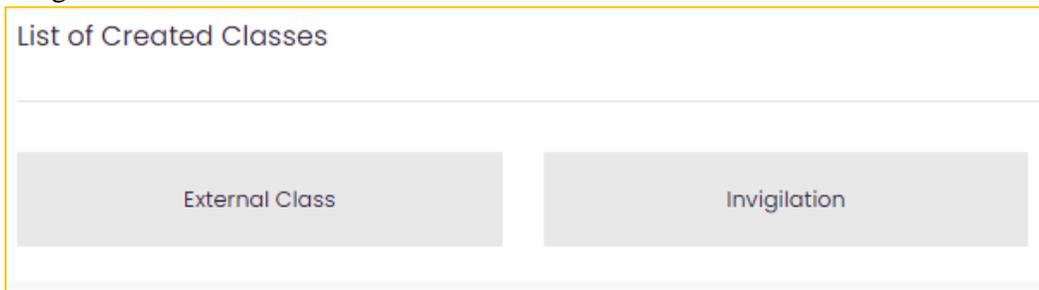


The screenshot shows the login interface for Ai Proctor. It includes a header with the logo and a 'Sign Up' button. The main form has two input fields for 'Email\*' and 'Password\*', followed by a 'Login' button. At the bottom, there are links for 'Don't Have An Account? Sign Up' and 'Forgot your password?'.

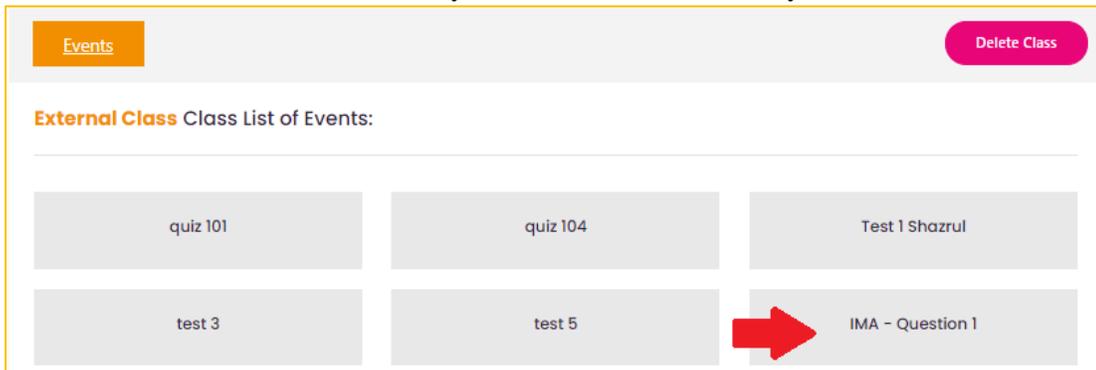
2. Go Classes → Click External Class → To view your exam page



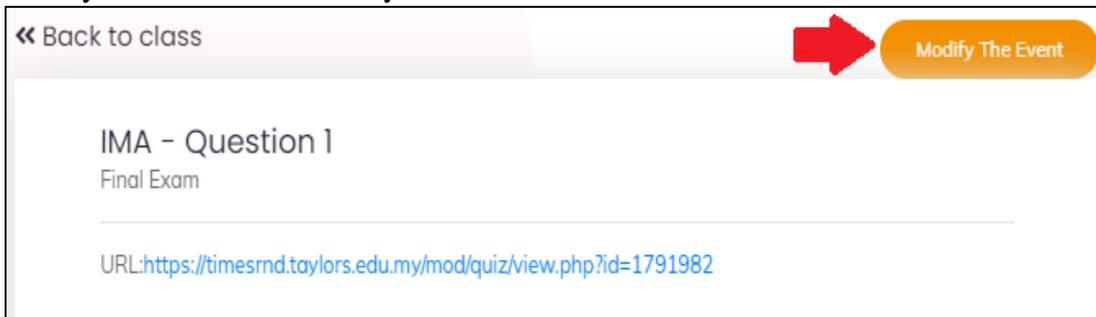
Note: You will have another folder known as 'Invigilator' if you have become the invigilator.



3. Click External Class → Search for your exam name → Click your exam



4. Modify Exam → Click Modify the Event



5. Modify the event accordingly → click modify

The screenshot shows the 'Modify the Event' interface. On the left, there are three text input fields: 'Event Name' (containing 'Question 1'), 'Event Info', and 'invitation URL'. Below these are three groups of radio buttons: 'Microphone usage' (selected: 'Don't use microphone'), 'Face Recognition' (selected: 'None'), and 'Monitor Option' (selected: 'Don't Use Monitor'). On the right, there are three groups of radio buttons: 'Record type' (selected: 'No record'), 'Answer Tools' (Word File, Excel File, Document Scanning), and two empty text input fields for 'Allowed Websites' and 'Allowed Programs'. A pink 'Modify' button is at the bottom right.

Note:

1. **Event info:** any comments of description about the event (If necessary)
2. **Invitation URL:** Leave it blank
3. **Microphone usage:** if the instructor would like AI-Proctor to detect any human speech around the students, enable use microphone.
4. **Face Recognition:** AI-Proctor can make sure that the same student that starts and ends the exam.
5. **Record type:** AI-Proctor can record a video for the laptop camera (showing the face of the student), and the student's laptop screen. There are three options available: (1) No record: no recording will be done, (2) record only last 5 mins: this is a good option if the instructor is worried only about the last part of the exam when usually students try to increase their unethical behavior due to the end of exam anxiety, (3) full recording, where the whole session is recorded. Note that recording means that more traffic is required between the student's desktop and the proctoring server. If the network at the majority of students is not good, then the last 5 mins option can be a good choice
6. **Allowed websites:** AI-Proctor allows the students to open some whitelist websites during the exam that can contain some formulas, information, and others. The full web address of the website (including http, https) can be written in this box. If a whole domain is allowed (main page and all subpages), then an (\*) must be added. For example, to access all webpages in Wikipedia, write <https://en.wikipedia.org/>\*
7. **Allowed programs:** If your exam needs access to a certain program, then you can write the name of this program in the whitelist applications. In order to get the correct name that should be added here, open the application, and get the name of the application from the title bar.

6. Information after modifying the event

**IMA - Question 1**  
Final Exam

---

URL: <https://timesrnd.taylors.edu.my/mod/quiz/view.php?id=1791982>

Invitation URL:

---

Event Type: Exam

Monitor Option: Don't use Monitor.

Record type: Full recording

Microphone useage: Use microphone.

Face Recognition: Use Face Recognition.

Requires Word File

Requires Excel File

Requires Paper Scanning

Event schedule:  
**Start Time:** Sept. 2, 2021, 9:10 p.m.                      **End Time:** Sept. 2, 2021, 9:30 p.m.

Allowed Websites:  
<https://www.youtube.com/>\*

7. Multiple invigilator

- a. Upload list of students in the excel format onto Ai Proctor
- b. Download list of invigilators file in the excel format from Ai Proctor → click ‘Use this template’
- c. Upload updated list of invigilators in the excel format onto Ai Proctor.
- d. Click Split

Event schedule:  
**Start Time:** Dec. 20, 2021, 2:30 p.m.                      **End Time:** Dec. 20, 2021, 3:30 p.m.

[Proctor The Event](#)                      [Students Requests](#)                      [Chat Room](#)

[Delete Event](#)

---

Upload students and sections list: ⓘ

[Choose File](#)    No file chosen...

Upload Invigilators list: [Use This Template](#) 📄

[Choose File](#)    No file chosen...

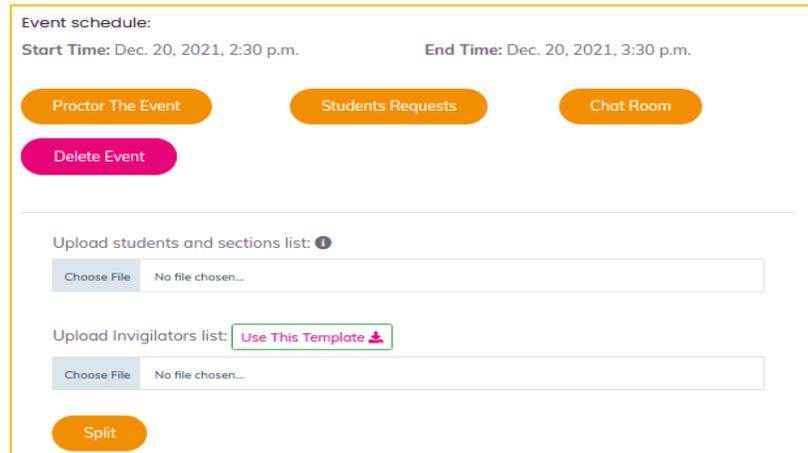
[Split](#)

## 3.2 Invigilation Task

### 3.2.1 Before the exam

#### 1. Click Student Request

Note: Students may have issue with microphone or cam. They are allowed to send a request to enter the exam without microphone or cam.



Event schedule:  
Start Time: Dec. 20, 2021, 2:30 p.m. End Time: Dec. 20, 2021, 3:30 p.m.

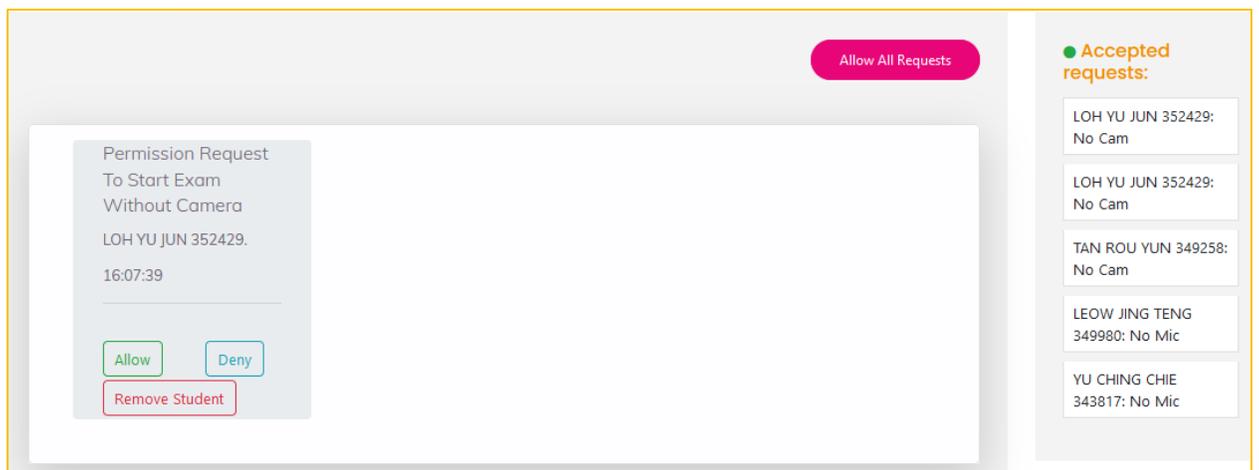
Proctor The Event Students Requests Chat Room

Delete Event

Upload students and sections list: ⓘ  
Choose File No file chosen...

Upload Invigilators list: Use This Template 📄  
Choose File No file chosen...

Split



Allow All Requests

● Accepted requests:

LOH YU JUN 352429:  
No Cam

LOH YU JUN 352429:  
No Cam

TAN ROU YUN 349258:  
No Cam

LEOW JING TENG  
349980: No Mic

YU CHING CHIE  
343817: No Mic

Permission Request  
To Start Exam  
Without Camera  
LOH YU JUN 352429.  
16:07:39

Allow Deny

Remove Student

### 3.2.2 During the exam

#### 1. Click Proctor The Event

**Event schedule:**  
**Start Time:** Dec. 20, 2021, 2:30 p.m.      **End Time:** Dec. 20, 2021, 3:30 p.m.

Proctor The Event      Monitor Students      Students Requests  
Chat Room      Delete Event

---

**Upload students and sections list:** ⓘ

Choose File No file chosen...

**Upload Invigilators list:** [Use This Template](#) ⬇

Choose File No file chosen...

Split

## 2. Interface

Note: Offline means students have launched the Ai Proctor. But they are still at the testing stages. When they have gone through the testing stages, they will become Online Students.

The image shows two screenshots of a student management interface. The top screenshot shows 19 Offline Students and 0 Online Students. A list of offline students includes 'NUR FARAH' and two redacted names. The bottom screenshot shows 0 Offline Students and 1 Online Student. The online student list includes 'Shazrul', 'Ekmar', 'Abdul', and 'Razak', with redacted icons for each.

Note:

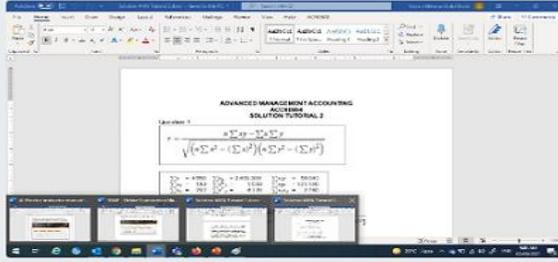
Examples of academic misconduct

a. Open word file

# Shazrul Ekhmar Abdul Razak

Student opened another program  
9:0:50

Solution AMA Tutorial 2.docx - Word

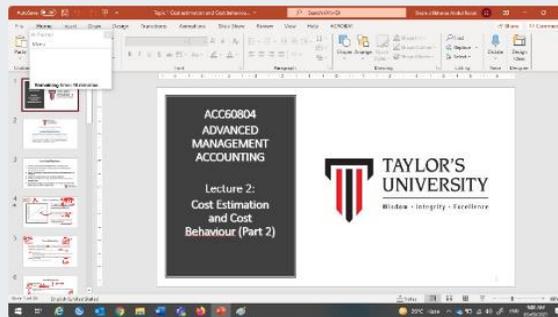


b. Open lecture slide

# Shazrul Ekhmar Abdul Razak

Student opened another program  
9:0:32

Presentation1 - PowerPoint



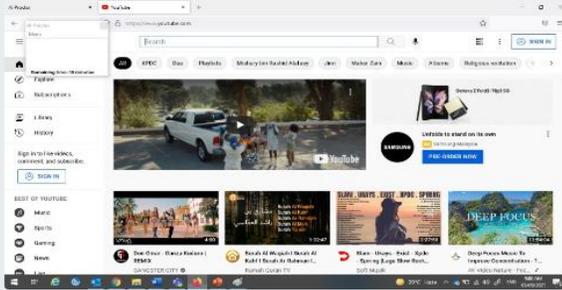
c. Web browser

# Shazrul Ekhmar Abdul Razak

Student opened another program

9:0:2

YouTube — Mozilla Firefox



## d. Talking during exam

# Shazrul Ekhmar Abdul Razak

The student might to be talking

9:2:2

▶ 0:00 / 1:00 — 🔊 ⋮

Remove Student

Send Message to student

Write message here to be sent...

e. Leave exam station or no face detection

Shazrul Ekhmar  
Abdul Razak

Problem with the face detection  
8:55:40

---

no face or more than face existed



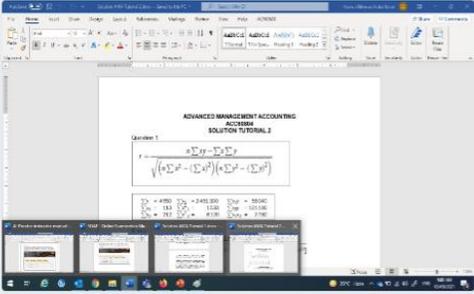
Overall interface

Shazrul Ekhmar  
Abdul Razak

Student opened another program  
9:0:50

---

Solution AMA Tutorial 2.docx - Word



Shazrul Ekhmar  
Abdul Razak

The student might to be talking  
9:2:2

---

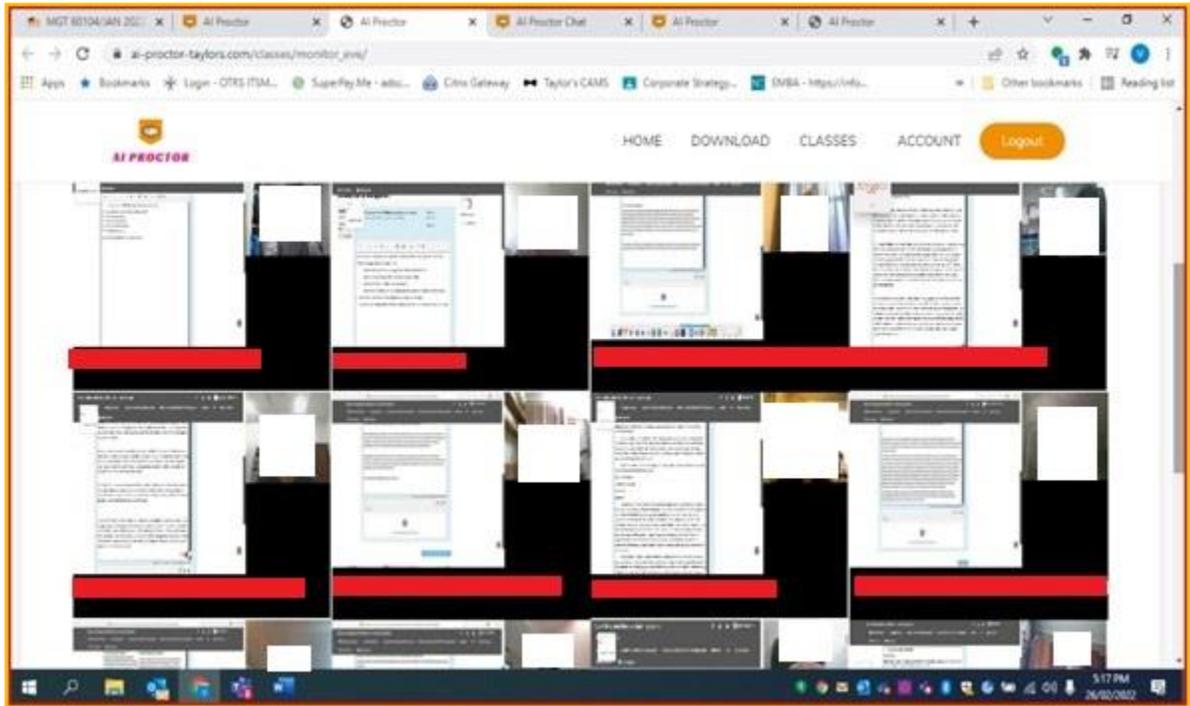
0:00 / 1:00

Remove Student

Send Message to student

Write message here to be sent...

