



TAYLOR'S
UNIVERSITY

Wisdom • Integrity • Excellence

SOAF – ONLINE EXAMINATION MANUAL GUIDE

1st Edition

2022

Prepared by:

Mr Shazrul Ekhmar Abdul Razak
School of Accounting and Finance

TABLE OF CONTENT

CHAPTER 1	3
INSTALLATION OF AI PROCTOR	3
1.0 Introduction	3
1.1 Ai Proctor System for Windows	3
1.1.1 Desktop Application	3
1.1.2 Install the Google Chrome extension	4
1.1.3 Install the Microsoft Edge add-on	6
1.2 Ai Proctor System for MacBook	7
1.2.1 Install AI-Proctor on a MacOS laptop	7
1.2.2 Allow Permissions for Recording and Accessibility	8
1.3 Ai Proctor for Mobile Apps	10
1.3.1 Install the Ai Proctor mobile app – Android phone	10
1.3.2 Install the Ai Proctor mobile app – iPhone	10
CHAPTER 2	11
TAKING AND SITTING FOR ONLINE EXAMS	11
2.0 Introduction	11
2.1 Checking the installation of AI-Proctor	11
2.2 Taking an exam - Windows	12
2.2.1 Access the exam	12
2.2.2 Launch the AI-Proctor application	12
2.2.3 Audio, face, and system checks	13
2.2.4 Starting the exam	15
2.2.5 Access menu options	15
2.2.6 Upload and submit answer file	19
2.3 Taking an exam - MacBook	21
2.3.1 Checking the installation	21
2.3.2 Access the exam	21
2.3.3 Launch the AI-Proctor application	21
2.3.4 Starting the exam	24
2.3.5 Upload and submit answer file	27

CHAPTER 3	29
OTHER RESOURCES	29
3.1 Installation video	29
3.1.1 Windows	29
3.1.2 MacBook (Mac OS)	29
3.2 Launching and taking exams using Ai Proctor	29
3.2.1 Windows 10	29
3.2.2 MacBook (Mac OS)	29

CHAPTER 1

INSTALLATION OF AI PROCTOR

1.0 Introduction

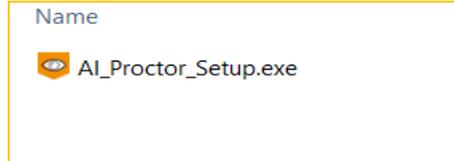
Installation chapter is divided into installation for Windows, MacBook, and Mobile Apps. AI-Proctor system for Windows consists of (1) a desktop application, and (2) a browser extension. Meanwhile, Ai Proctor system for MacBook consists of a desktop application only. It is a must conduct to conduct the 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.

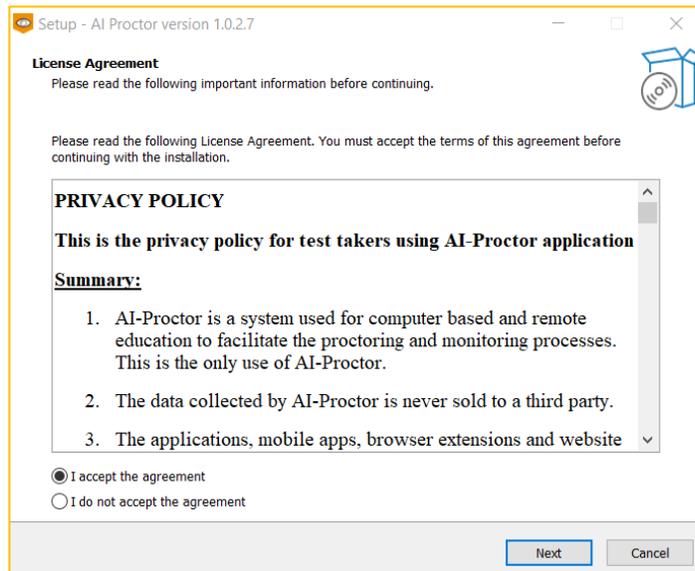
1.1 Ai Proctor System for Windows

1.1.1 Desktop Application

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

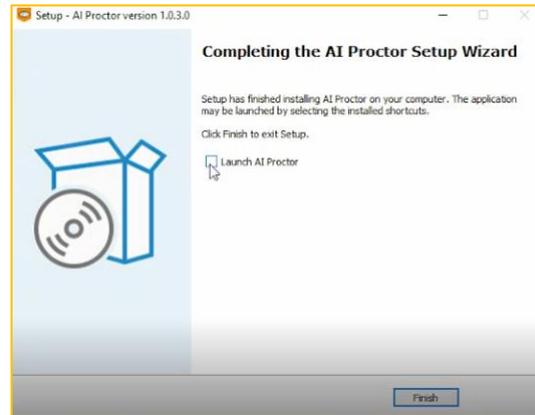
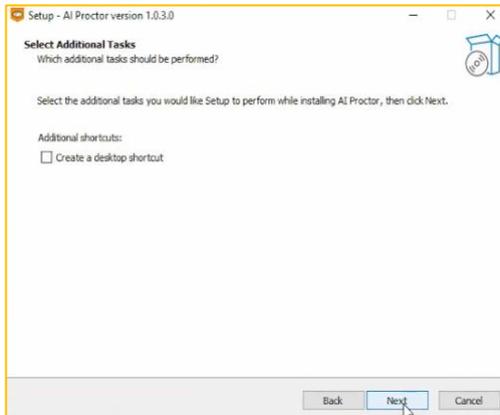


3. Double click on “AI_Proctor_Setup.exe”
4. Wait until the setup window appears, then press “next” until the installation is complete

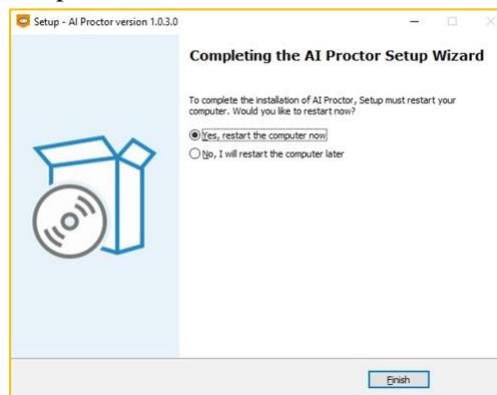


5. Complete the setup

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



6. It is better to restart your computer after installation



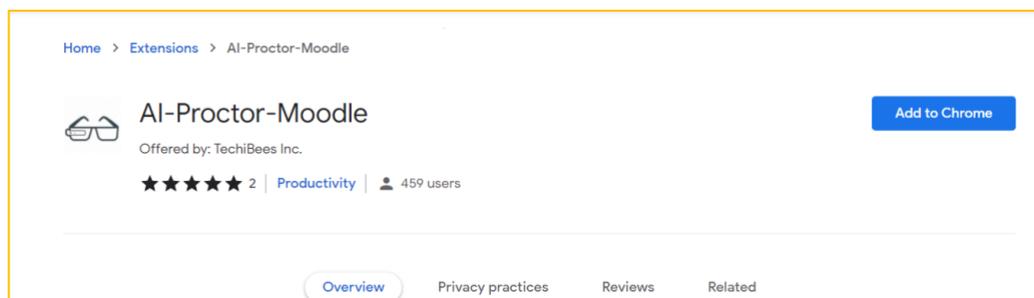
1.1.2 Install the Google Chrome extension

1. Open Google Chrome browser

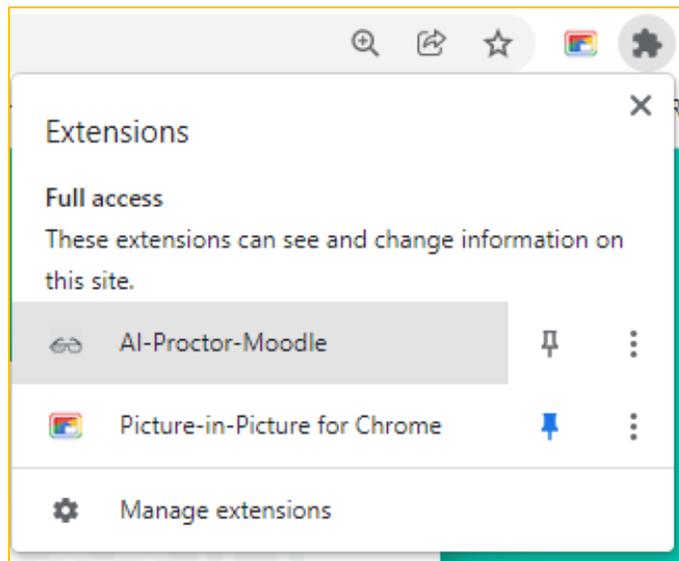
2. Download the extension by copying this link, and paste it on Google Chrome address bar

<https://chrome.google.com/webstore/detail/ai-proctor-moodle/nbhdcdolapnbcpcidpagdlqbgqkjpj>