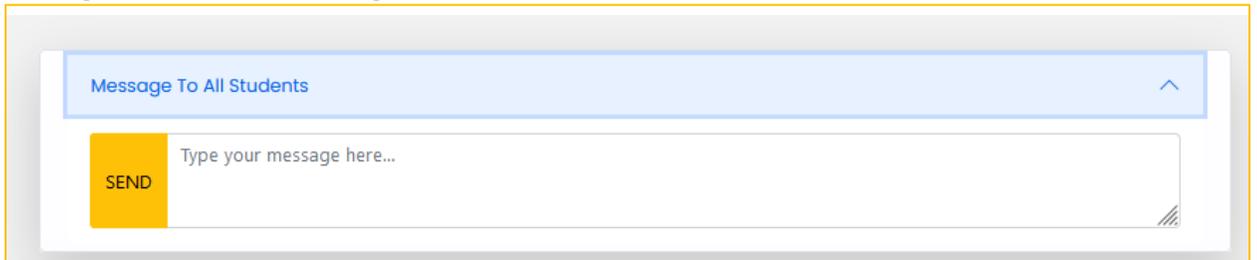
### 3. Monitor Students



### 4. Chat with students

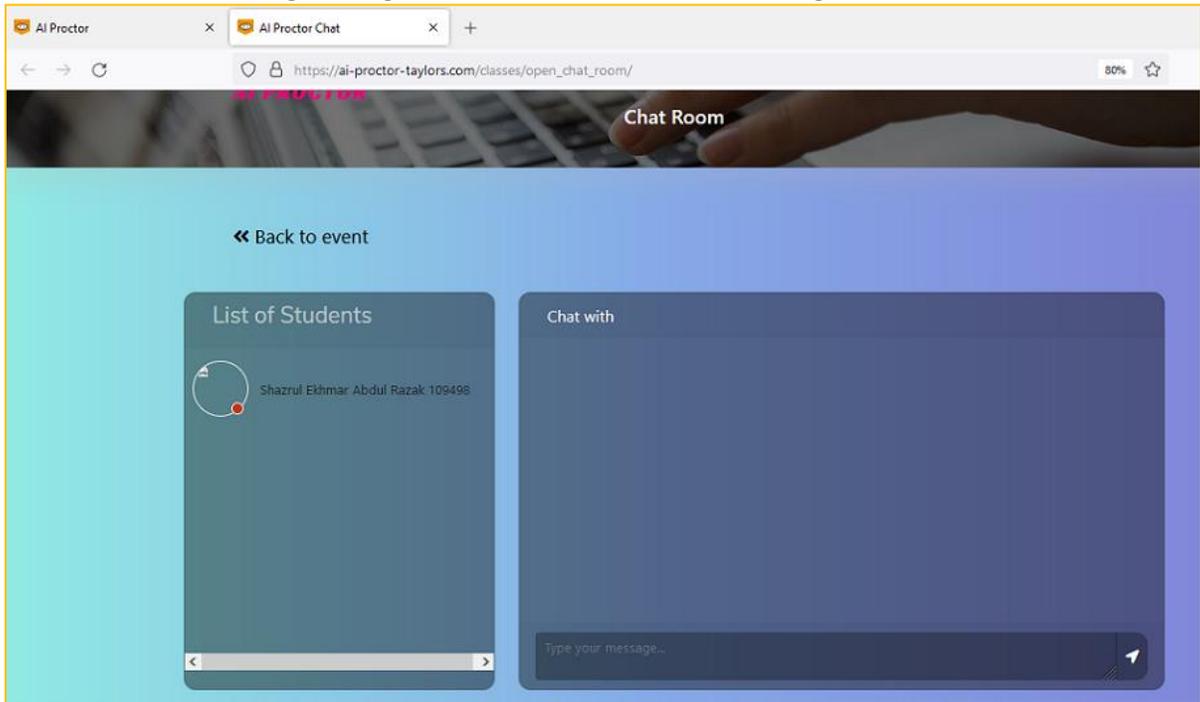
#### a. Broadcast message to all students

Note: Broadcast message can be done through 'Proctor the Event'. You cannot send a message to all students through chat room.

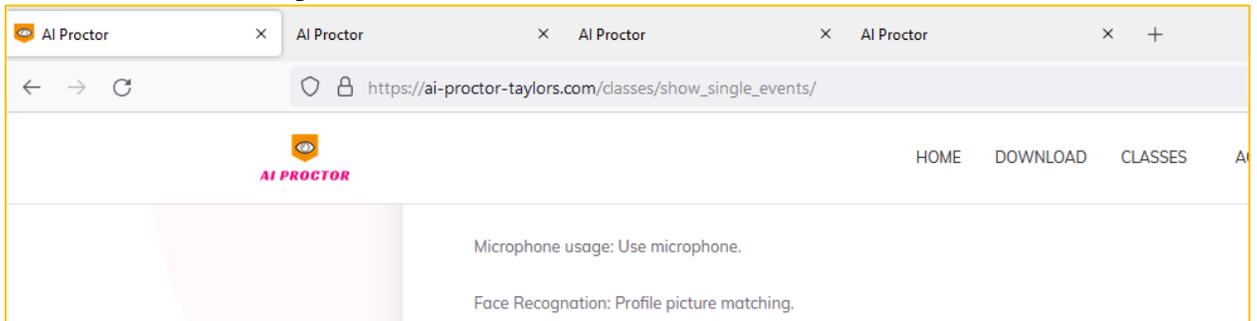


## b. Personal Chat

Note: You should see green light to indicate student is still doing the exam.

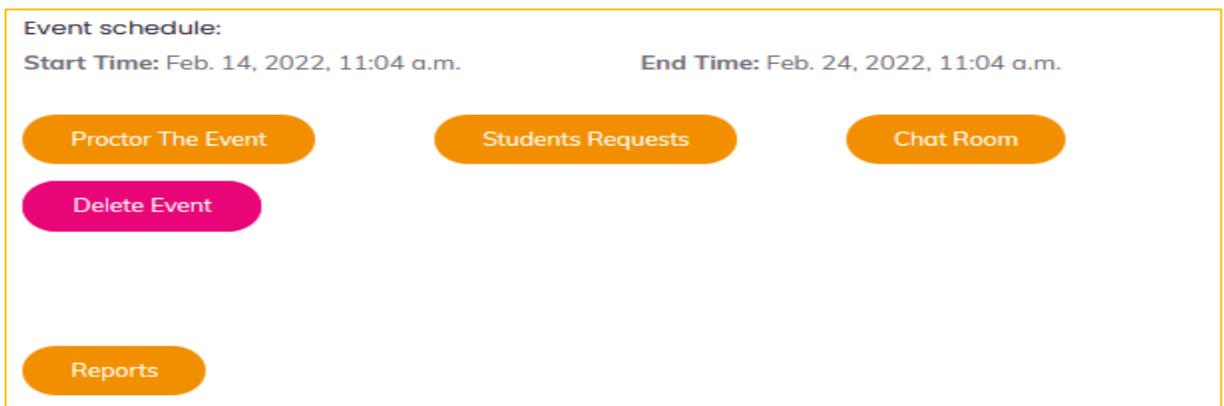


Note: Ai Proctor will open each menu (Proctor the Event, Chat Room, etc.) in a new tab.



### 3.2.3 After the exam

1. You will have different interface.



2. Generate report → Click on Reports

#	Select	Student name	number of cheat attempts	total cheat durations
1	<input type="radio"/> All <input type="radio"/> Reports <input type="radio"/> Records	[Redacted]	32	12:53
2	<input type="radio"/> All <input type="radio"/> Reports <input type="radio"/> Records	[Redacted]	21	10:42
3	<input type="radio"/> All <input type="radio"/> Reports <input type="radio"/> Records	[Redacted]	15	5:27
4	<input type="radio"/> All <input type="radio"/> Reports <input type="radio"/> Records	[Redacted]	15	4:35

Note:

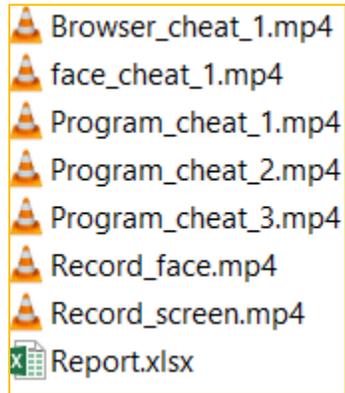
1. After the end of the exam, you will get a list of all students with their cheating attempts sorted according to the total cheating duration during the exam. From this page, you can choose to download all the reports all reports or records, all reports, all records, or only download the reports or records of certain students.
2. Click download: Download all or download student by student
  - a. Instructor will get an Excel file with a summary of all cheating events of the students, and a folder for the cheating events/records for every student

Student Name	Number of cheating attempts	Cheating attempt duration (minutes)
Ali AlAbed	5	1:5
Mohammed AbuBakr	1	1:9
Alioda2016	4	12:4

- b. Inside each folder of each student, an excel file showing the details of the cheating events. The cheating types are on the left. The 4 types are:
  - a. Browser: open a website.
  - b. Program: open a program.
  - c. Audio: someone talking around the student
  - d. Face: if can't be detected in front of the screen, or if multiple faces are detected by the camera

Cheating type	Cheating attempt	Start Time	End Time	Duration (minutes)	File Size in KB
Browser	Cheating attempt 1	2:0:56	2:1:2	0:6	121.87
Program	Cheating attempt 1	1:59:38	1:59:49	0:11	111.81
Program	Cheating attempt 2	2:0:17	2:0:49	0:32	890.04
Program	Cheating attempt 3	2:1:5	2:1:8	0:3	61.93
Audio	Cheating attempt 3	3:21:41	3:22:27	0:46	1430.04
Face	Cheating attempt 1	1:59:50	2:0:3	0:13	51.03

- c. A video including the cheating event is downloaded to the student folder. The recordings are also downloaded to the folder if they were requested to be downloaded during the exam



## CHAPTER 4 CONDUCTING ONLINE EXAMS

### 4.0 Introduction

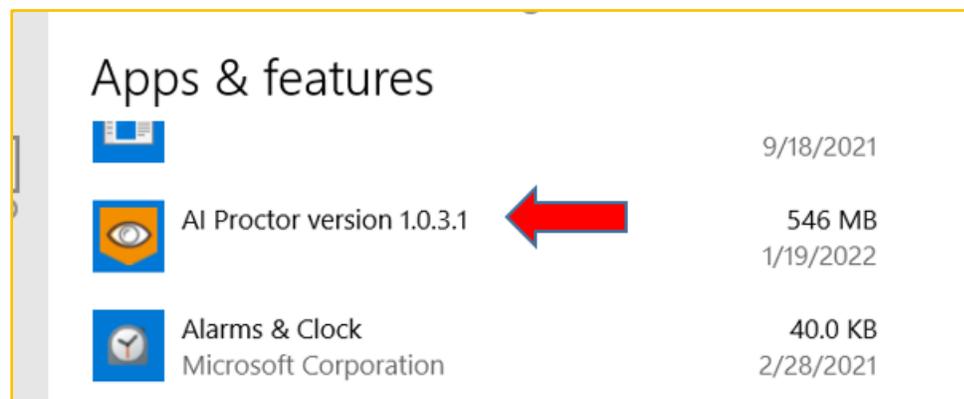
Online exams will be conducted with only one click through TIMeS platform. There is no requirement for students to have the Ai Proctor account. Nevertheless, it is compulsory for the students to install the Ai Proctor before they are allowed to attempt the online exam.

There are three major sections in this chapter. Section 4.1 shows the way to ensure Ai Proctor has been successfully install on the laptop. Section 4.2 exhibits steps to conduct an online exam using Windows. Finally, Section 4.3 shows steps to conduct an online exam using MacBook.

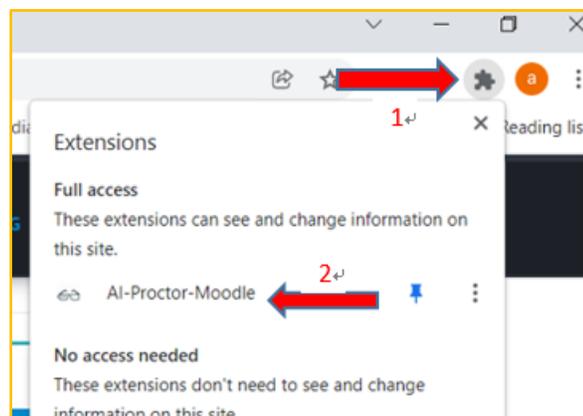
### 4.1 Checking the installation of AI-Proctor

1. Checking the AI-proctor is installed on the laptop

Go to settings and select apps, you can see the app there



2. Check the installation of Google Chrome extension → click the extensions → check AI-Proctor-Moodle



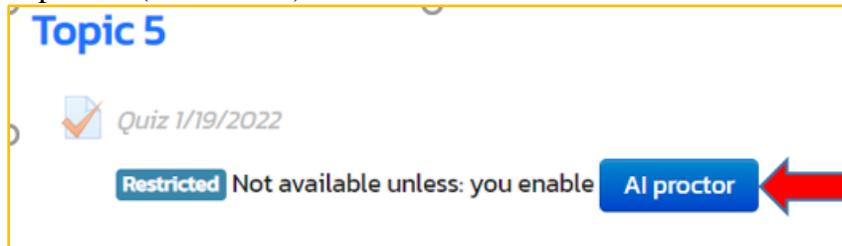
## 4.2 Conducting an exam - Windows

### 4.2.1 Access the exam

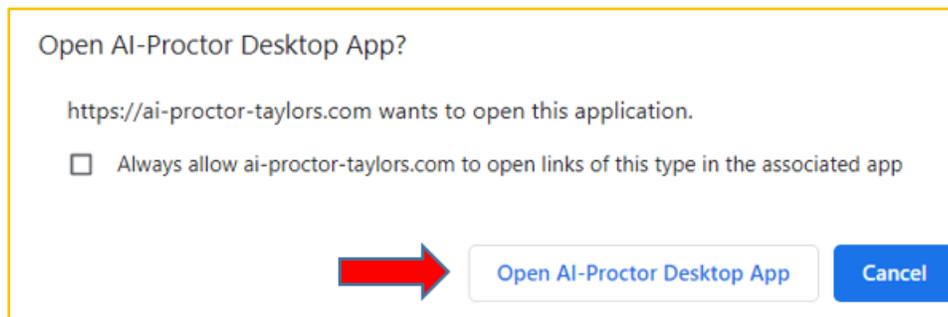
1. Login to your TIMeS account
2. Go to the Topic of the exam
3. Go to the exam set by the instructor

### 4.2.2 Launch the AI-Proctor application

1. Click on AI proctor (blue button)



2. Then click on “open AI proctor desktop app” button



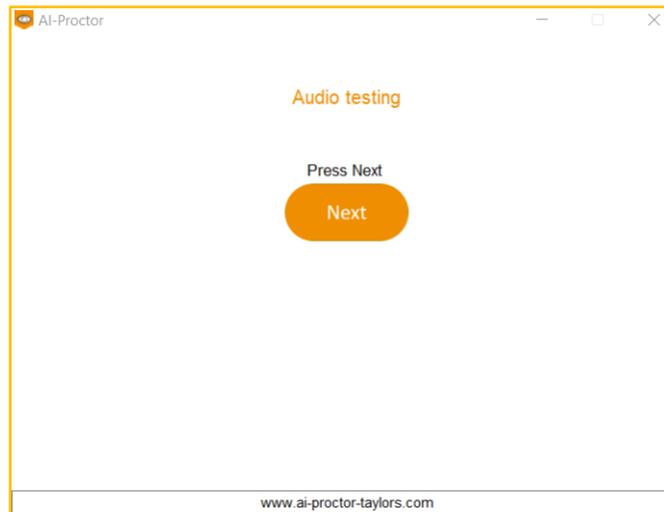
3. After launching the application, the system will connect the browser with the extension.