3. Choose Add to Chrome

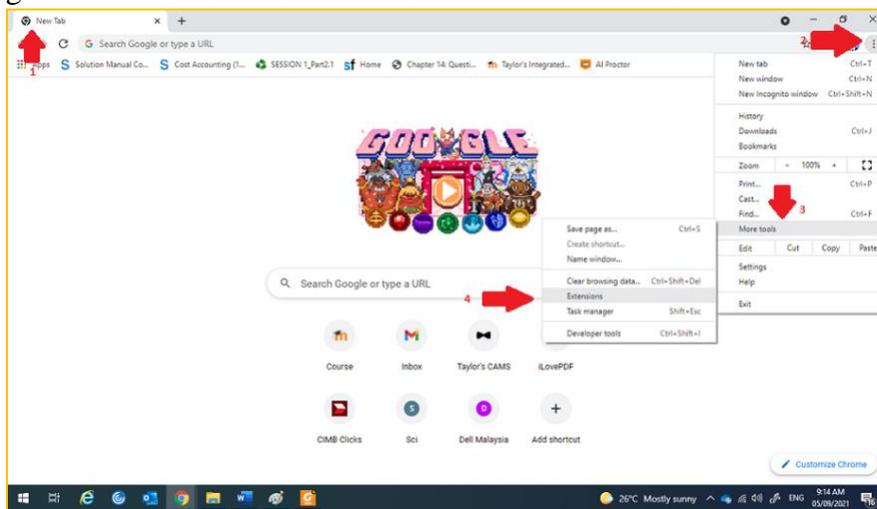


4. You can see the AI-Proctor-Moodle on Google Chrome extensions

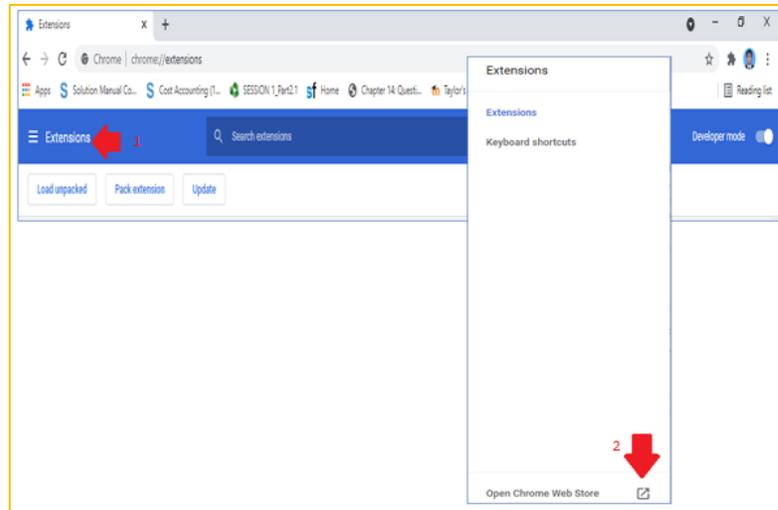


Note: If you have any problem in accessing this page, go to Chrome extensions and search for AI-Proctor-Moodle. Then follow the same steps

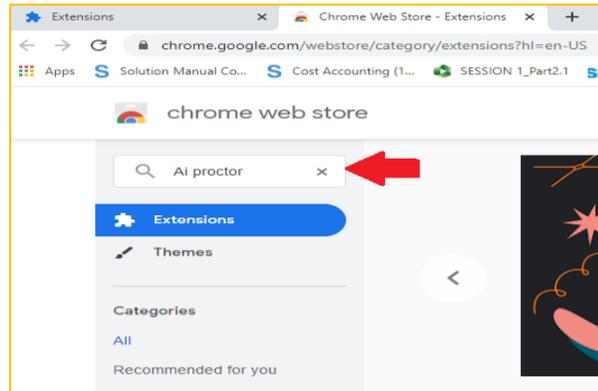
1. Click Google Chrome → Click 3 dots → Click More tools → Click Extension



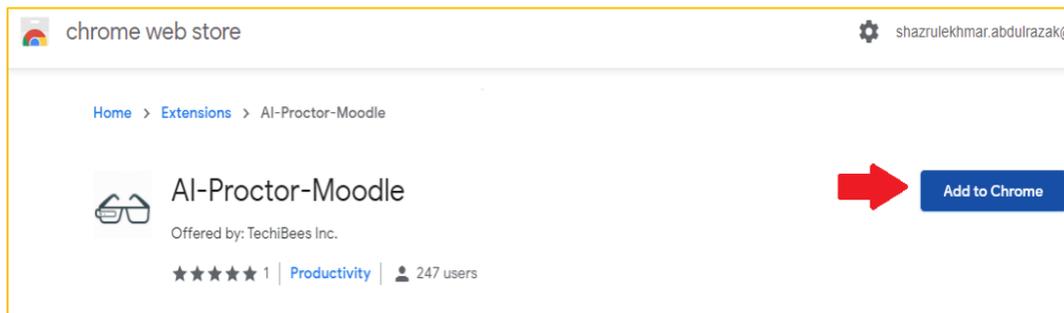
2. Click Extension → Open Chrome Web Store



3. Search box → Ai Proctor moodle



4. Add Ai Proctor – Moodle

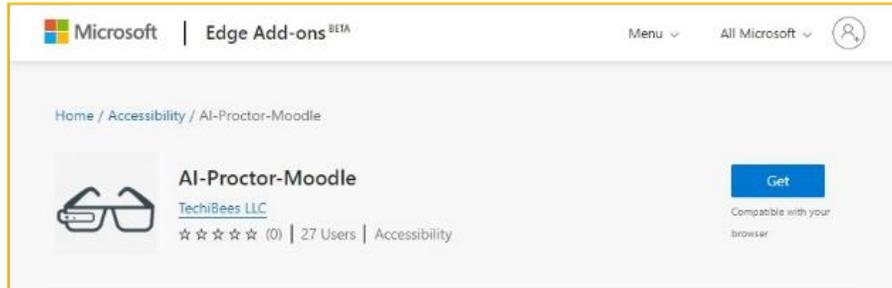


1.1.3 Install the Microsoft Edge add-on

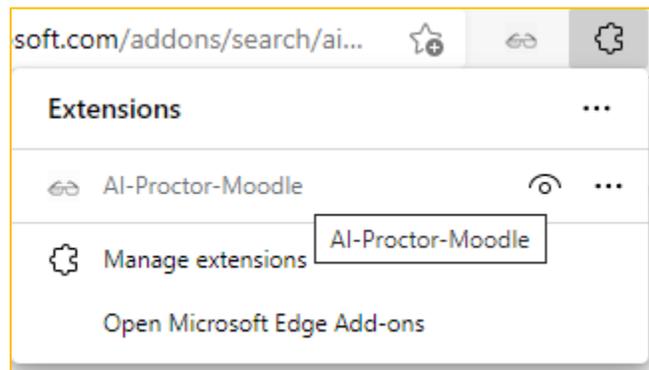
1. Open Microsoft Edge browser
2. Download the extension by copying this link, and paste it on Microsoft Edge

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

3. Choose “Get”



4. You should see the extension on the Edge browser

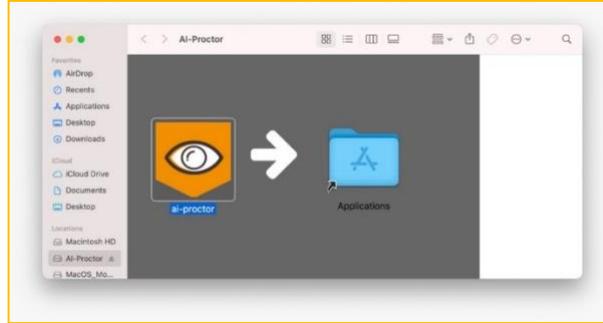


Note: if you have any problem in accessing this page, go to [Microsoft edge add-on](https://microsoftedge.microsoft.com/addons/Microsoft-Edge-Extensions-Home) <https://microsoftedge.microsoft.com/addons/Microsoft-Edge-Extensions-Home> Search for AI-Proctor-Moodle. Then follow the same steps

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

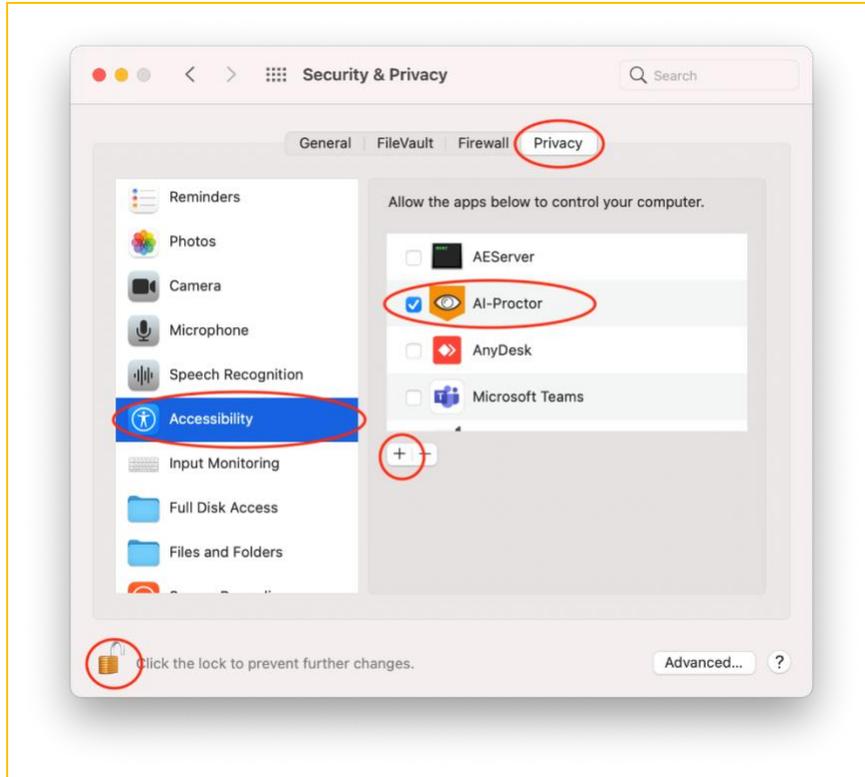


1.2.2 Allow Permissions for Recording and Accessibility

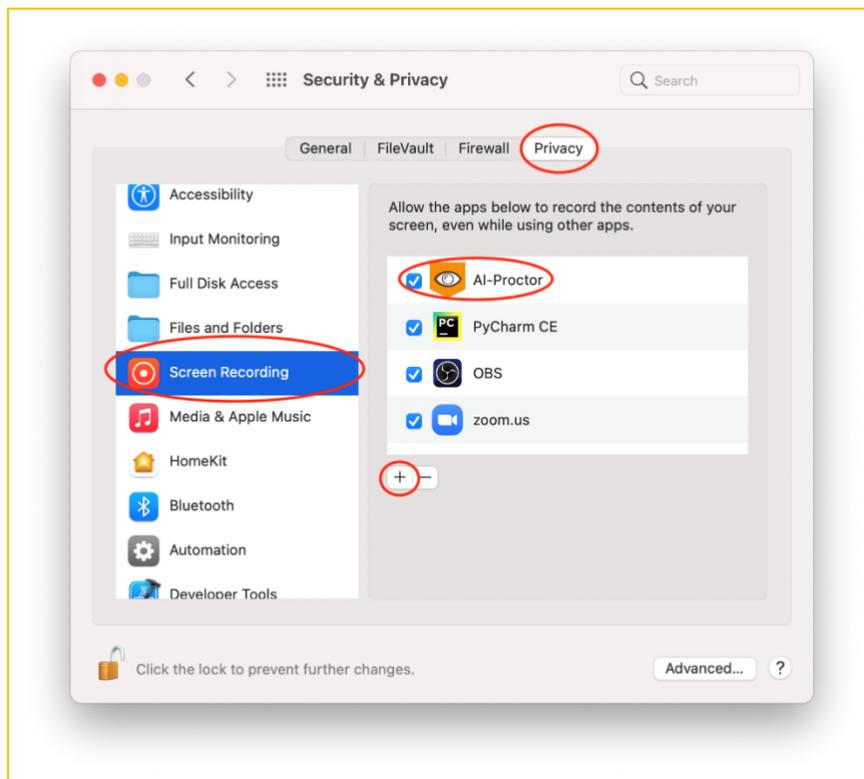
1. Open System preferences → Security & Privacy → “Privacy” tap



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



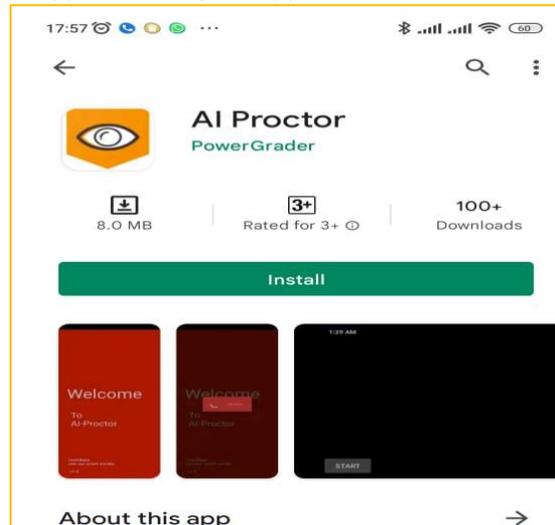
4. Scroll down to “Screen Recording” → add “AI-Proctor” from the “+” sign



1.3 Ai Proctor for Mobile Apps

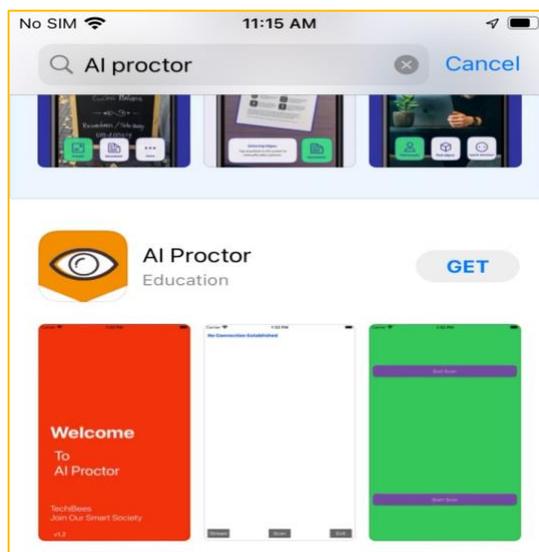
1.3.1 Install the Ai Proctor mobile app – Android phone

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 TAKING AND SITTING FOR ONLINE EXAMS

2.0 Introduction

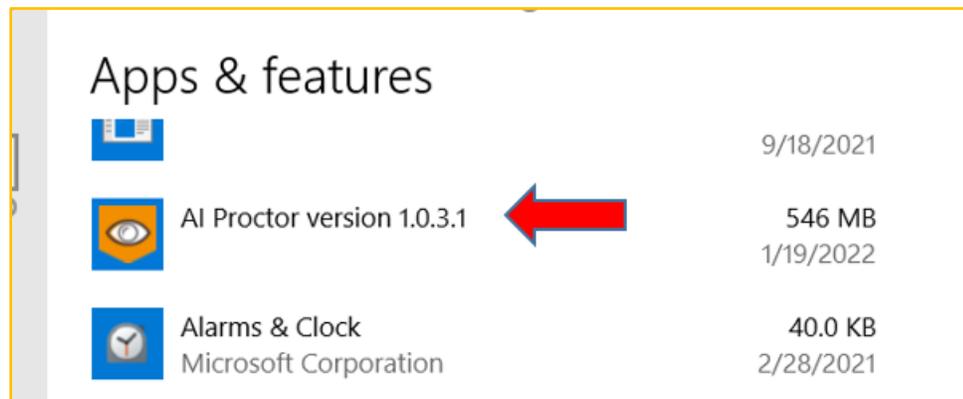
Online exams will be conducted with only one click through TIMeS platform. There is no requirement for students to have the Ai Proctor account. Nevertheless, it is compulsory for the students to install the Ai Proctor before they are allowed to attempt the online exam.

There are three major sections in this chapter. Section 2.1 shows the way to ensure Ai Proctor has been successfully install on the laptop. Section 2.2 exhibits steps to conduct an online exam using Windows. Finally, Section 2.3 shows steps to conduct an online exam using MacBook.

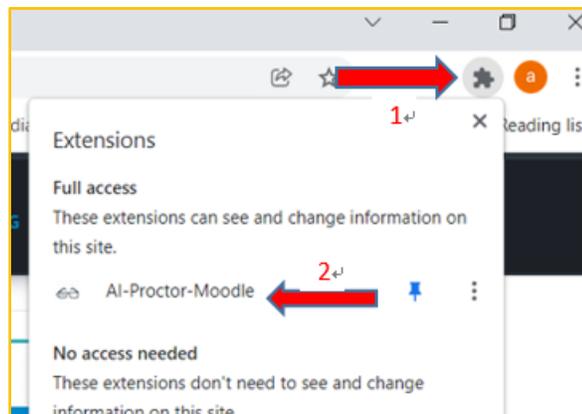
2.1 Checking the installation of AI-Proctor

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



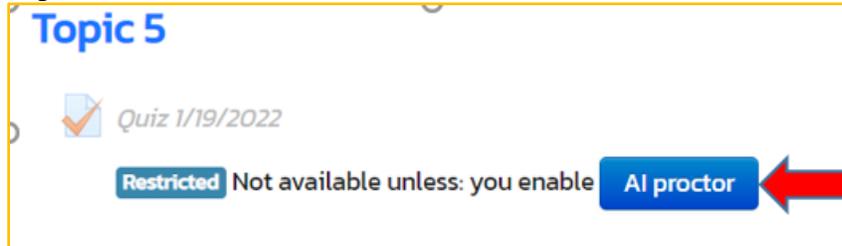
2.2 Taking an exam - Windows

2.2.1 Access the exam

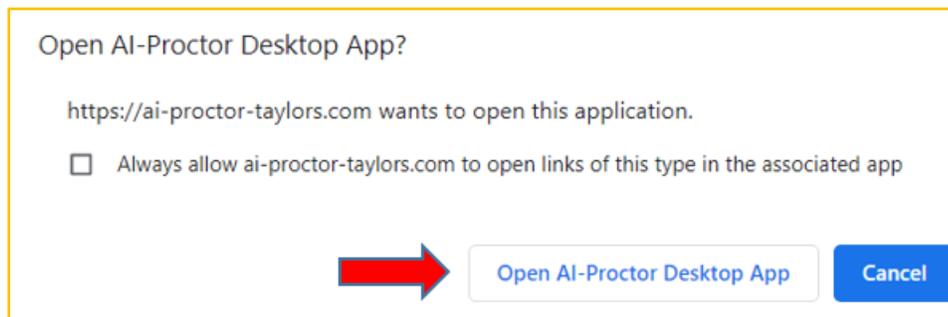
1. Login to your TIMeS account
2. Go to the Topic of the exam
3. Go to the exam set by the instructor

2.2.2 Launch the AI-Proctor application

1. Click on AI proctor (blue button)



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



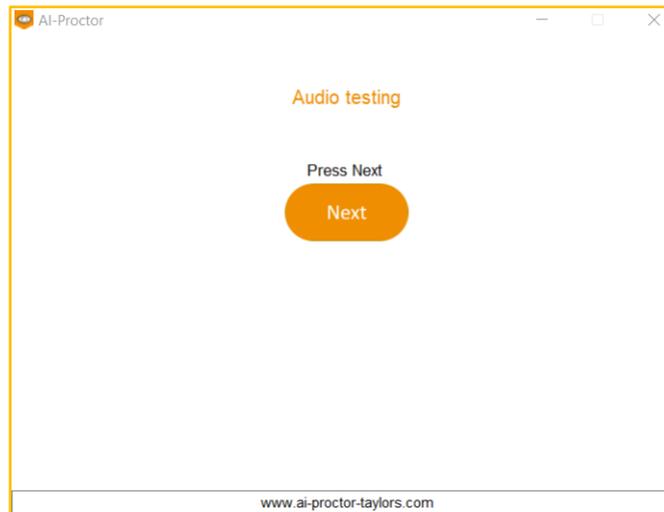
3. After launching the application, the system will connect the browser with the extension.