4. Click on continue

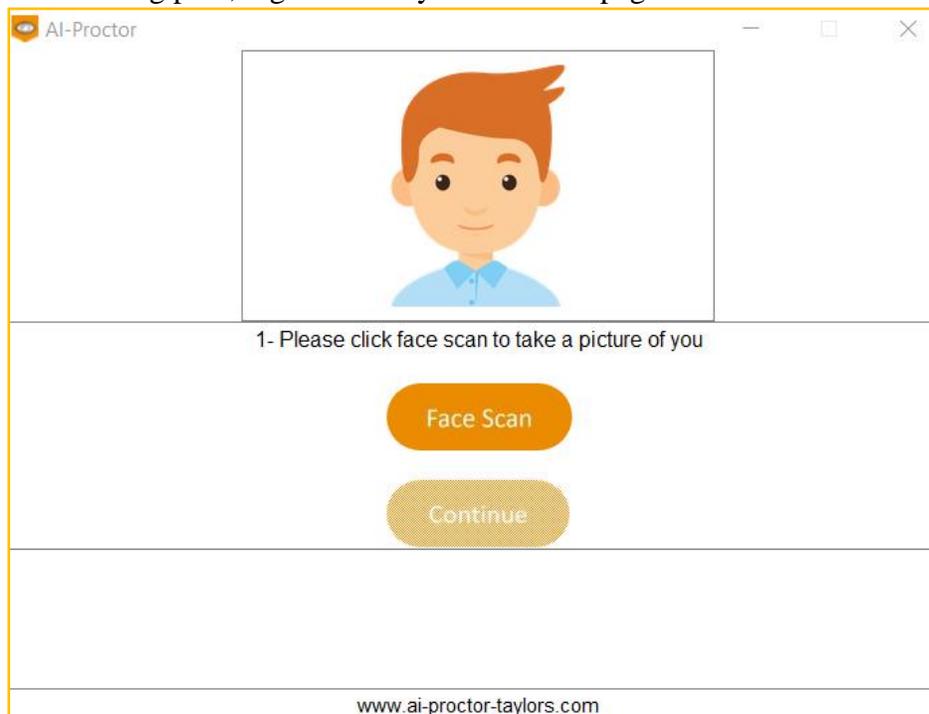


### 4.2.3 Audio, face, and system checks

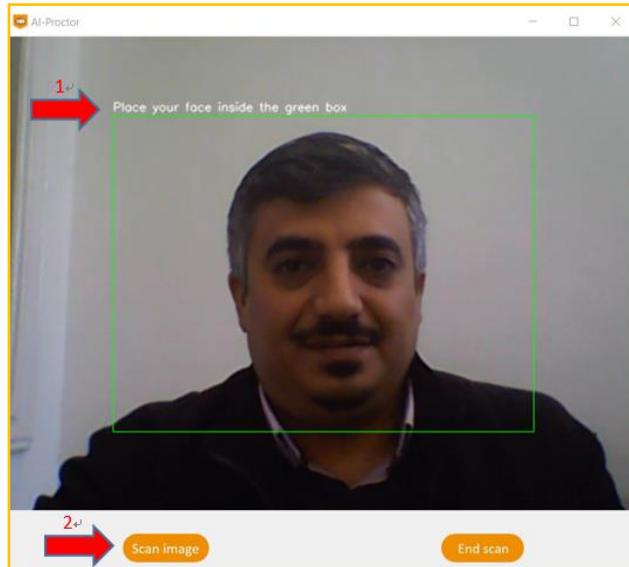
1. After clicking on continue, it goes directly into the audio testing



2. If the audio testing pass, it goes directly to scan face page



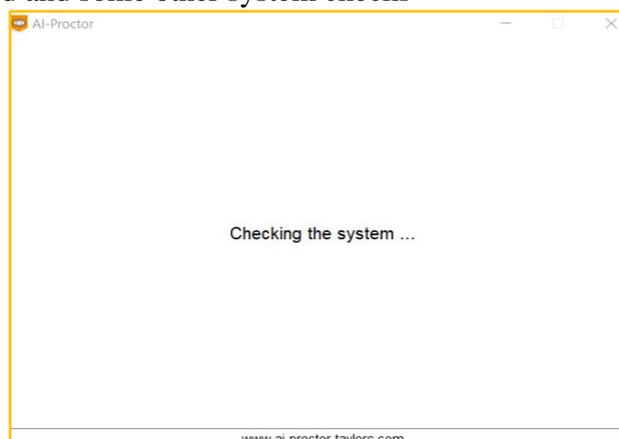
3. Click on "face scan" button, then set your face inside the green box and click on "scan image"  
Note: Make sure to place the face inside the green box. Please avoid a messy background.



4. Click on continue



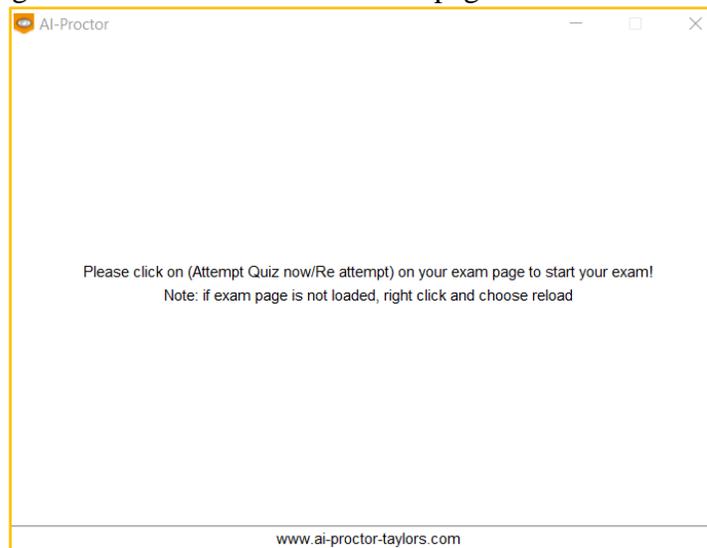
5. After clicking on continue, the system will do some checking to make sure no second screen is connected and some other system checks



#### 4.2.4 Starting the exam

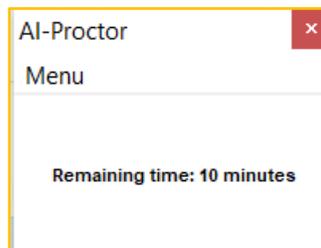
1. It will open the exam in the full screen mode

Note: The background of the screen is the exam page with full screen mode.



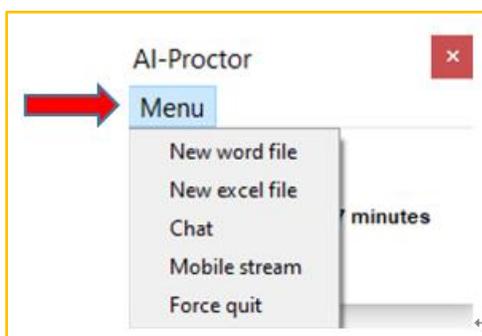
2. Press “Attempt Quiz now” on the exam page, the AI-Proctor window will be smaller and on the top of the screen

Note: Ai Proctor window will become a small window

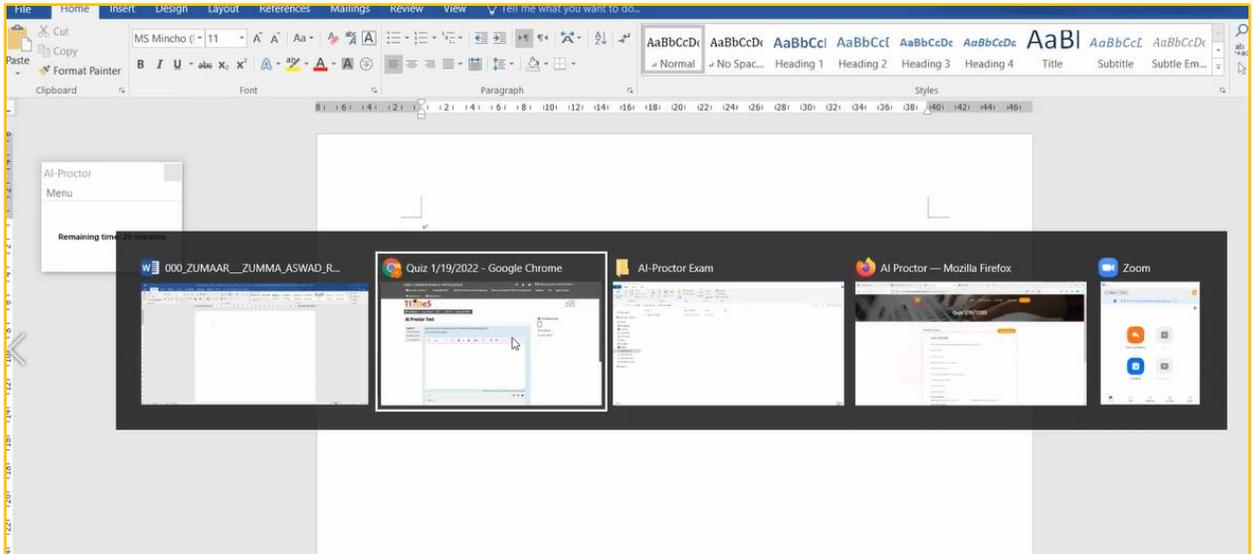


#### 4.2.5 Access menu options

1. From the menu on AI-Proctor, you can generate an empty word/excel file for writing your answers.

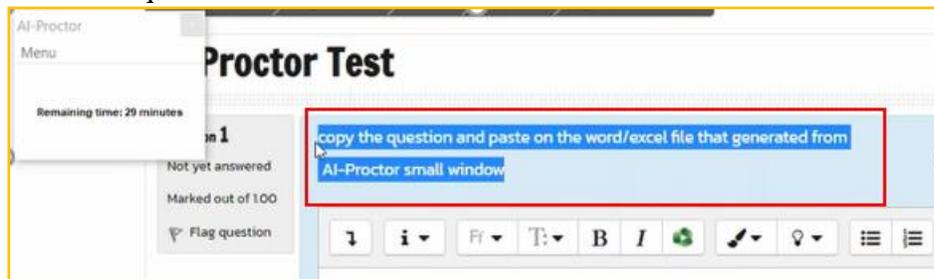


2. After generating word/excel file, you can use **ALT+Tab** to switch between exam page and word/excel file

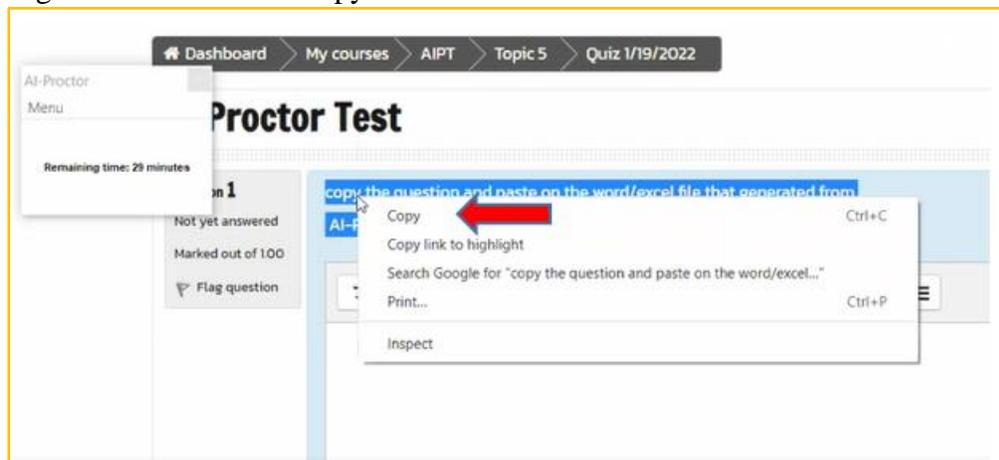


3. If needed, you can copy the question from exam page to the word file

- Select the question



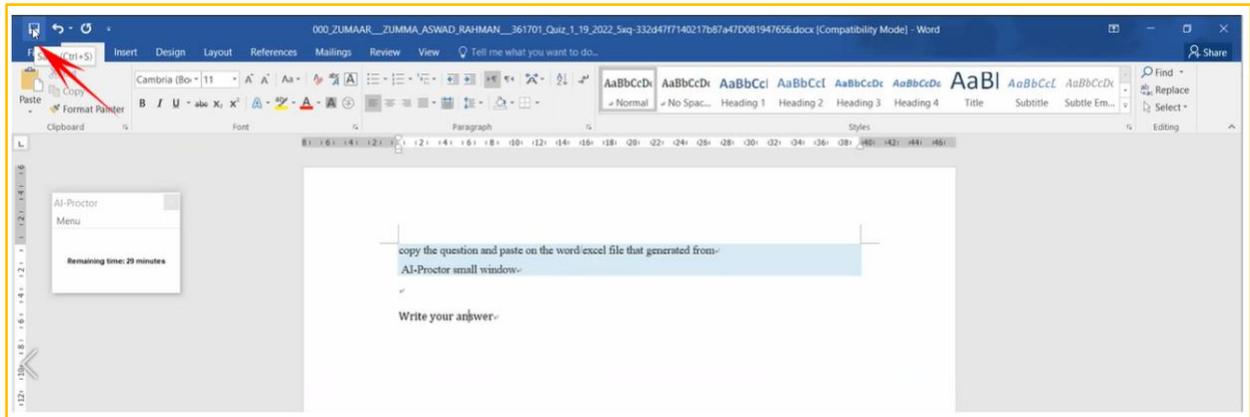
- Right click and choose copy



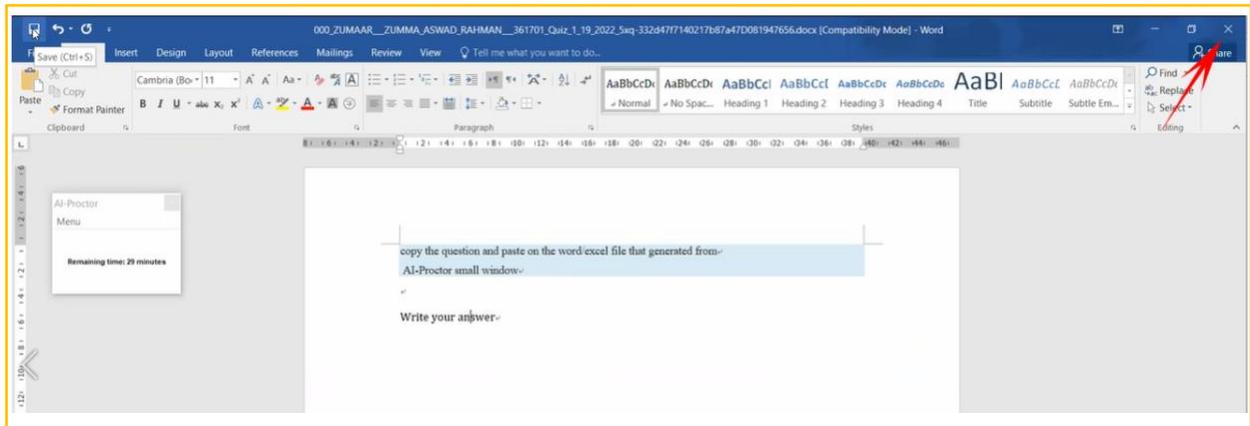
- Press **ALT+Tab** to go back to the word/excel file, then paste the question

4. After you write your answer, you are required to click save. When you close the file, it will be saved in **C:\AI-Proctor Exam\quiz name**

Note: Do not click “save as”. Please use only “save” icon or press the buttons (**Ctrl + s**)



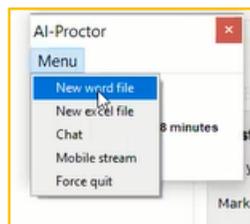
- Close the file



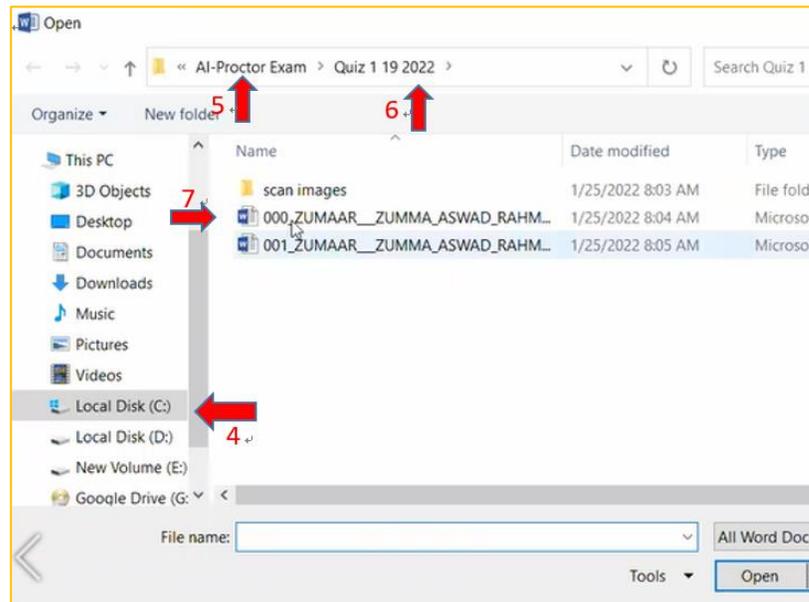
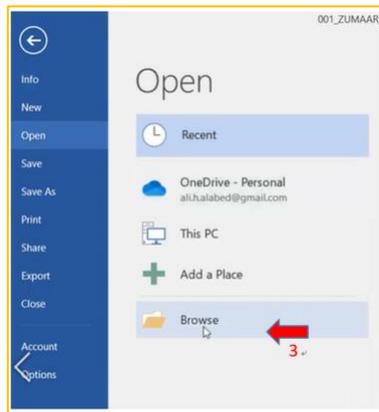
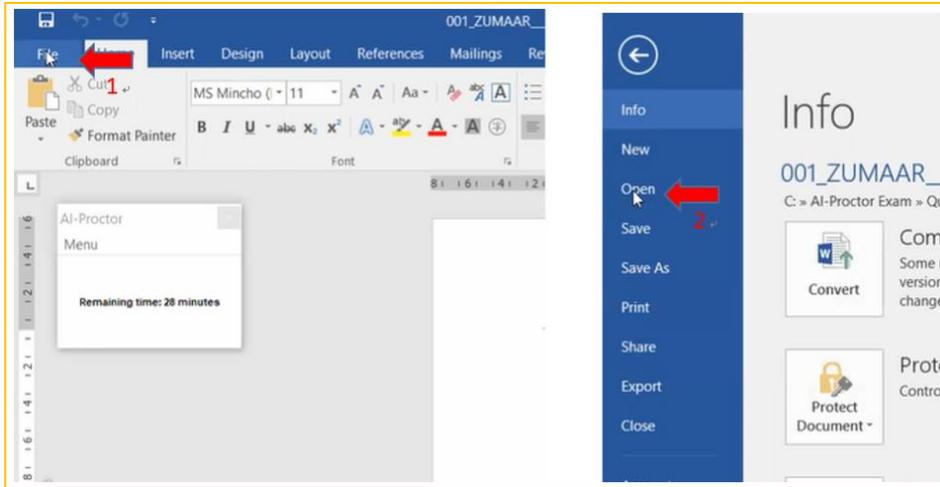
Note:

Re-open any closed word/excel file (if needed)

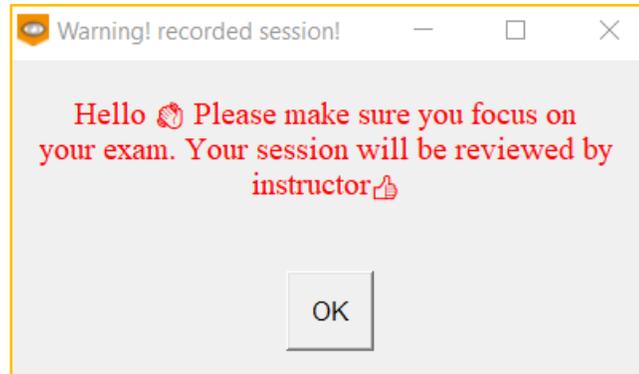
1. If you need to re-open the word/excel file to edit
  - generate a new word/excel file from the menu on AI-Proctor.



- Then from the new word/excel file open the previous word/excel file



2. Please ignore the warning message. All warnings are reviewed by instructor to make sure if the student is focusing on exam or doing something wrong



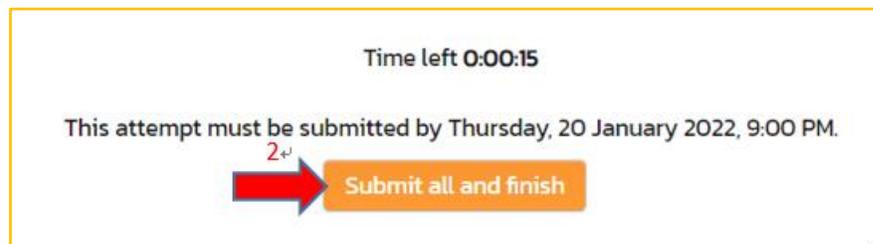
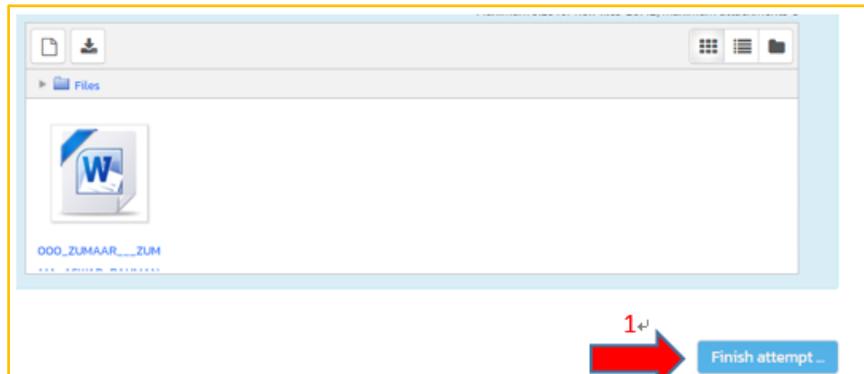
#### 4.2.6 Upload and submit answer file

1. Upload the word/excel file generated from AI-Proctor, the path will be in

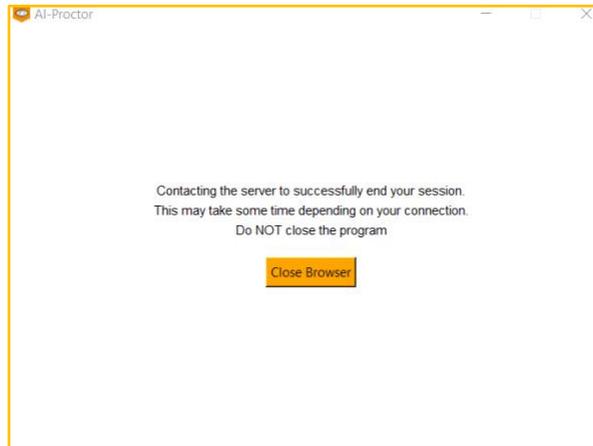
**C:\AI-Proctor Exam\"quiz name"**

Note: Do not rename the file. Please upload the file with its default name

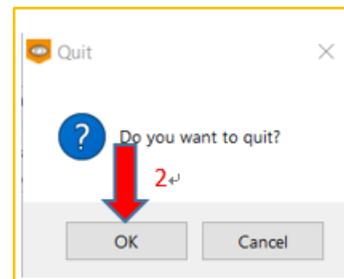
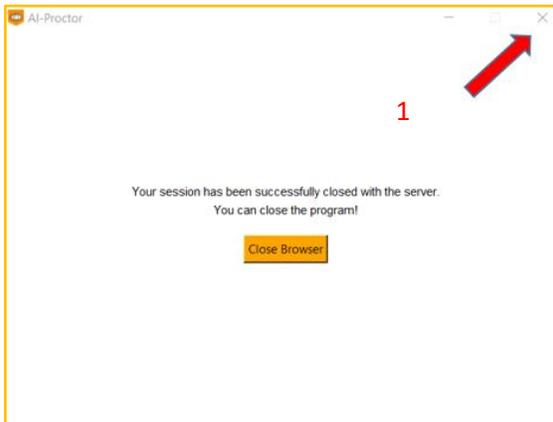
2. After uploading your answers in TIMeS, click on finish attempts, then click on Submit all and finish



3. The AI-Proctor will return into normal size.



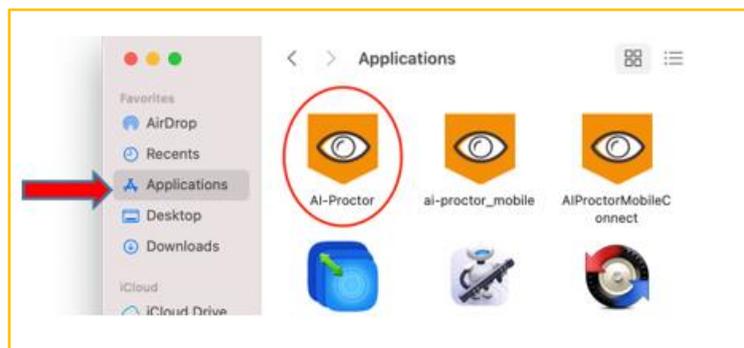
4. After ending the session, close the AI-Proctor from the “x” icon



## 4.3 Conducting an exam - MacBook

### 4.3.1 Checking the installation

1. Go to your Applications folder and check that the AI-Proctor is existed

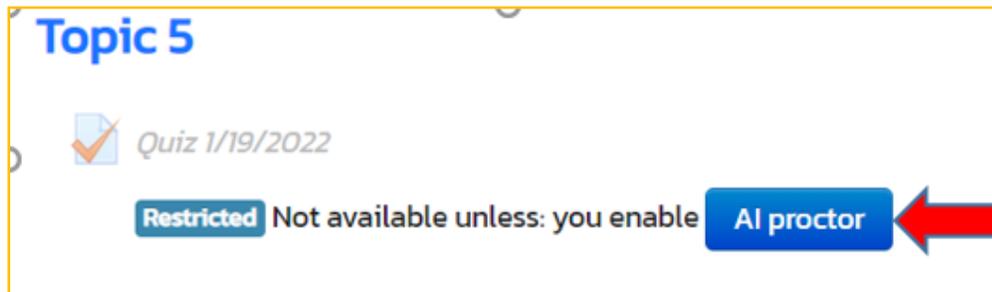


#### 4.3.2 Access the exam

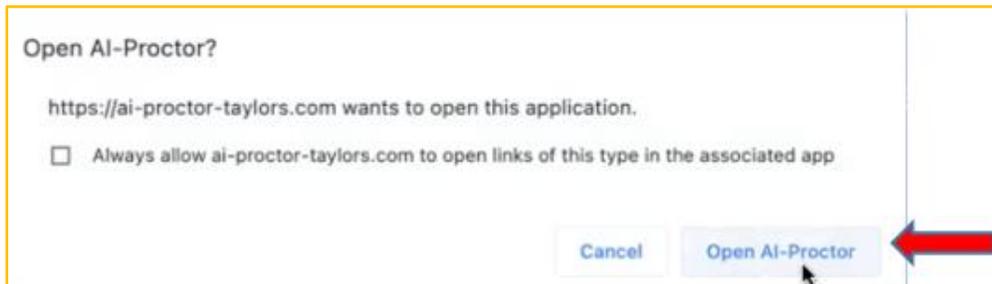
1. Login to your TIMeS account
2. Go to the Topic of the exam
3. Go to the exam set by the instructor

#### 4.3.3 Launch the AI-Proctor application

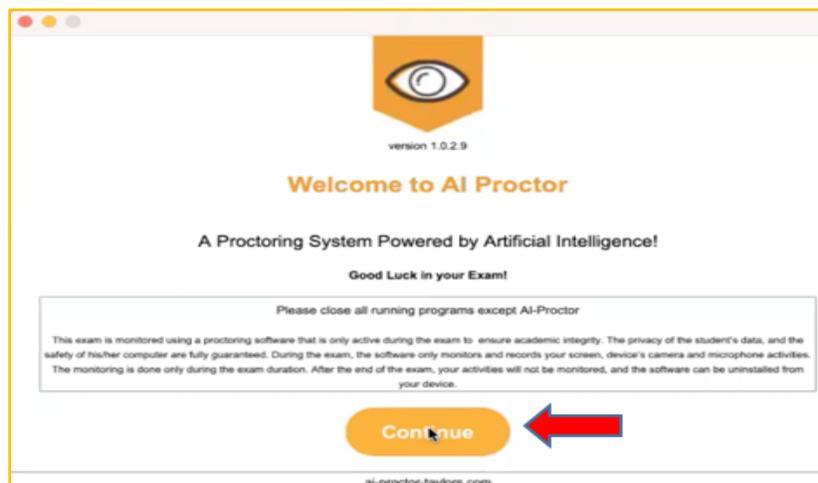
1. Open your browser and login to your times.taylors.edu.my account
2. Go to your course page and scroll down to your Quiz name



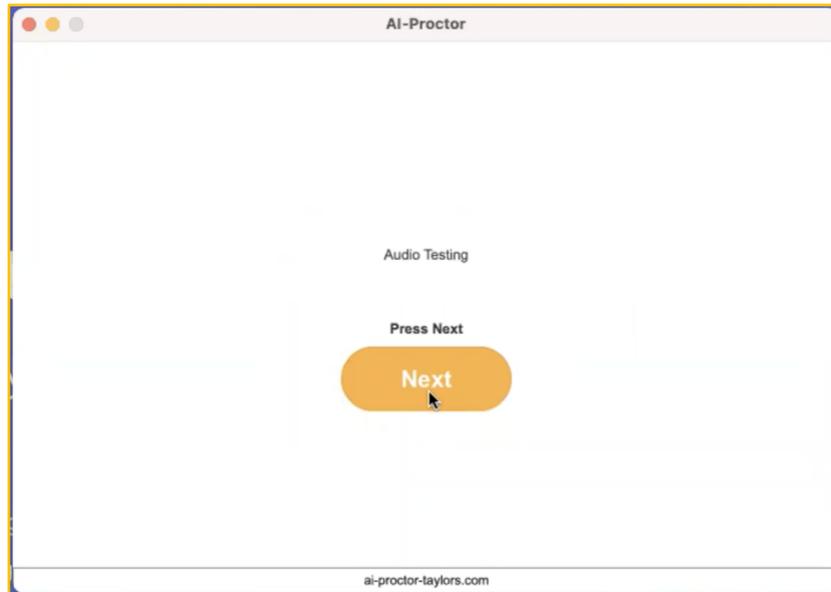
3. A new page will open with this pop-up window, please choose “open AI-Proctor” to launch the app.