4. Click on continue

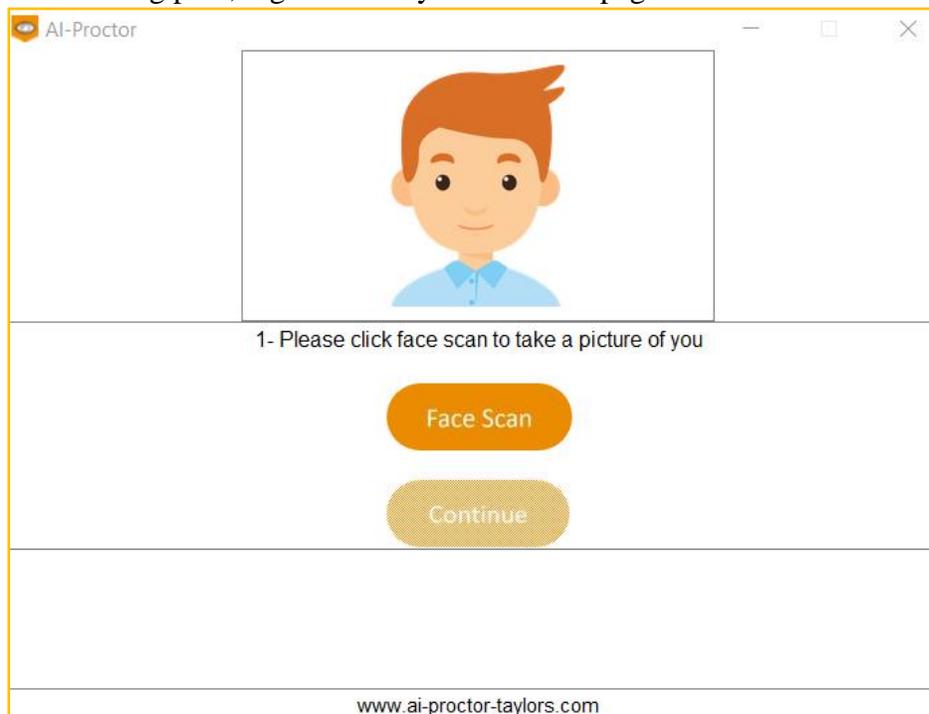


2.2.3 Audio, face, and system checks

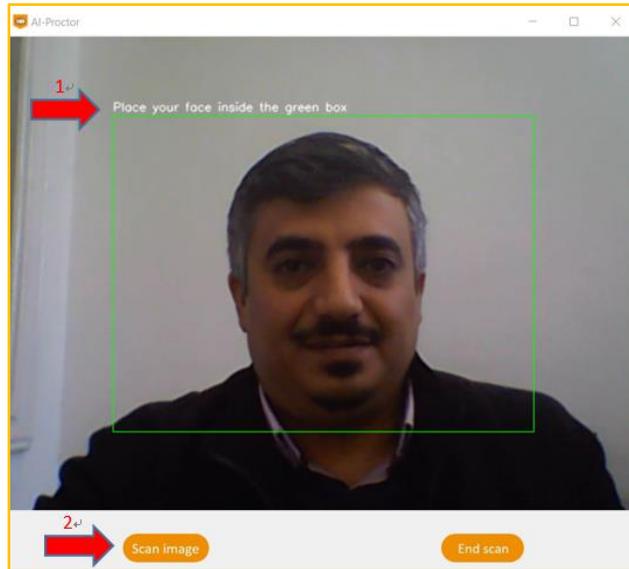
1. After clicking on continue, it goes directly into the audio testing



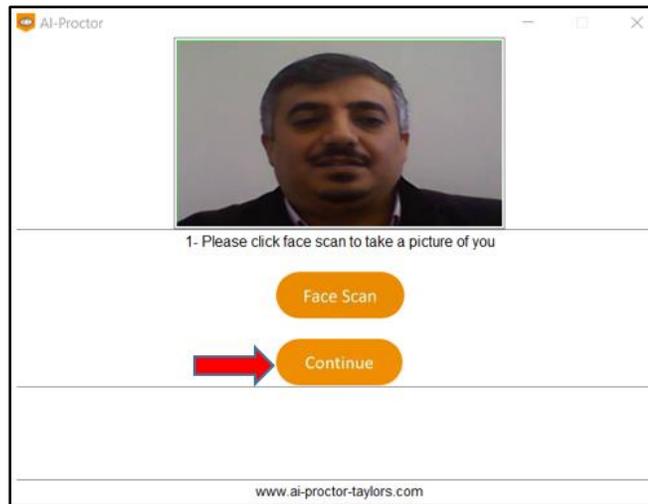
2. If the audio testing pass, it goes directly to scan face page



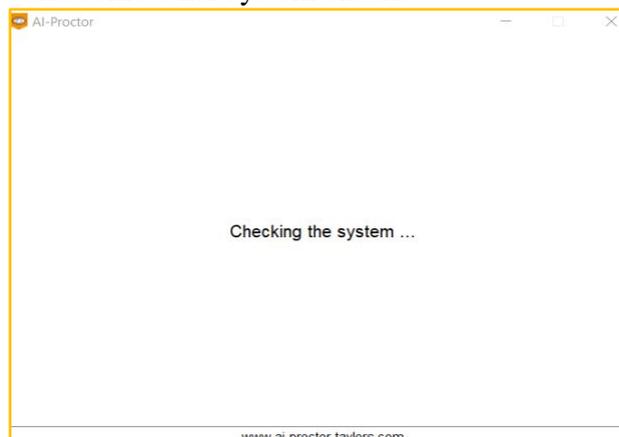
3. Click on "face scan" button, then set your face inside the green box and click on "scan image"
Note: Make sure to place the face inside the green box. Please avoid a messy background.



4. Click on continue



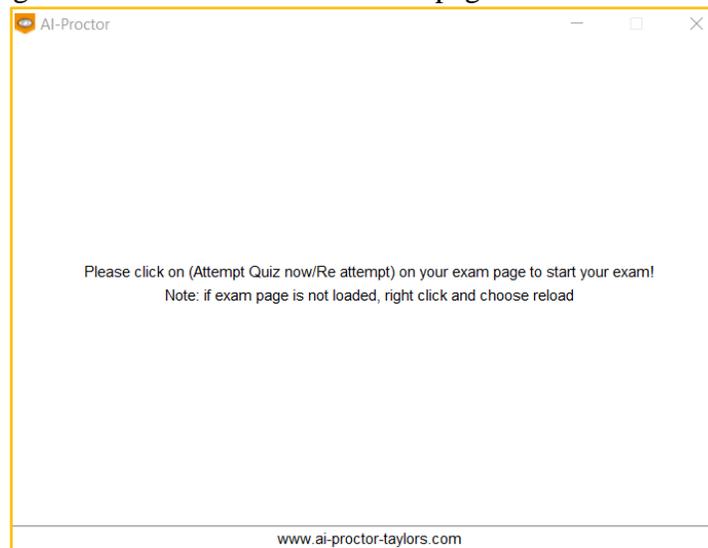
5. After clicking on continue, the system will do some checking to make sure no second screen is connected and some other system checks



2.2.4 Starting the exam

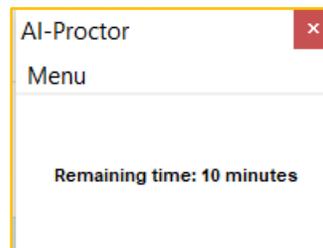
1. It will open the exam in the full screen mode

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



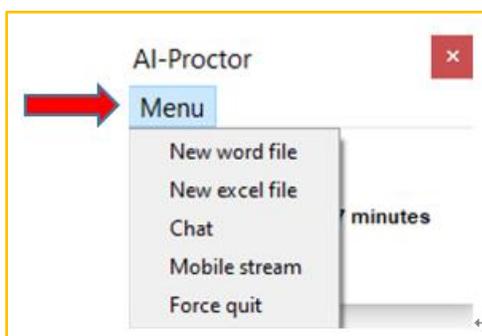
2. Press “Attempt Quiz now” on the exam page, the AI-Proctor window will be smaller and on the top of the screen