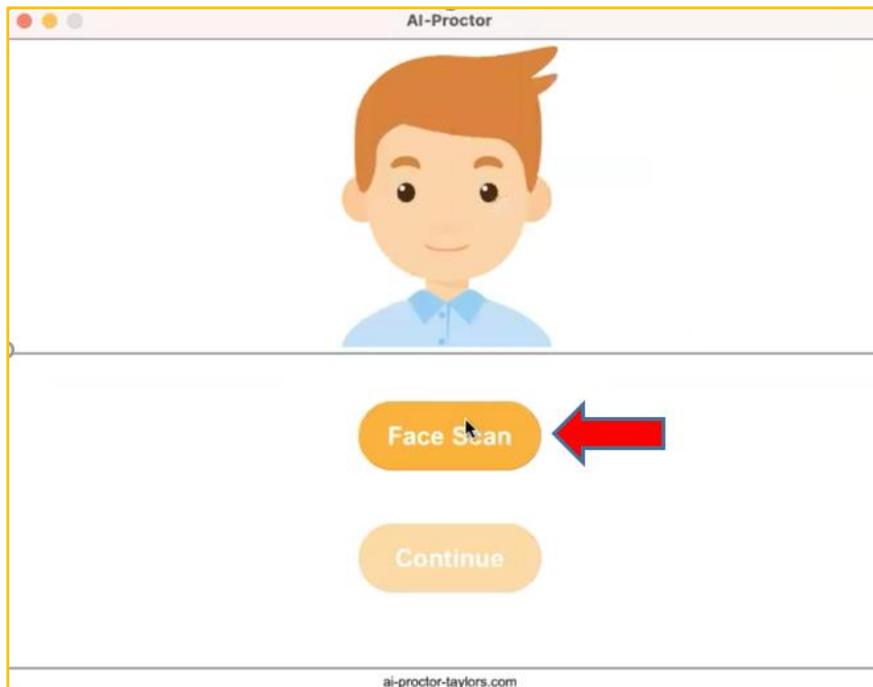
4. The application will be launched with a brief privacy policy; you need to accept by click on “Continue” button.



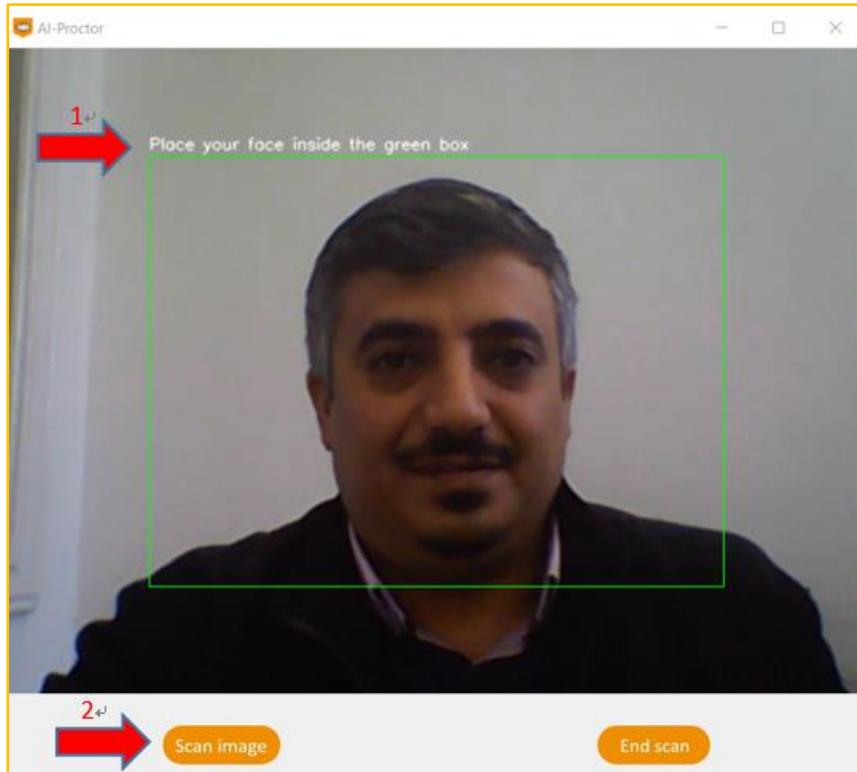
5. Then you will need to click on “next” button on Audio test step, to allow the application to access the microphone during the exam.



6. You will need to do “face scan” to get a reference profile picture of you.



7. Please put your face inside the center of the green box, then click on “Scan Image” button, and allow for camera permission.



8. If the application could get a clear front face image, it will allow you to click on “Continue” button.
9. The exam page will be opened. You will be required to login with your account.

**Log in**

Username

Password

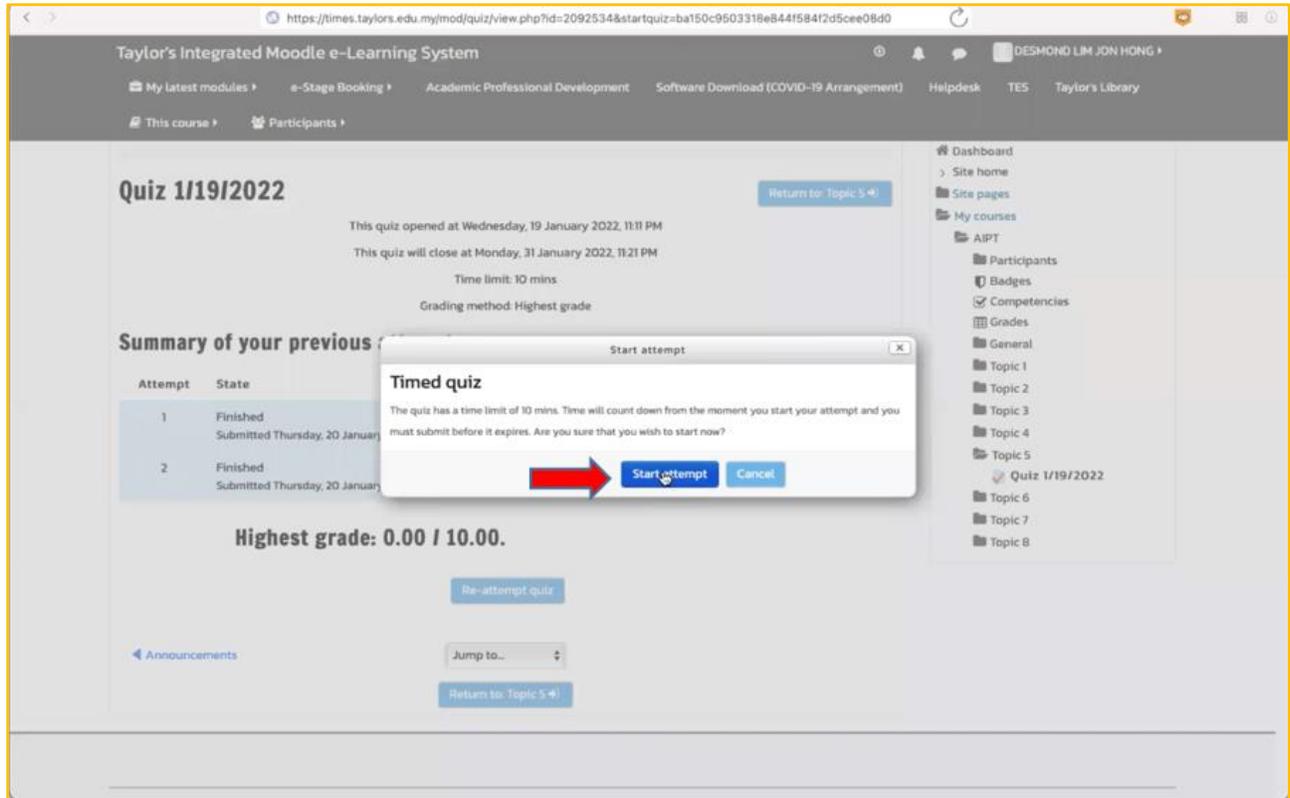
Remember username

[Forgotten your username or password?](#)

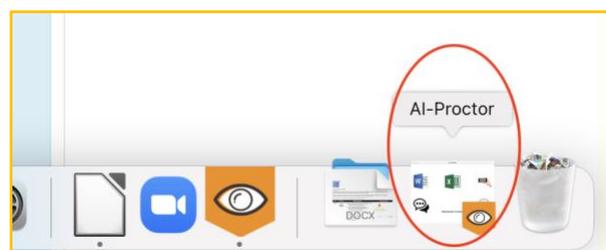
Cookies must be enabled in your browser

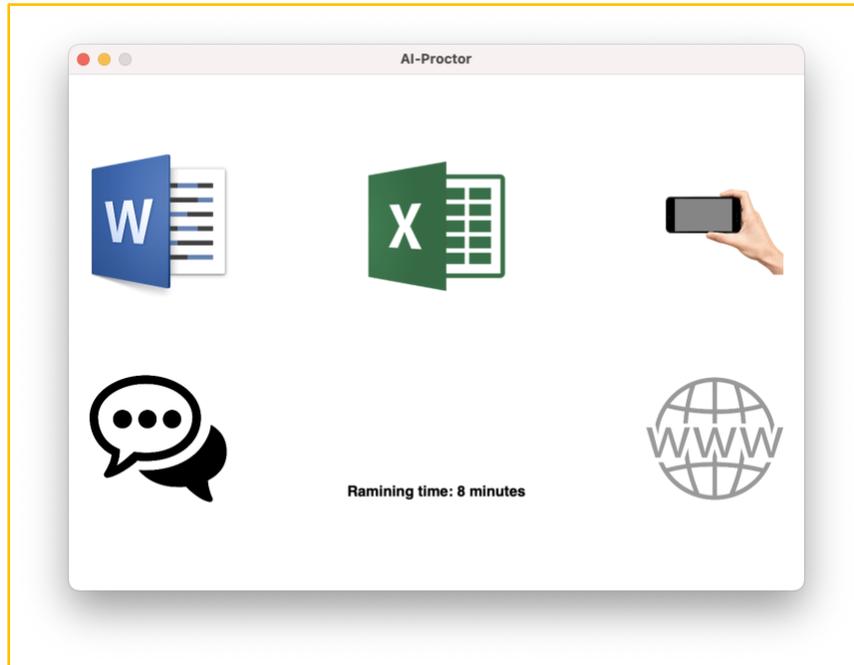
#### 4.3.4 Starting the exam

1. After login you can click on “Attempt Quiz now” -> start attempt to start the exam



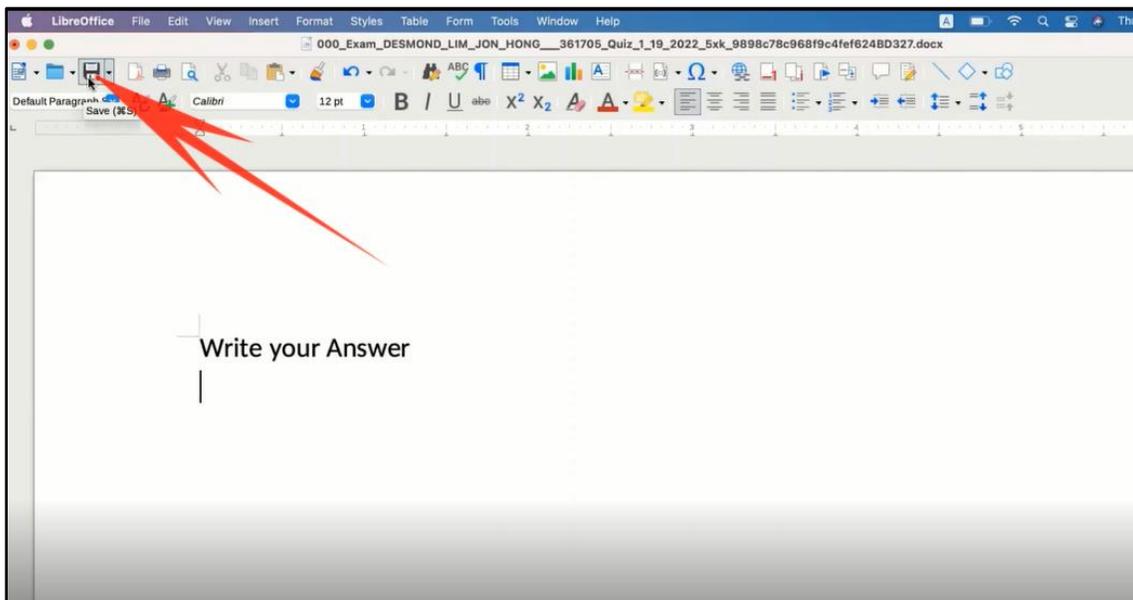
2. The timing will start, and you will be able to generate word/excel files or make private chat with the instructor. Access these options from there.



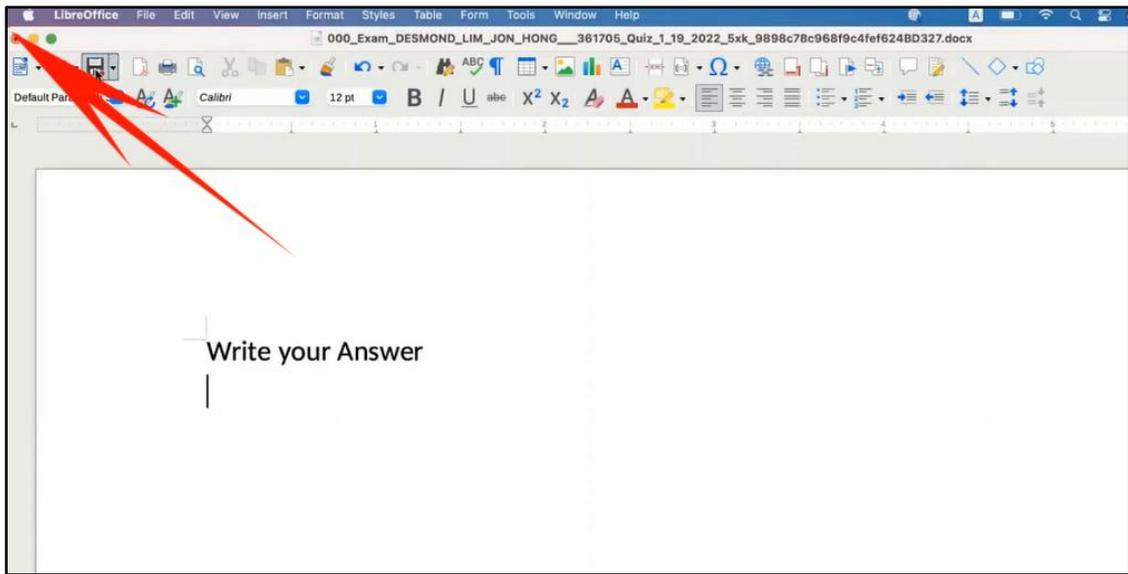


3. Generate a word/excel file then write your answer, then save and close it.

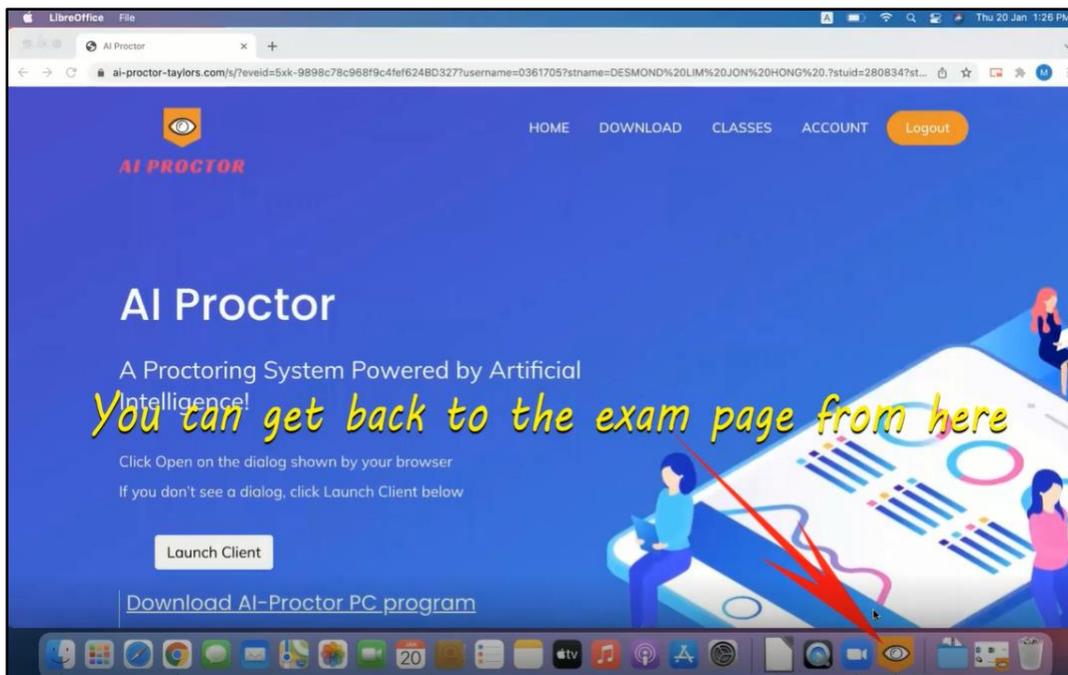
- Don't use save as, use only save icon



- Close the file



4. You can back to the exam page by clicking on AI-proctor icon

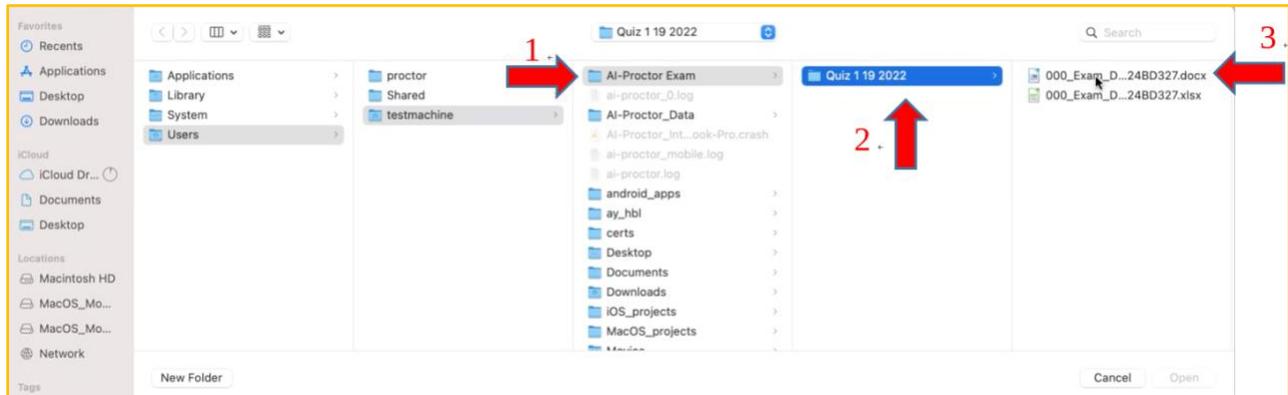


## 4.2.5 Upload and submit answer file

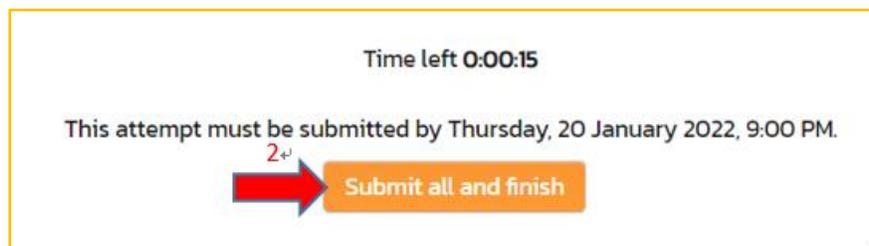
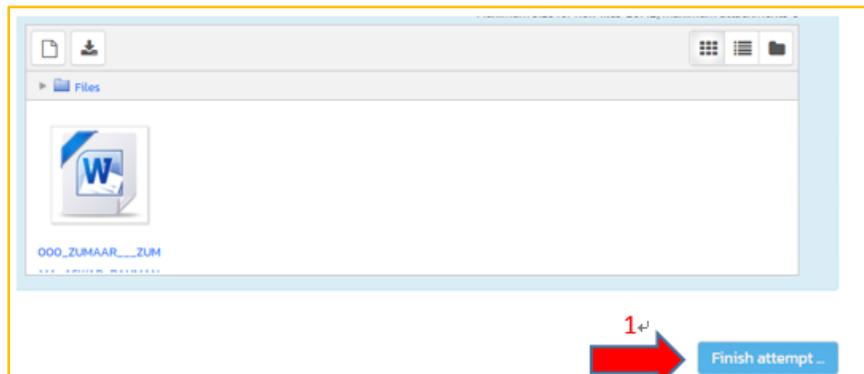
1. Upload the file to the exam page if needed form the upload button on the exam.

The default path will be “home directory/AI-Proctor Exam/Quiz name/”

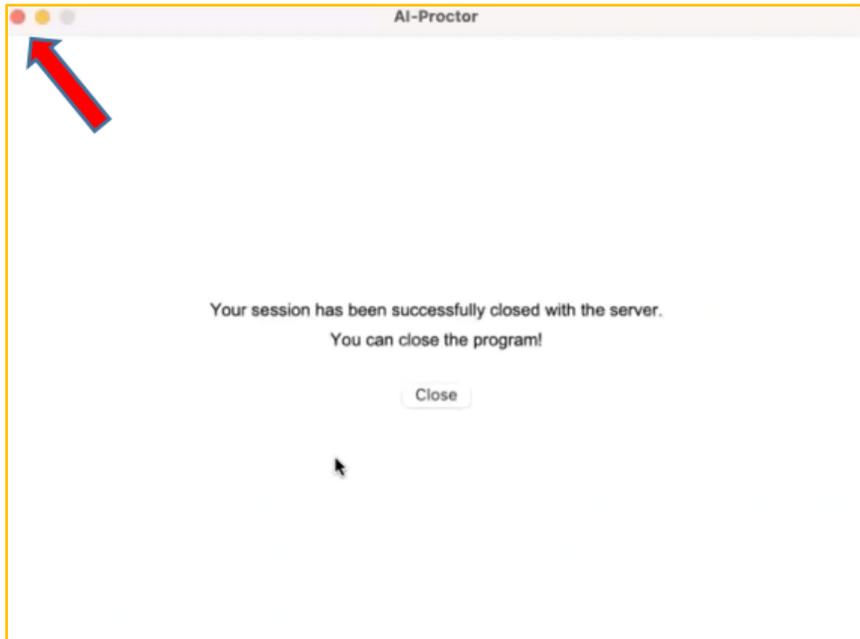
Note: “home directory” folder will be with the name of your device



2. After uploading your answers in TIMEs, click on finish attempts, then click on Submit all and finish



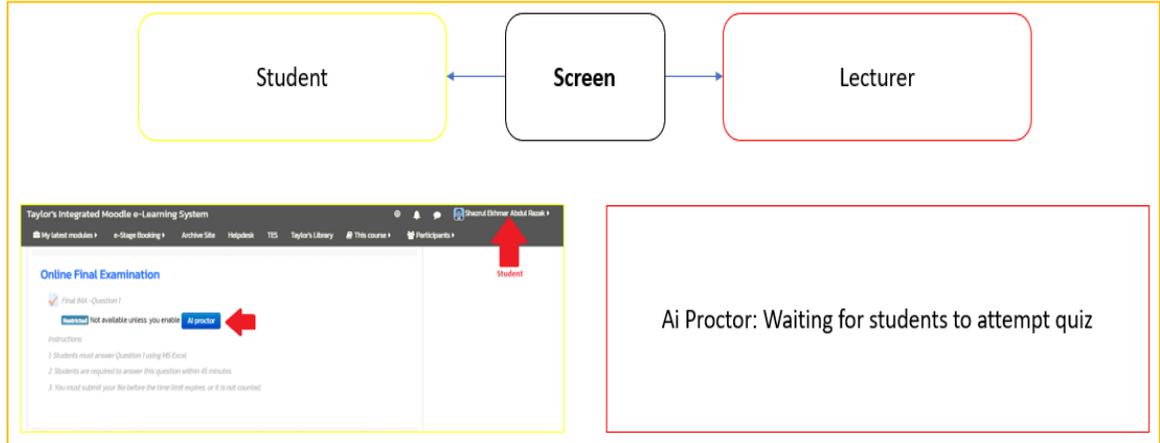
3. Close the AI-Proctor from the “x” icon



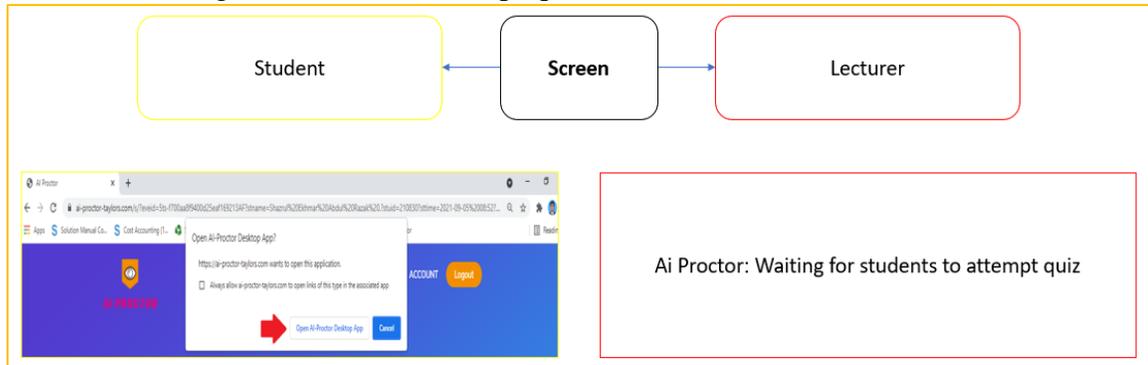
## CHAPTER 5 SIMULATION OF ONLINE EXAMS

### 5.1 Testing and Monitoring the online exam examination

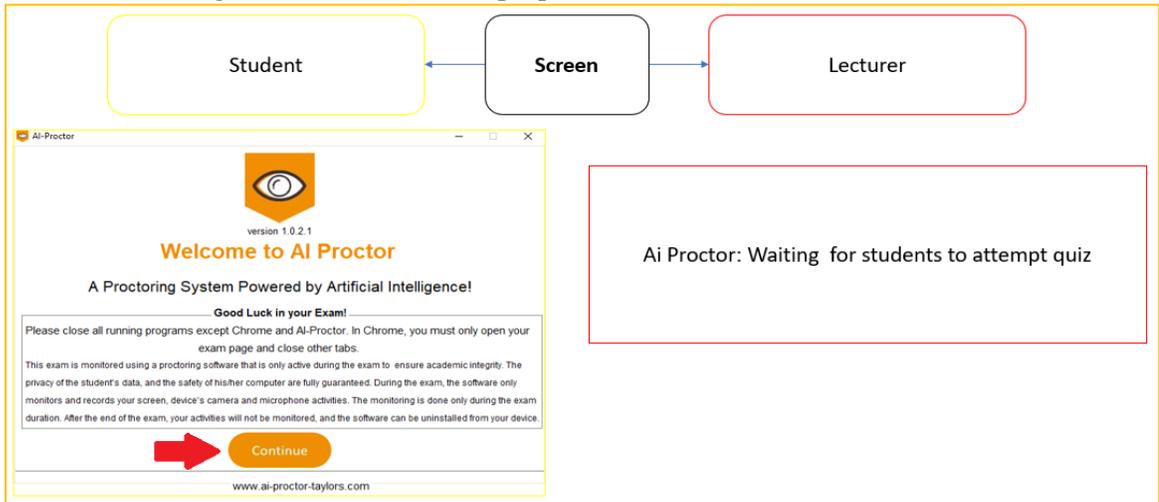
1. Student: Attempt exam → Click Ai Proctor (blue button)  
Lecturer: Waiting for students to attempt quiz



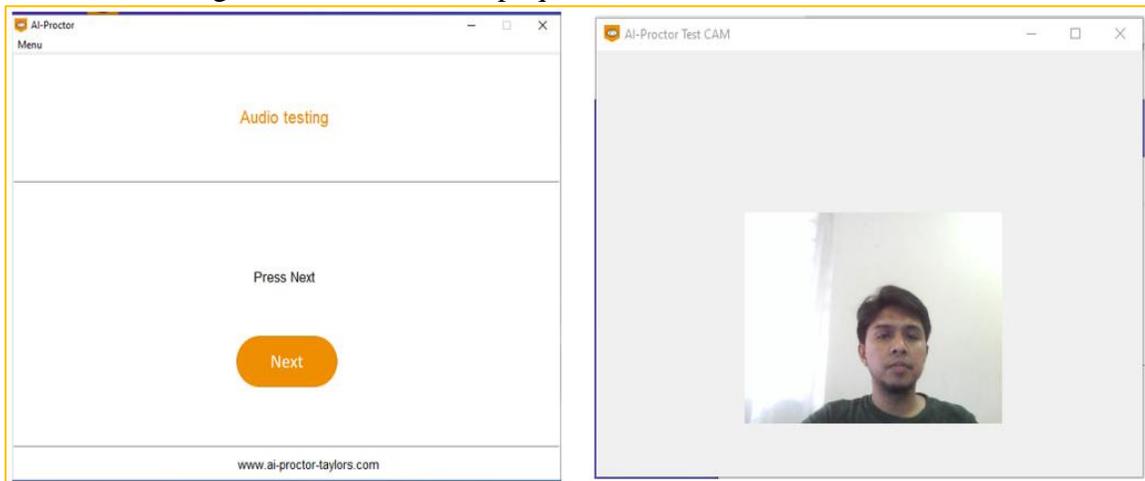
2. Student: Click Open Ai-Proctor Desktop App  
Lecturer: Waiting for students to attempt quiz



3. Student: Read T&C policy → Click Continue  
 Lecturer: Waiting for students to attempt quiz



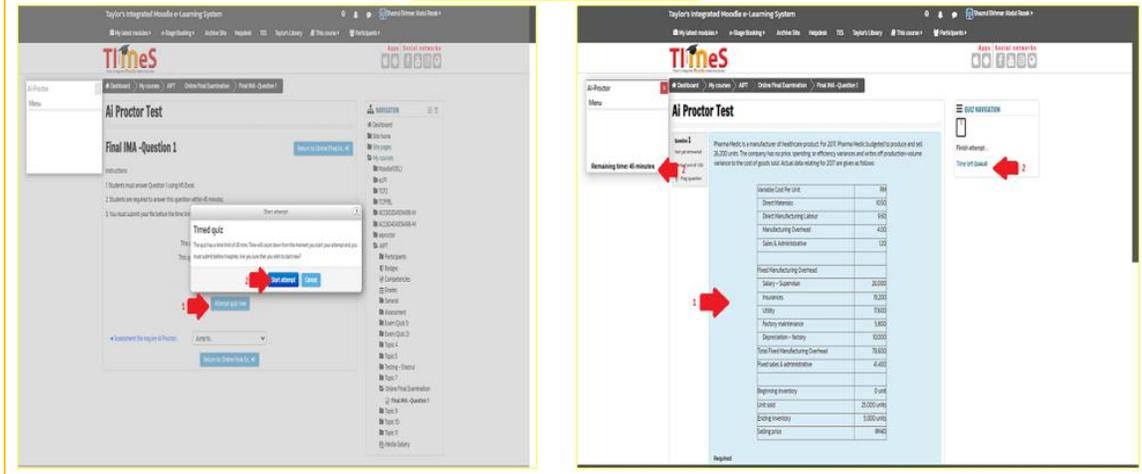
4. Student: Audio testing and Face verification  
 Lecturer: Waiting for students to attempt quiz



**Note:** The processes to enter the exam page take around 1 – 2minutes.

5. a. Student: Picture 1 → (1) Attempt quiz now → (2) Start attempt → Exam page →  
 Picture 2  
 Picture 2: (1) Exam question; (2) Timer

Screen: Student



b. Lecturer: Lecturer can see “Online Student” once the students “start attempt”

Picture 1: Online Students – students who are attempting the exam question.