Note: Ai Proctor window will become a small window

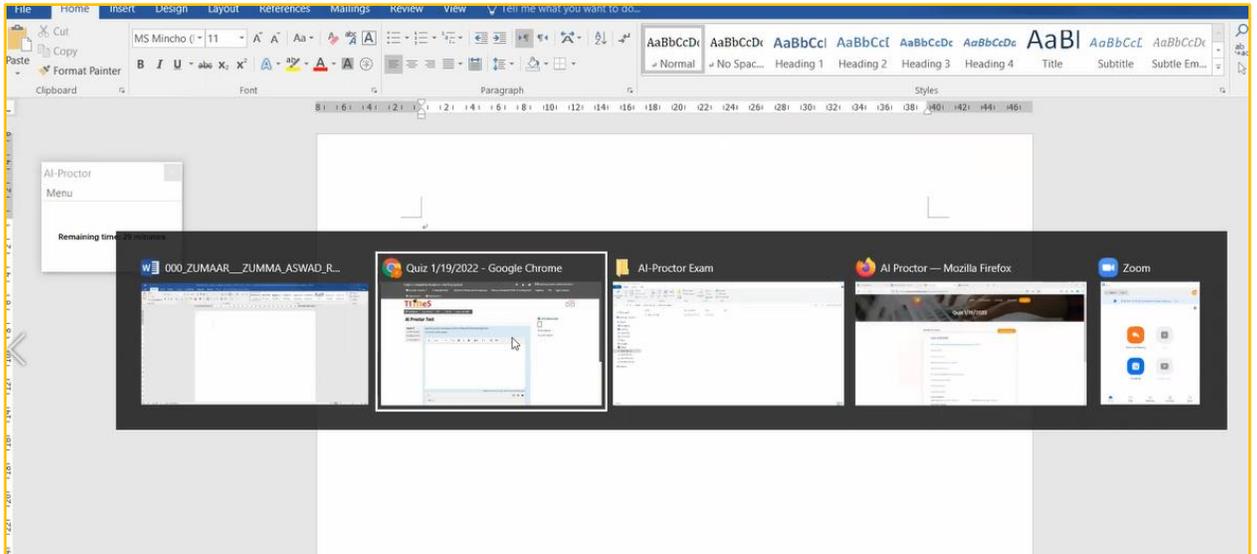


2.2.5 Access menu options

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

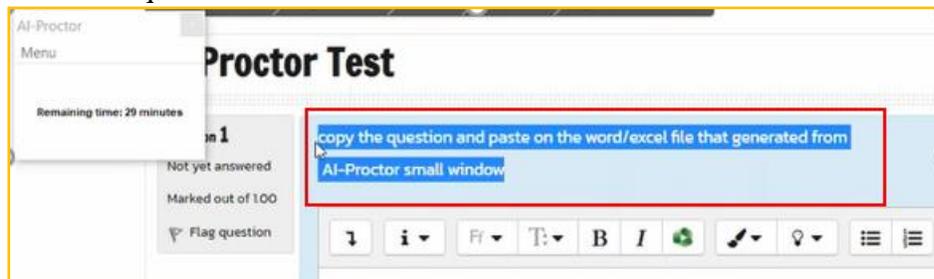


2. After generating word/excel file, you can use **ALT+Tab** to switch between exam page and word/excel file

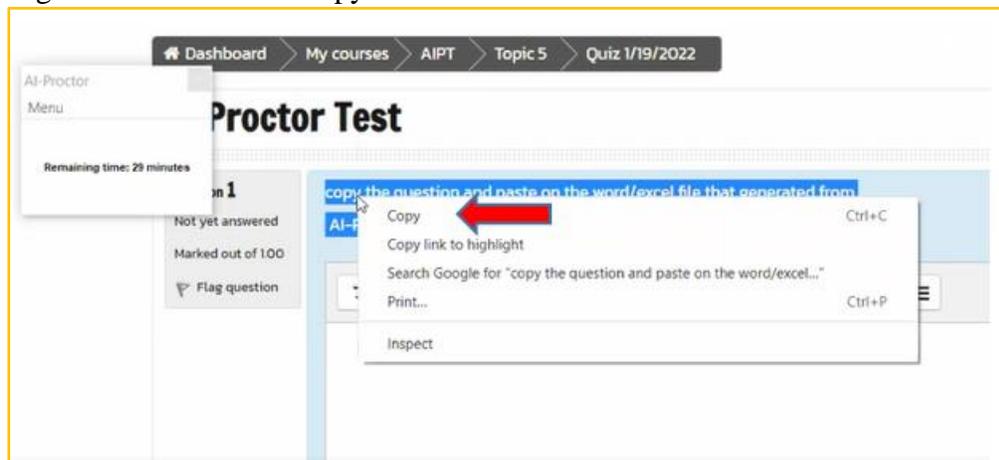


3. If needed, you can copy the question from exam page to the word file

- Select the question



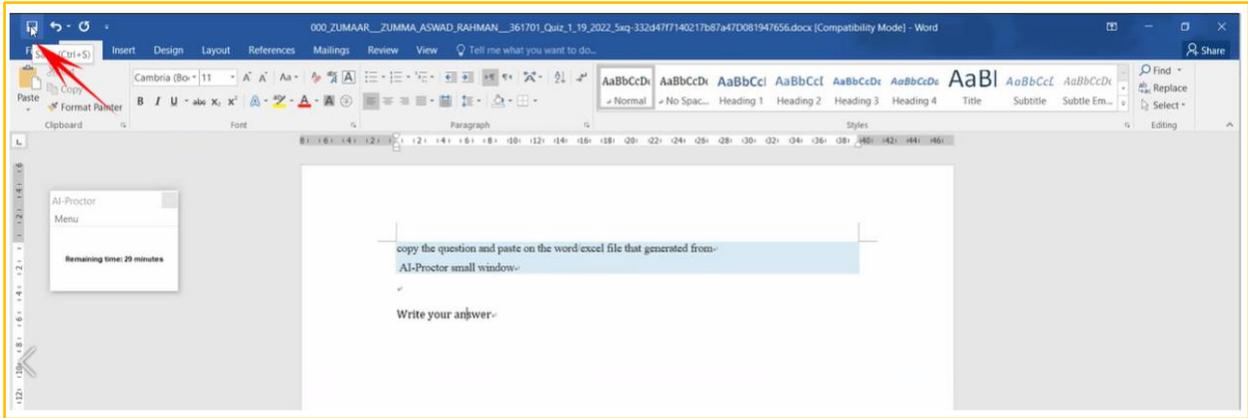
- Right click and choose copy



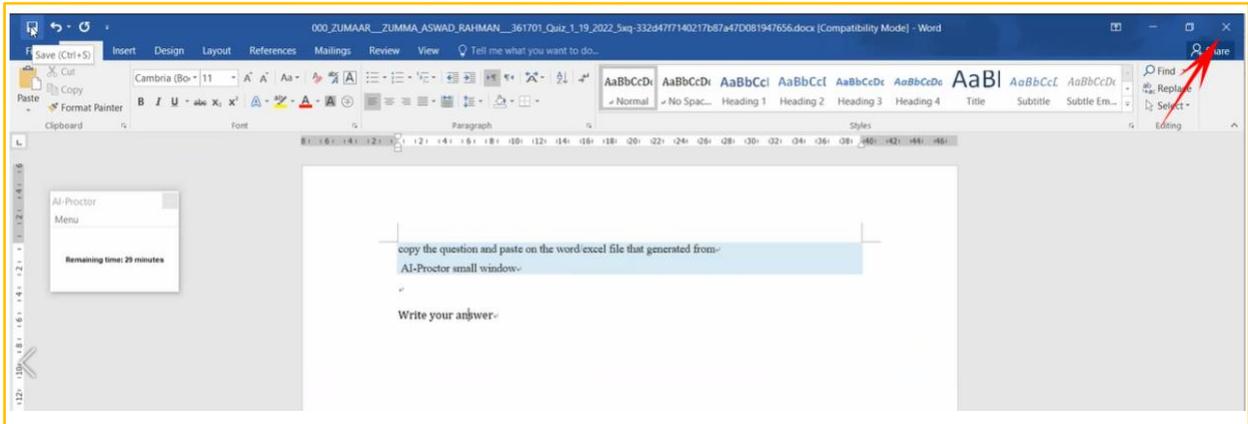
- Press **ALT+Tab** to go back to the word/excel file, then paste the question

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**)



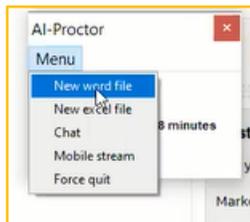
- Close the file



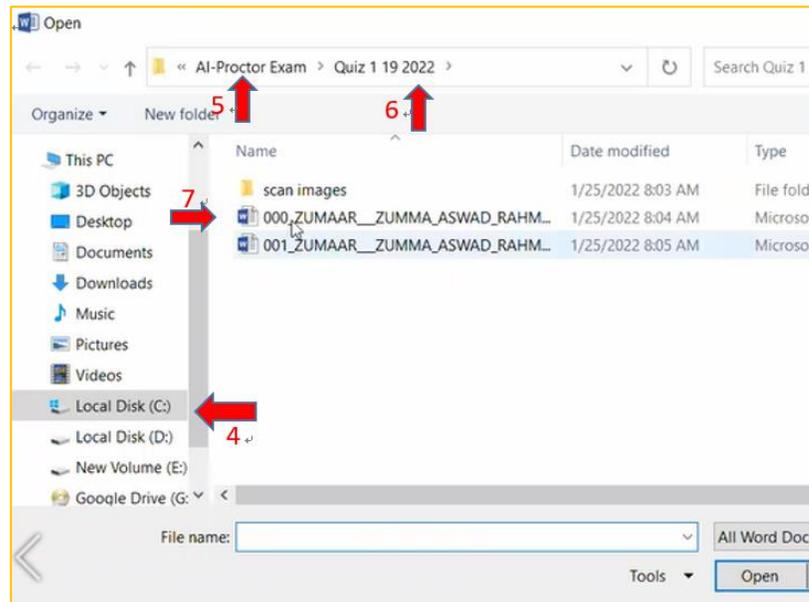
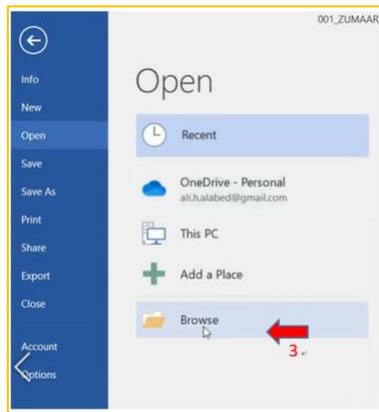
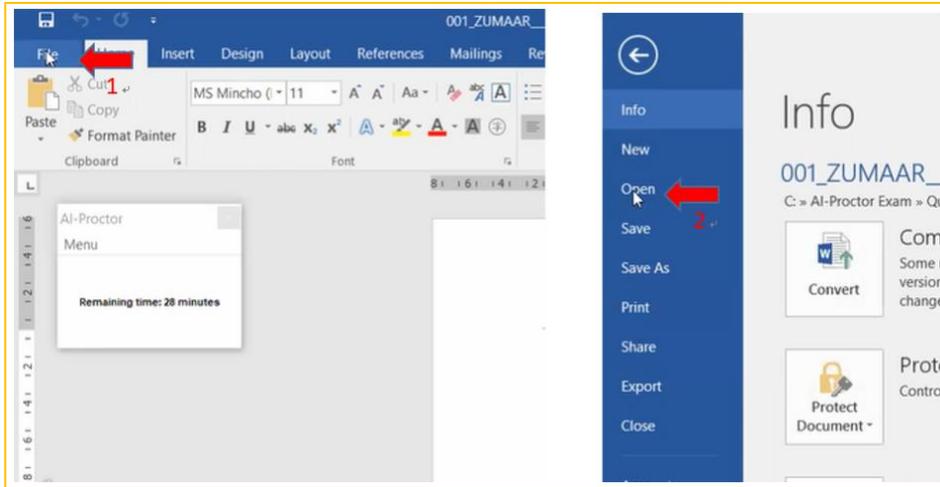
Note:

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

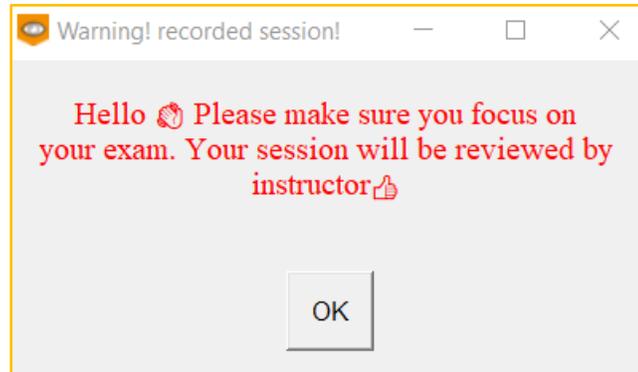
1. If you need to re-open the word/excel file to edit
 - generate a new word/excel file from the menu on AI-Proctor.



- 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



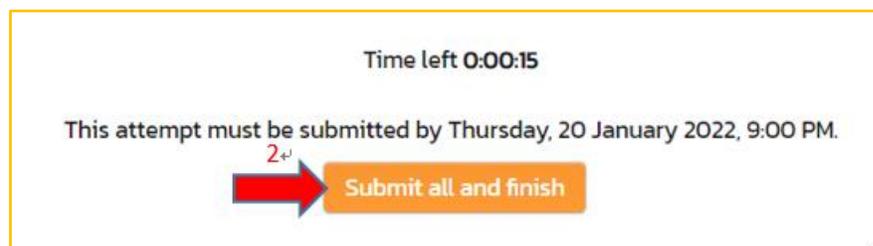
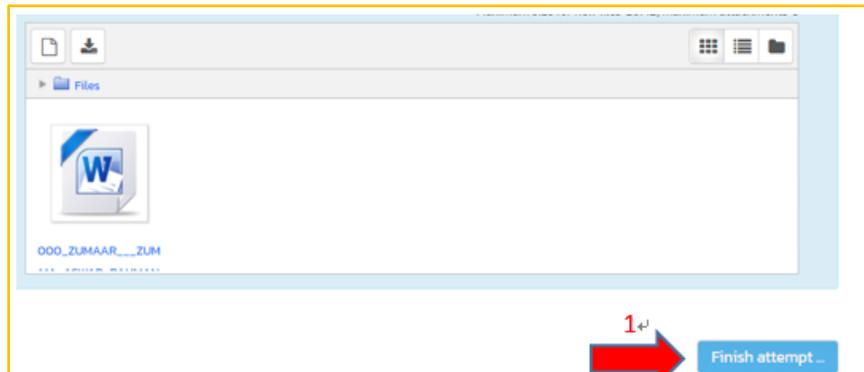
2.2.6 Upload and submit answer file

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

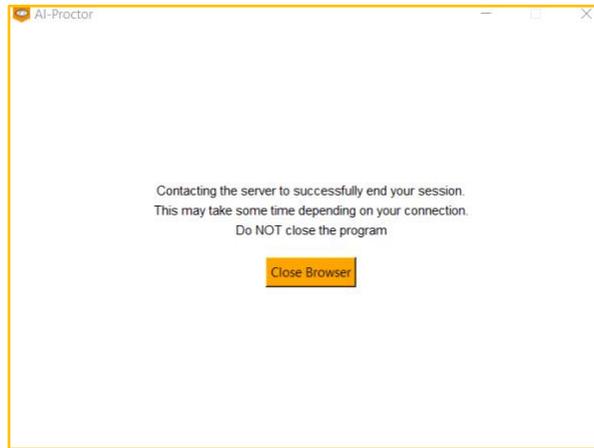
C:\AI-Proctor Exam\"quiz name"

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

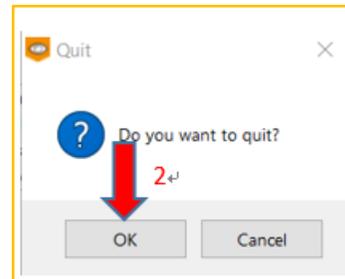
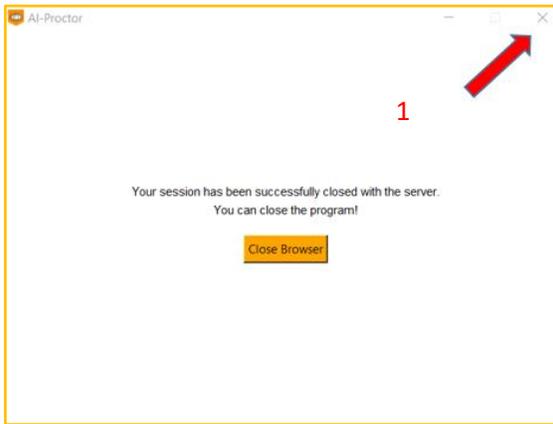
2. After uploading your answers in TIMeS, click on finish attempts, then click on Submit all and finish



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



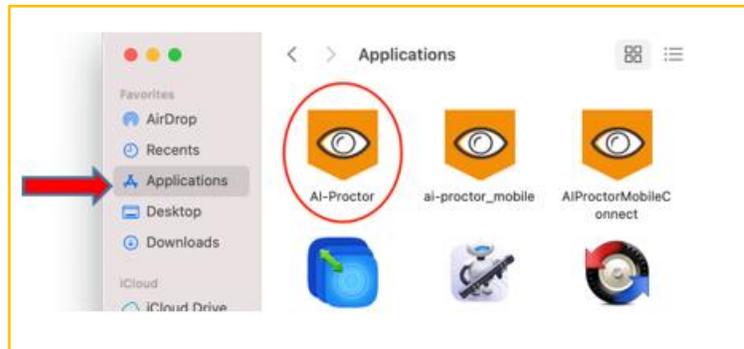
4. After ending the session, close the AI-Proctor from the “x” icon



2.3 Taking an exam - MacBook

2.3.1 Checking the installation

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

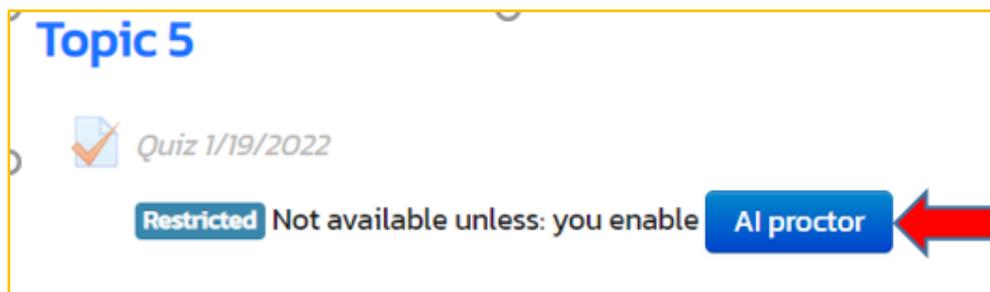


2.3.2 Access the exam

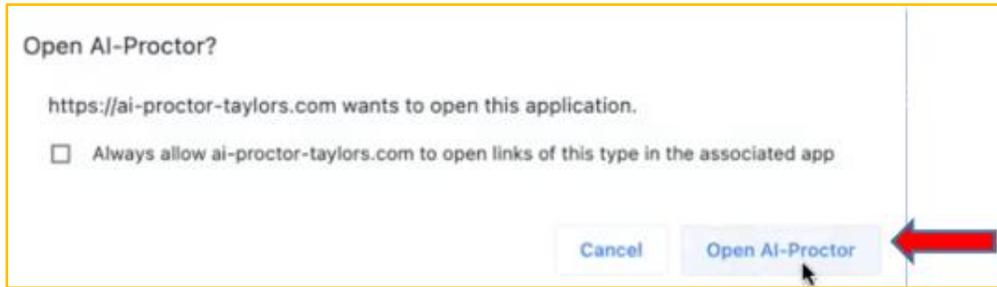
1. Login to your TIMEs account
2. Go to the Topic of the exam
3. Go to the exam set by the instructor

2.3.3 Launch the AI-Proctor application

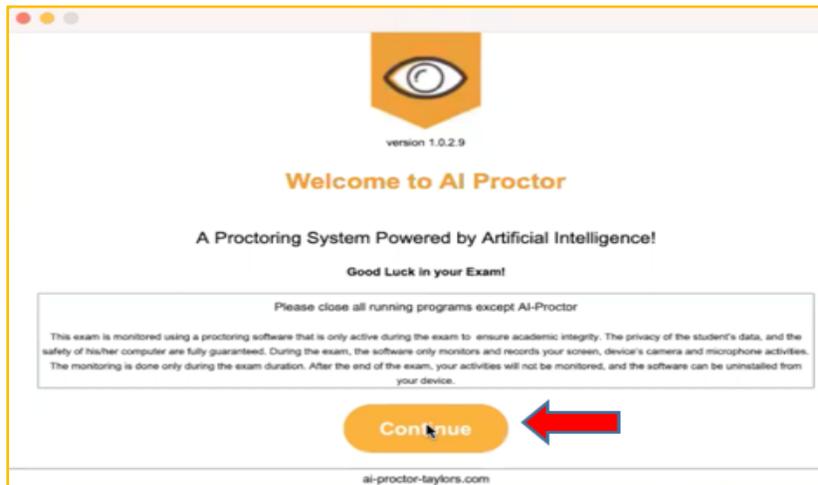
1. Open your browser and login to your times.taylors.edu.my account
2. Go to your course page and scroll down to your Quiz name