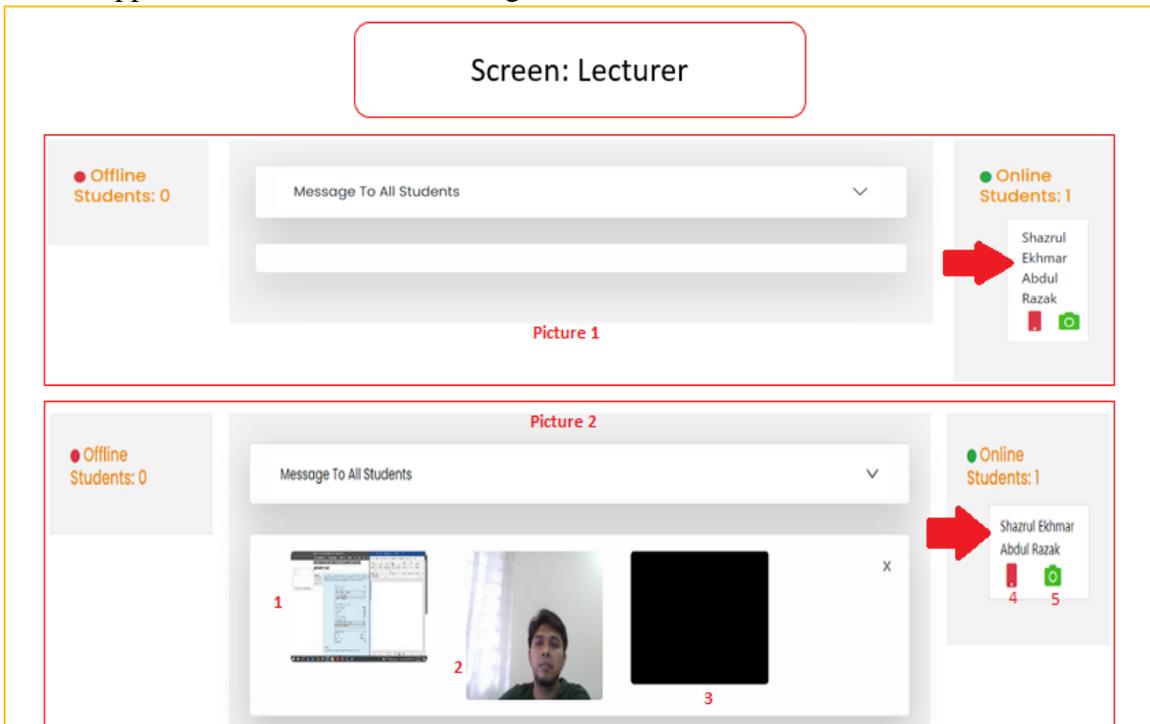
Offline Students – students who have attempted the exam question but got disconnected.

Picture 2: Click Student name – Monitoring activity

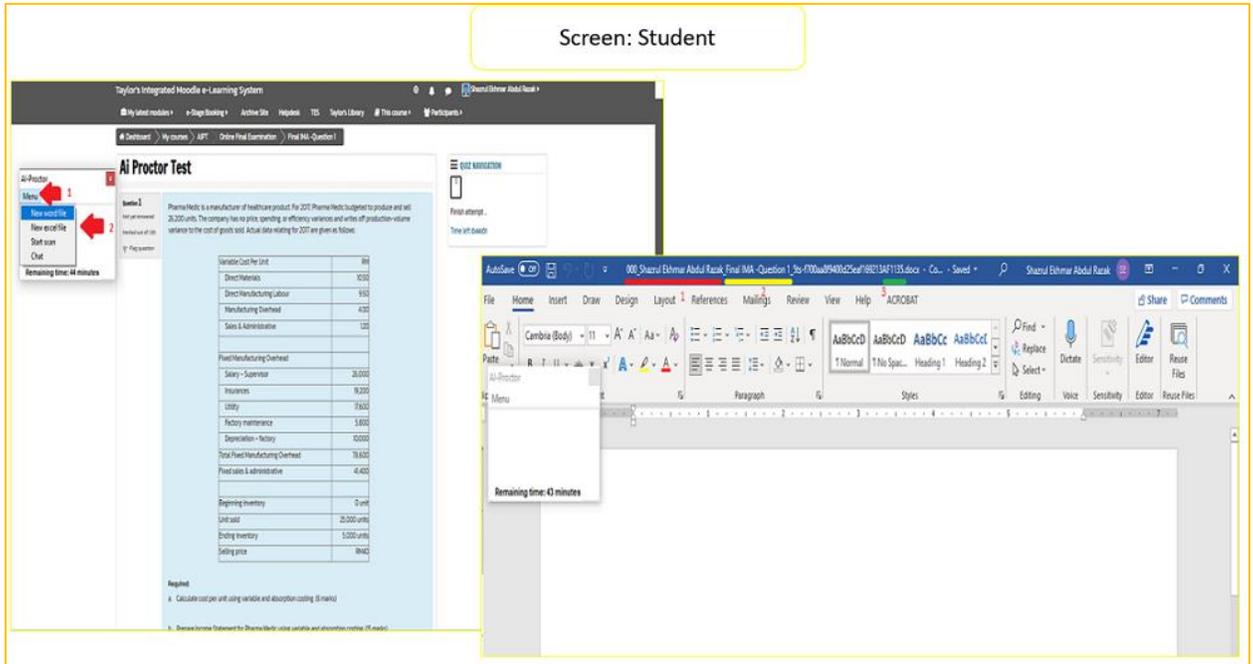
1. Screen monitoring; 2. Face monitoring; 3. Mobile monitoring (blank = OFF); 4.

Mobile app – red = OFF; 5. Webcam – green = ON

Screen: Lecturer

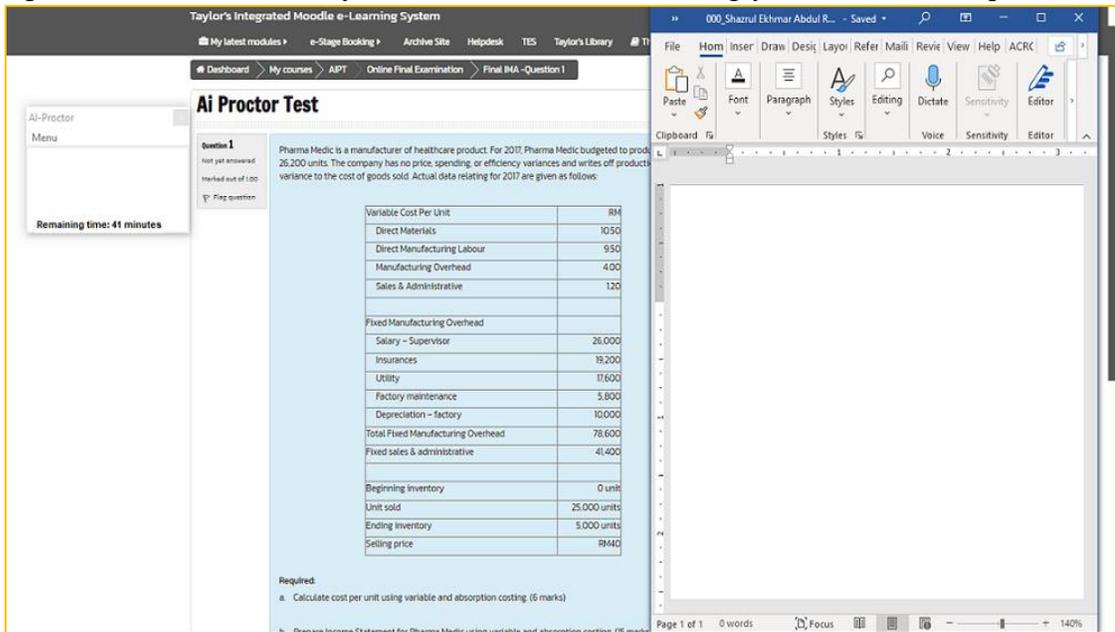


6. Student: Exam page and generate word/excel file
  - a. Click menu → choose answer file → Word file
 Ai Proctor automatically generates a word/excel file with student name (red line), exam name (yellow line), and 4 digits number (green line).



b. The screen is locked by Ai Proctor. Students cannot place exam page (chrome browser) and word file side to side.

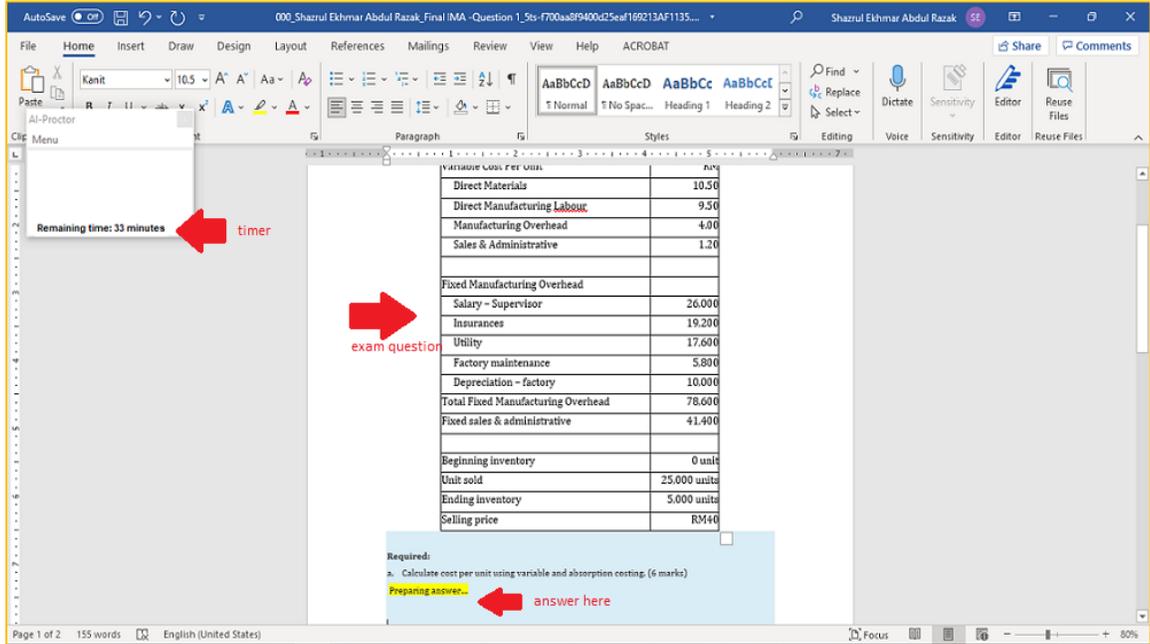
Option 1: Students can only minimize word file to see the exam question.



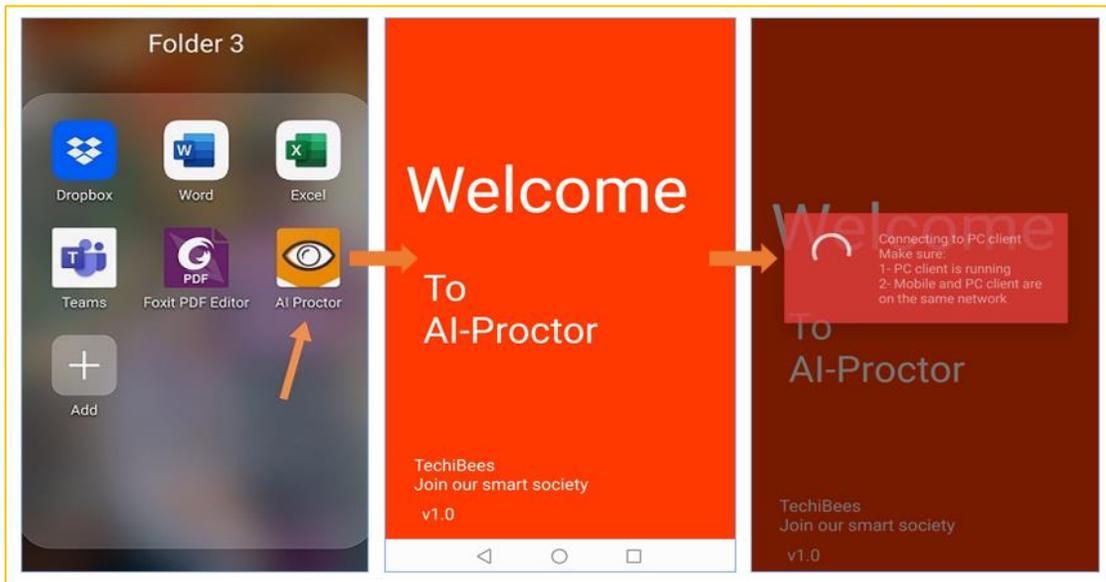
Option 2: Student can copy and paste the exam question from the exam page into the generated word/excel file.

**Note:**

1. Please turn off **Full screen pop-up with some JavaScript security** to allow copy and paste function (refer to SOAF – Online Examination Manual Guide, Section 1, Part A, step 7).
2. Ai Proctor **will encrypt** the word/excel file once the exam is over. This is to ensure that the confidentiality of the exam question is preserved. Students cannot reopen the answer file.

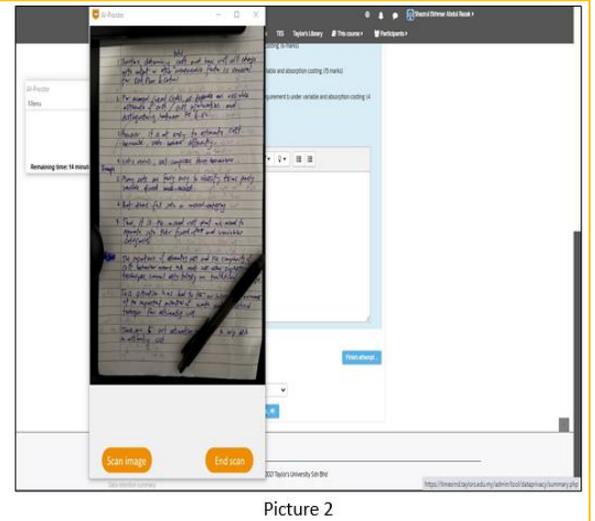
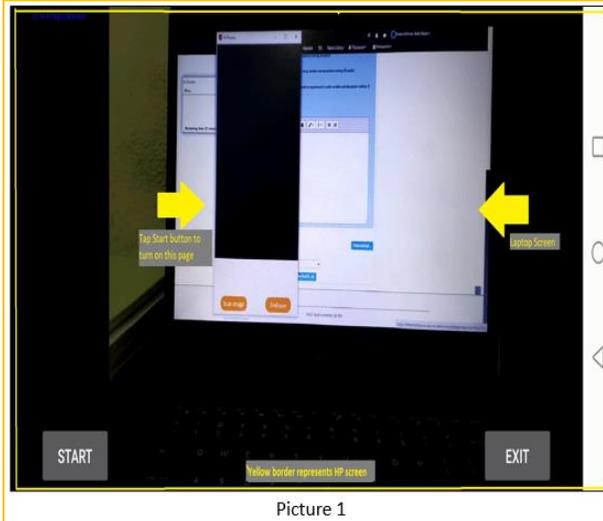


- c. i. Student: Scanning hand-written document  
Students must install Ai Proctor mobile app → Android users: Play Store; iOS users: Apple Store  
PC and mobile must connect to the same Wi-Fi.



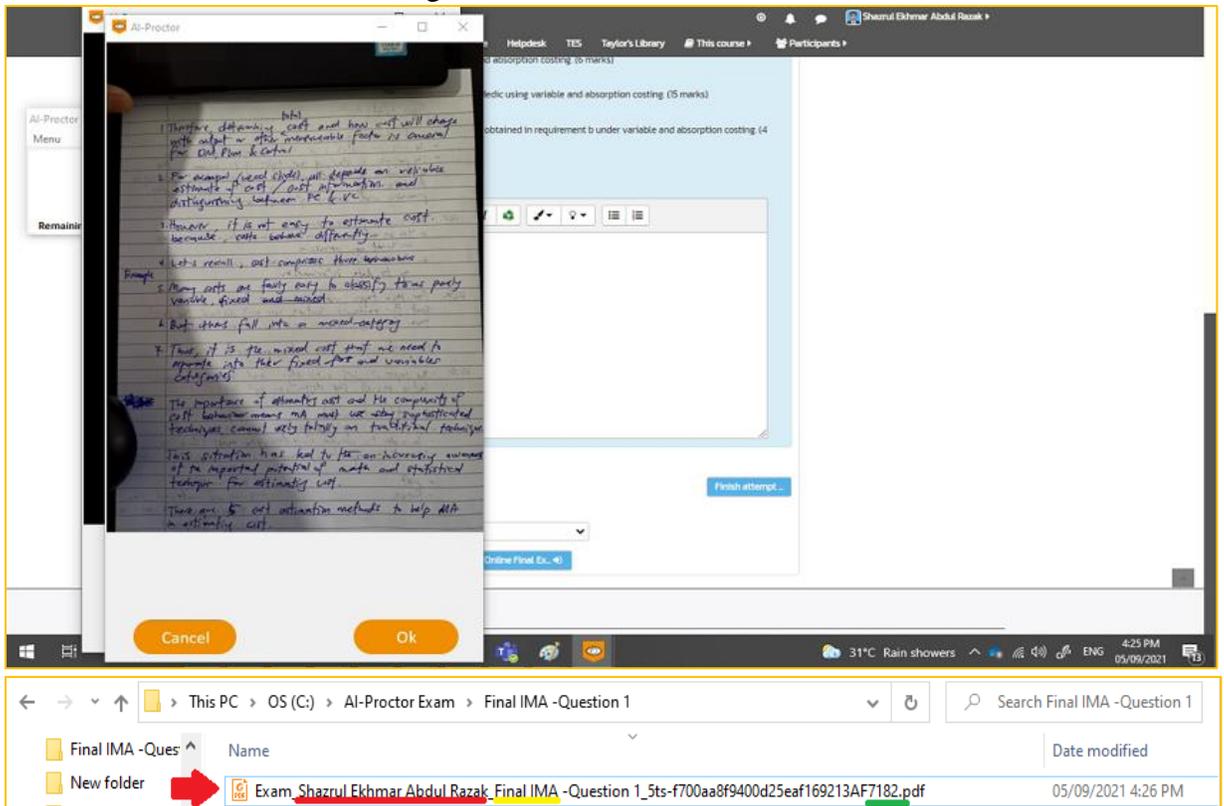
1. Tap Start to enable Ai Proctor mobile app (Picture 1) → Mobile app is working (Picture 2)

Picture 1 = HP screen (yellow border represents hp screen; Picture 2 = Laptop screen



2. Click scan image → Click Ok → Done

**Note:** Ai proctor will convert the scanned image into a pdf document with student name, exam name and 4 digits number.



c. ii. Lecturer: Scanning hand-written document

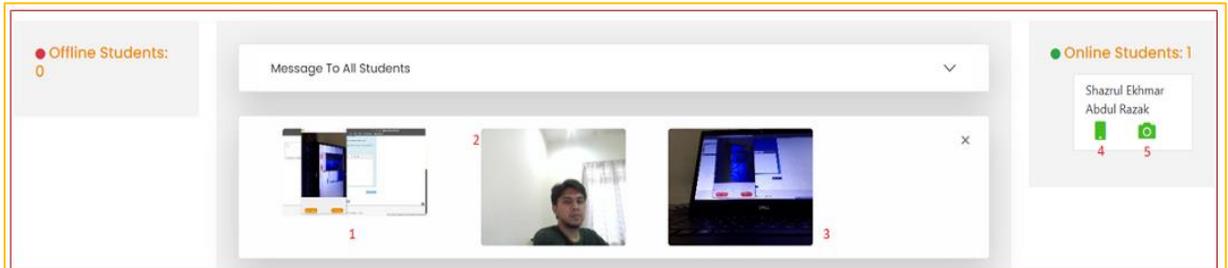
Picture 1: Lecturer is monitoring student's activities through (1) laptop screen, (2) webcam, and (3) mobile app.

**Note:**

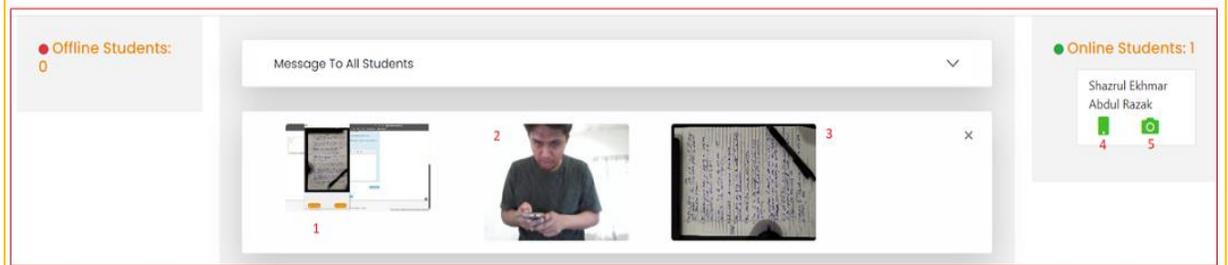
4 = Mobile app → Green = On; Red = Off = blank screen

5 = Webcam → Green = On; Red = Off

Picture 2: Lecturer can see through (2) the webcam that the student is scanning the hand-written document using (3) the mobile app. Laptop screen (1) shows the students' activities on the laptop screen.



Picture 1

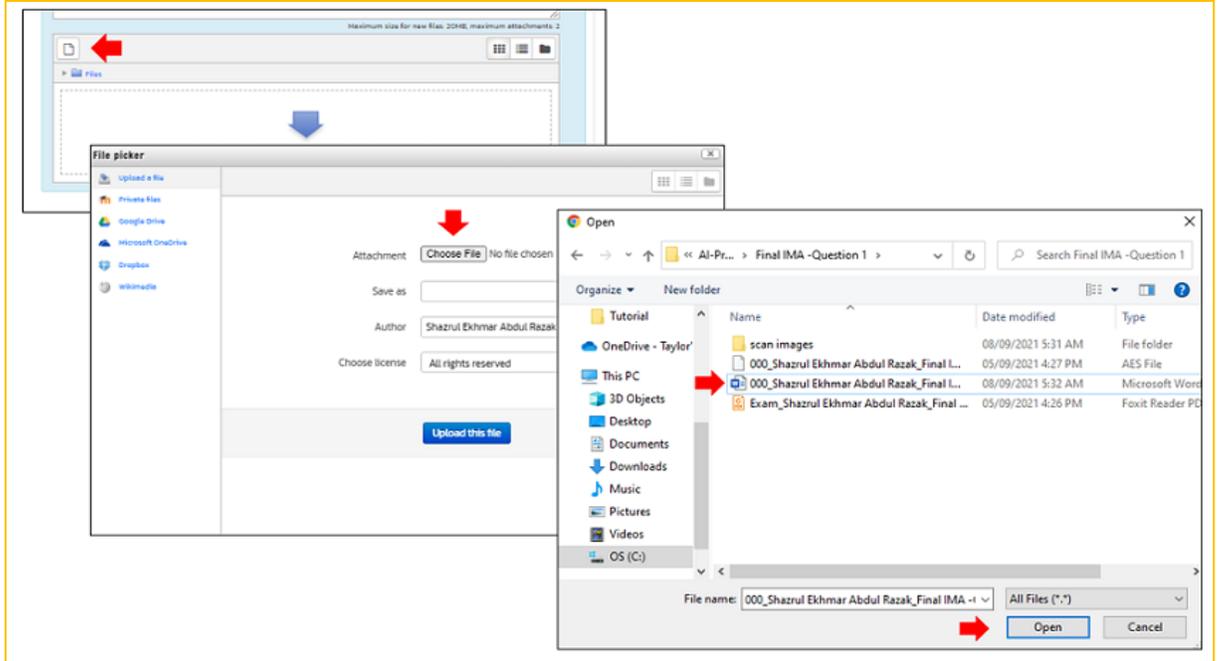


Picture 2

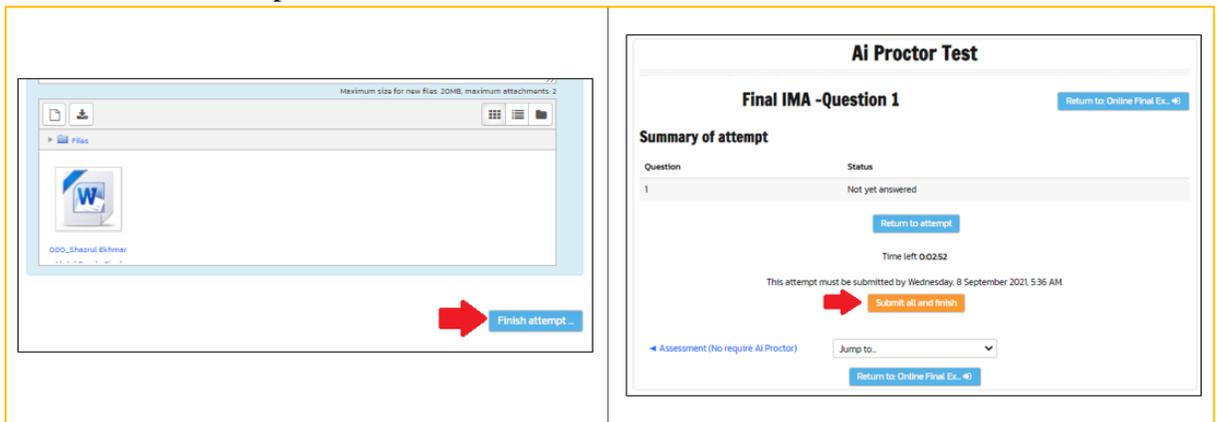
7. Student: Submit answer file

- a. Click Attachment → Choose File → This PC → C Drive → Ai Proctor Exam Folder → Click exam folder (remember quiz name) → Select File (word/excel file or scan document) → Open → Upload this file → Done

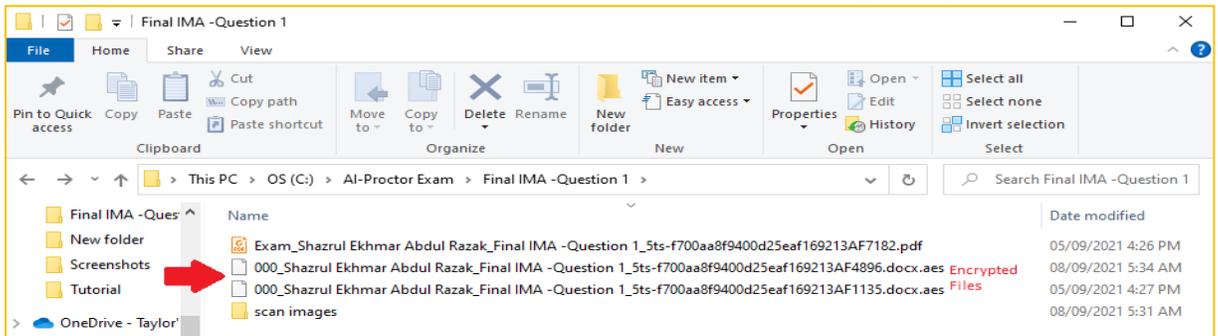
**Note:** If students try to upload another word file which is not generated by Ai Proctor, Ai Proctor will send an alert to the lecturer.



b. Click Finish attempt → Submit all and finish → Done



**Note:** When the exam is over, the answer files (word/excel) will be encrypted by Ai Proctor.



8. Lecturer: Download answer file
- a. From TIMES: Click Exam name → Click Attempt → Click Review attempt → Click file to download

The screenshots illustrate the navigation path for downloading an answer file:

- Online Final Examination**: A red arrow points to the link for **Final IMA -Question 1**.
- Final IMA -Question 1**: A red arrow points to the **Attempts: 3** link.
- Attempt Review Table**: A red arrow points to the **Review attempt** row in the table below.
- Download Link**: A red arrow points to the download link for the answer file: `000_Shazrul Ekhmar Abdul Razak_Final IMA -Question 1_Sts-f700aa8f9400d25eaf169213AF4896.docx`.

First name	Email address	State	Started on	Completed	Time taken	Grade/10.00	Q.1 /10.00
Shazrul Ekhmar Abdul Razak	ShazrulEkhmarAbdulRazak@taylors.edu.my	Finished	5 September 2021 3:46 PM	5 September 2021 4:27 PM			

- b. In case students do not upload the answer file on time. Lecturers can still get their answer file from Ai Proctor Report.

The screenshot shows a question in the Moodle system:

**Selling price** RM40

**Required:**

- Calculate cost per unit using variable and absorption costing. (6 marks)
- Prepare Income Statement for Pharma Medic using variable and absorption costing. (15 marks)
- Briefly explain the differences in profits obtained in requirement b under variable and absorption costing. (4 marks)

**The answer file is missing**

Go to Ai Proctor → Click Report → Download

Final IMA -Question 1  
Final Exam

URL: <https://timesmd.taylors.edu.my/mod/quiz/view.php?id=1791996>

Invitation URL:

Event Type: Exam

Monitor Option: Don't use Monitor.

Record type: Full recording

Microphone usage: Use microphone.

Face Recognition: Use Face Recognition.

Requires Word File

Requires Excel File

Requires Paper Scanning

Event schedule:  
Start Time: Sept. 5, 2021, 8:52 a.m. End Time: Sept. 6, 2021, 8:52 a.m.

Proctor The Event Students Requests Chat Room

Stream Page Delete Event

Reports

#	Select	Student name	number of cheat attempts	total cheat durations	
1	<input type="radio"/> All <input type="radio"/> Reports <input type="radio"/> Records	Shazrul Ekhmar Abdul Razak	36	22:44	<a href="#">Download</a>

Lecturers can find the answer file inside the report folder.

Shazrul Ekhmar Abdul Razak Report (1).zip (evaluation copy)

File Commands Tools Favorites Options Help

Add Extract To Test View Delete Find Wizard Info VirusScan Comment SFX

Shazrul Ekhmar Abdul Razak Report (1).zip\attempt\_1 - ZIP archive, unpacked size 45,156,106 bytes

Name	Size
..	
000_Shazrul Ekhmar Abdul Razak_Final IMA -Question 1_5ts-f700aa8f9400d25eaf169213AF1135.docx	28,680
Audio_cheat_74125ts-f700aa8f9400d25eaf169213AF_210830_30.wav	1,052,716
Audio_cheat_128725ts-f700aa8f9400d25eaf169213AF_210830_32.wav	964,652
Audio_cheat_162085ts-f700aa8f9400d25eaf169213AF_210830_34.wav	964,652
Audio_cheat_171745ts-f700aa8f9400d25eaf169213AF_210830_33.wav	964,652
Audio_cheat_227355ts-f700aa8f9400d25eaf169213AF_210830_38.wav	964,652
Audio_cheat_398355ts-f700aa8f9400d25eaf169213AF_210830_37.wav	964,652
Audio_cheat_430955ts-f700aa8f9400d25eaf169213AF_210830_36.wav	964,652
Audio_cheat_437615ts-f700aa8f9400d25eaf169213AF_210830_31.wav	964,652
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Audio_cheat_450675ts-f700aa8f9400d25eaf169213AF_210830_35.wav	964,652
Audio_cheat_456085ts-f700aa8f9400d25eaf169213AF_210830_29.wav	909,356
Audio_cheat_499375ts-f700aa8f9400d25eaf169213AF_210830_27.wav	964,652

## Other resources: Video guide

### YouTube video:

#### Installation

Windows:

<https://www.youtube.com/watch?v=ERv4Hrcu5cY>

MacBook:

<https://www.youtube.com/watch?v=12OKKb2F3bs>

#### Conducting exams using Ai Proctor

Windows 10:

<https://www.youtube.com/watch?v=8hIMoKHkeYY>

MacBook:

<https://www.youtube.com/watch?v=G4x46GyVcmE>

#### Demo video for mobile app, showing the mobile stream and scan features

[https://drive.google.com/file/d/18DhnG7EXTsyG0XMI5n9OF\\_977eWqkD5w/view?usp=sharing](https://drive.google.com/file/d/18DhnG7EXTsyG0XMI5n9OF_977eWqkD5w/view?usp=sharing)

#### Manual Guide:

<https://drive.google.com/drive/folders/1reYWqMClk6mwwCuLhqiBvCC8-2wfGzUO>

***End of document. Thank you.***