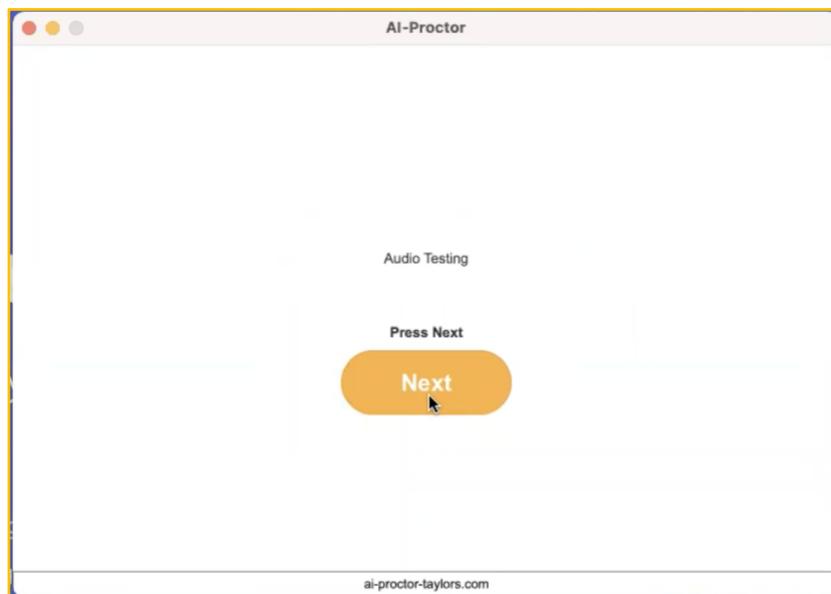
3. A new page will open with this pop-up window, please choose “open AI-Proctor” to launch the app.



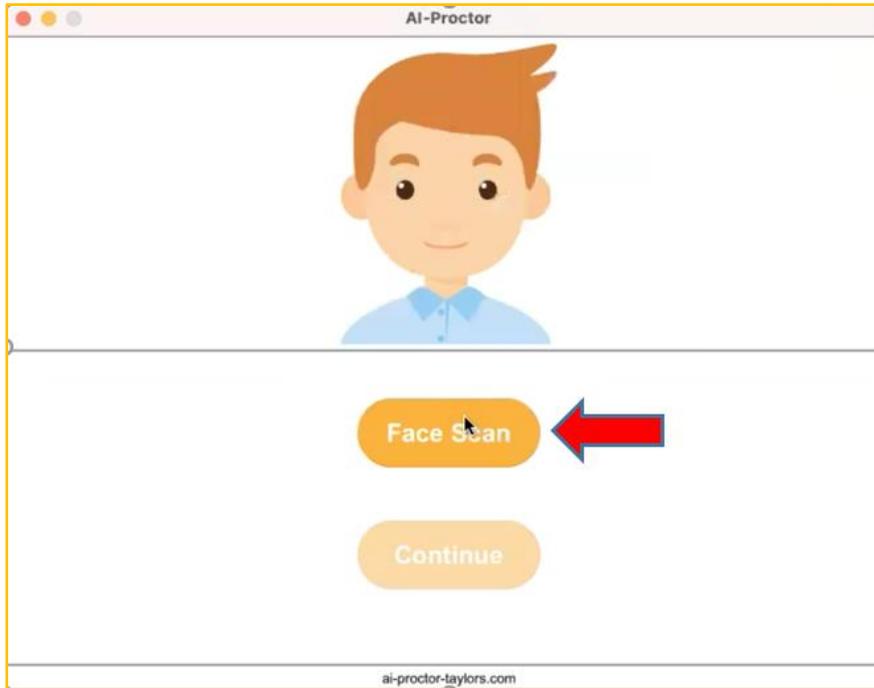
4. The application will be launched with a brief privacy policy; you need to accept by click on “Continue” button.



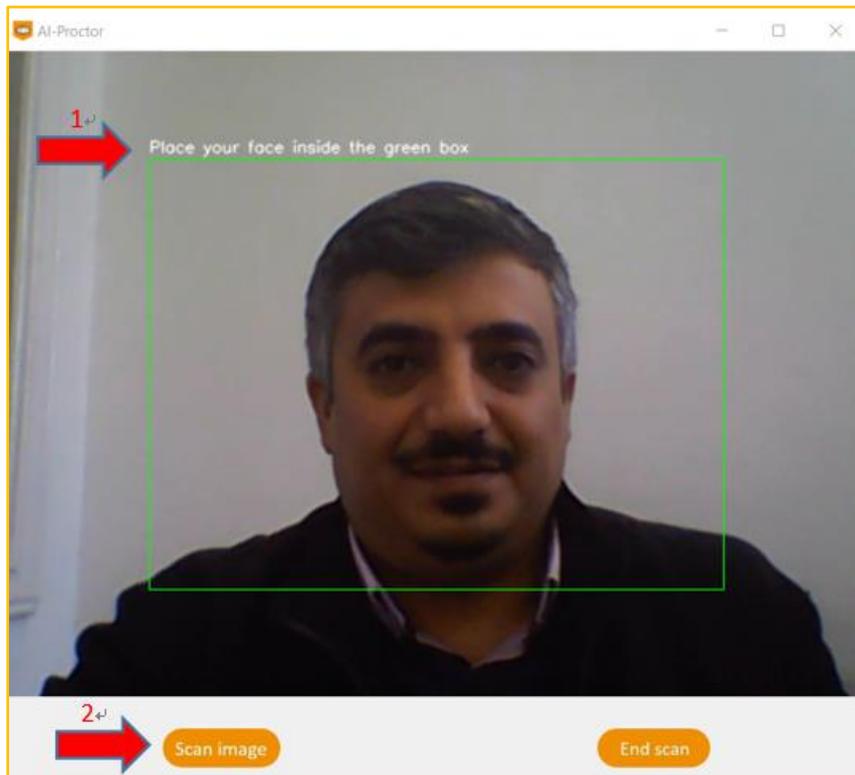
5. Then you will need to click on “next” button on Audio test step, to allow the application to access the microphone during the exam.



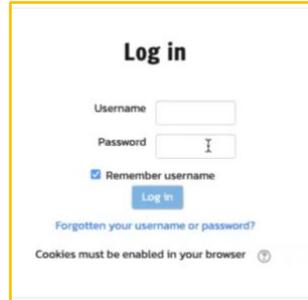
6. You will need to do “face scan” to get a reference profile picture of you.



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

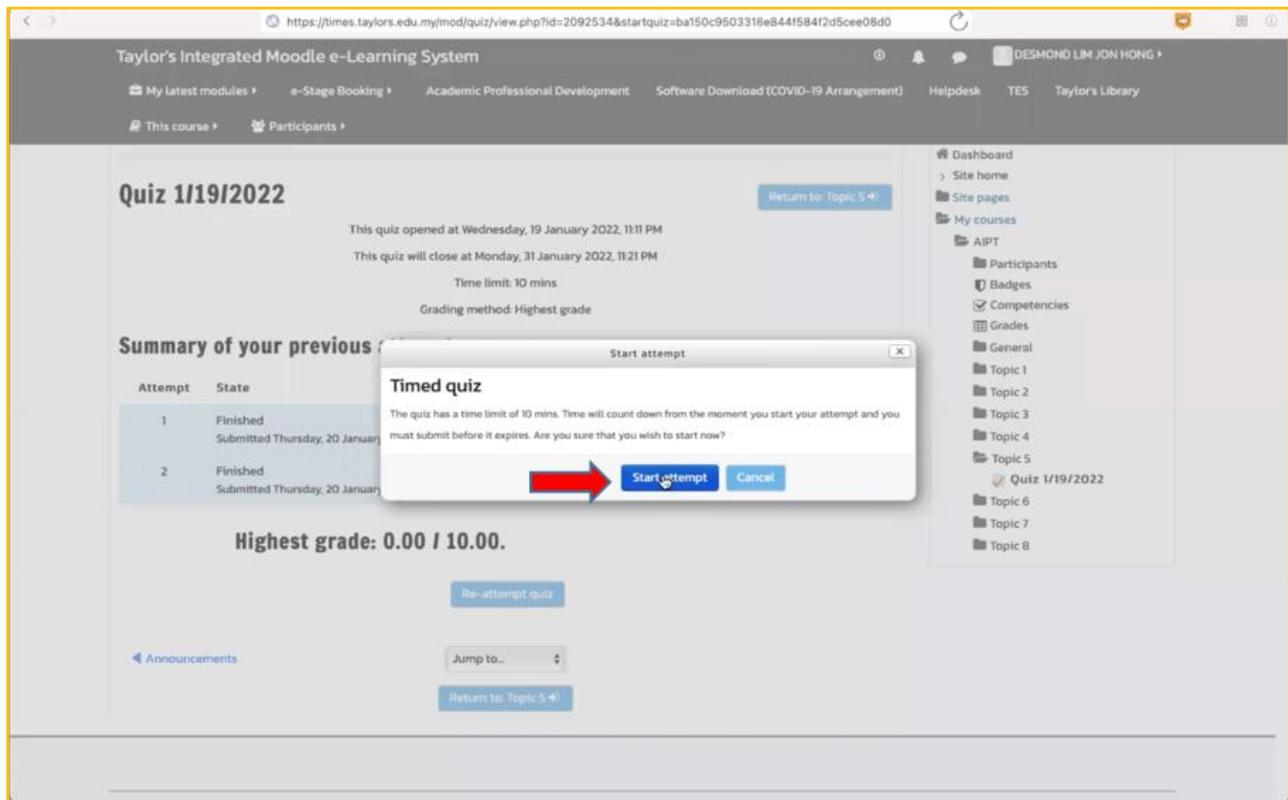


8. If the application could get a clear front face image, it will allow you to click on “Continue” button.
9. The exam page will be opened. You will be required to login with your account.

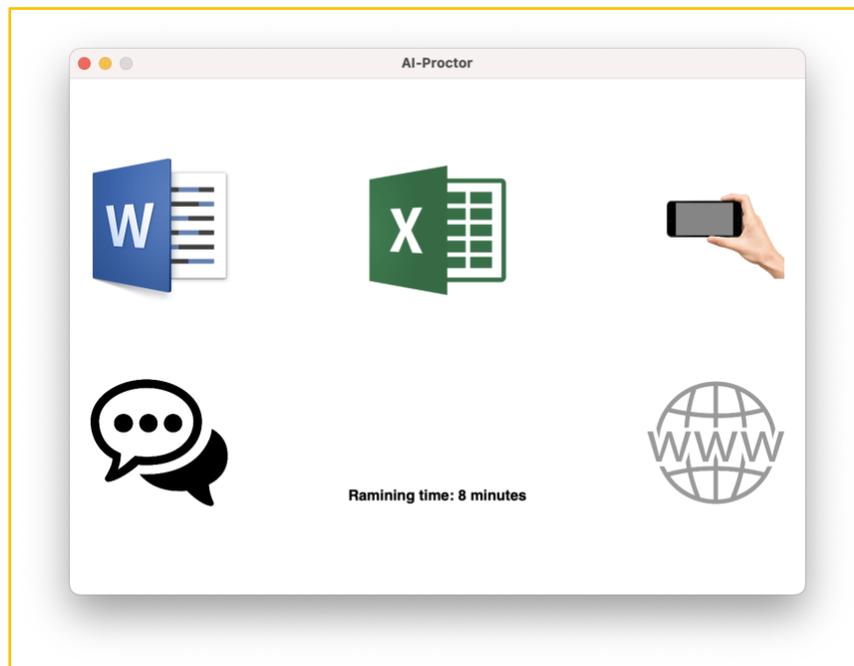
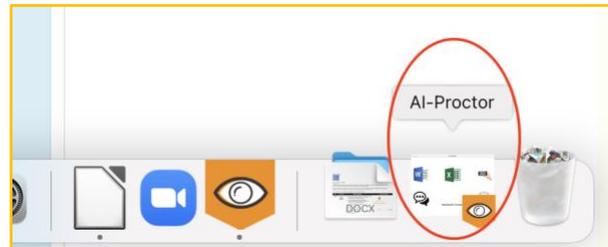


2.3.4 Starting the exam

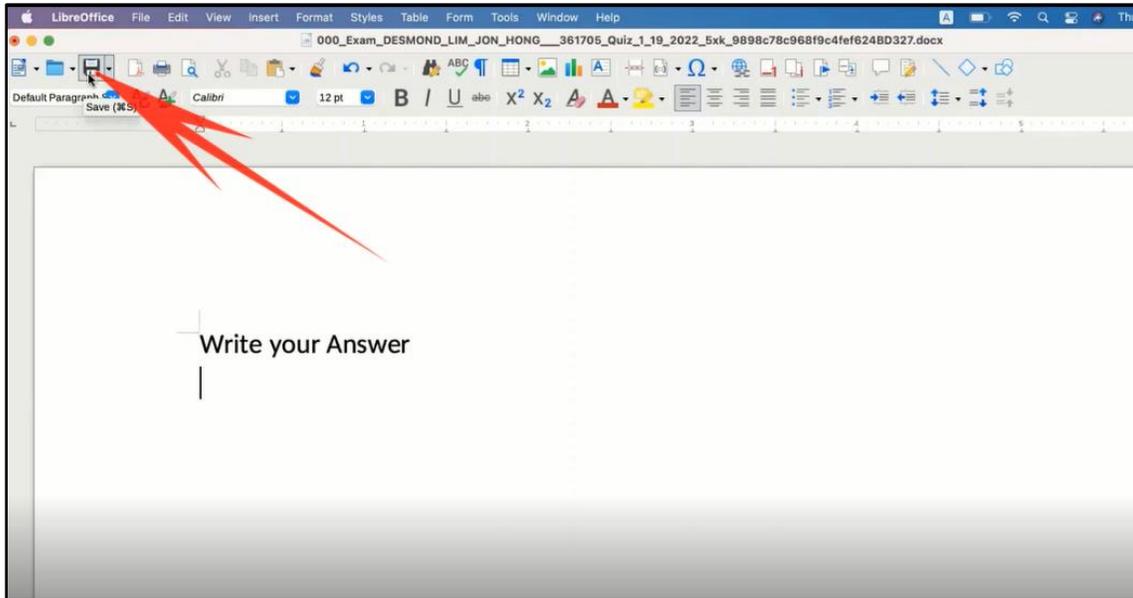
1. After login you can click on “Attempt Quiz now” -> start attempt to start the exam



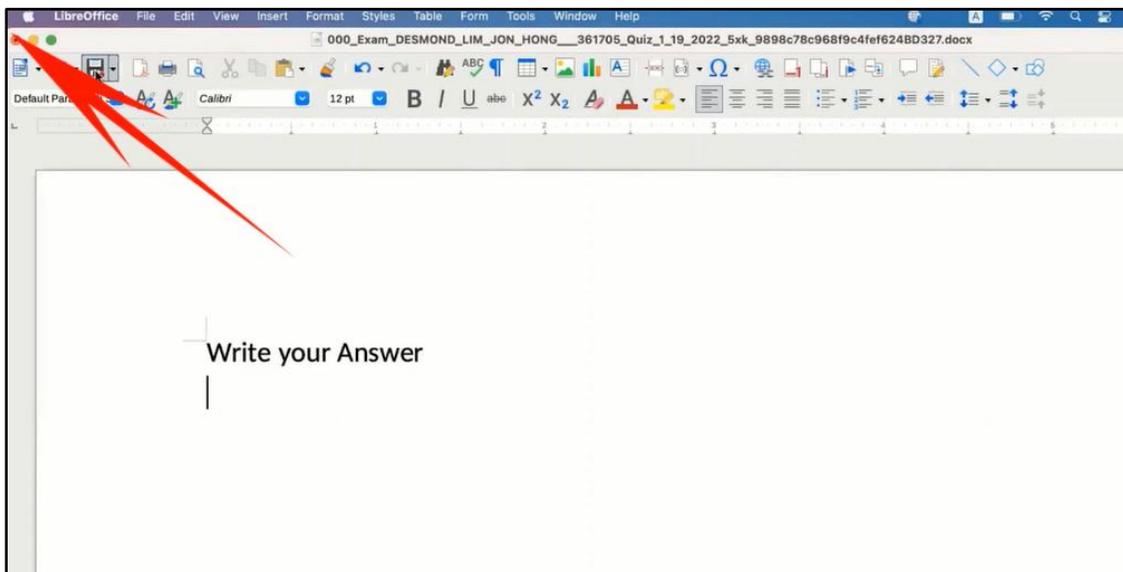
2. The timing will start, and you will be able to generate word/excel files or make private chat with the instructor. Access these options from there.



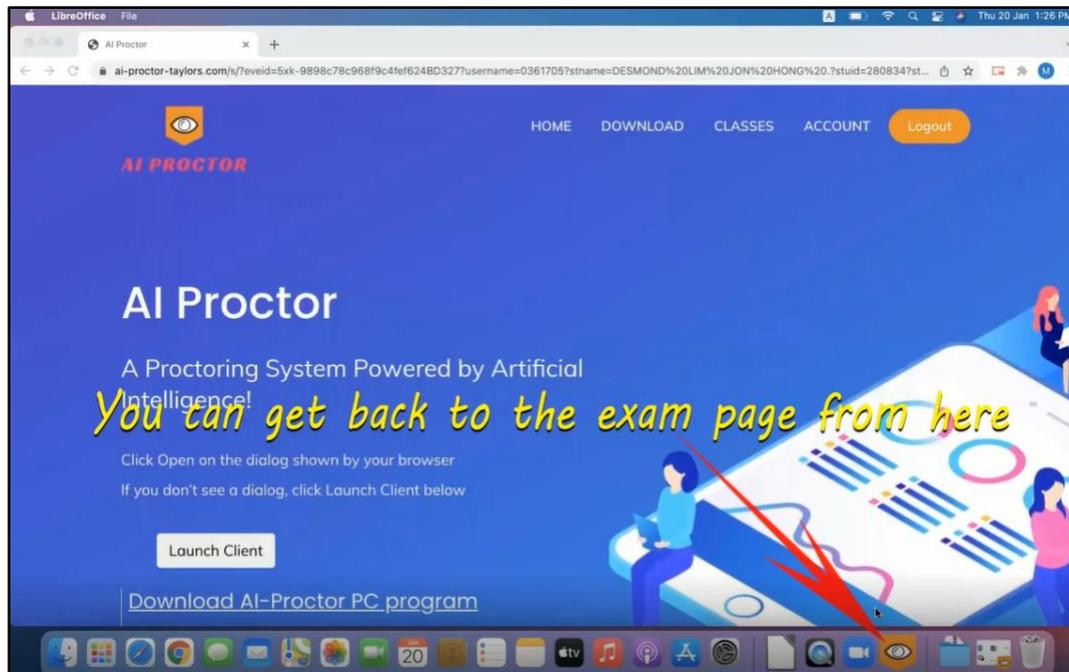
3. Generate a word/excel file then write your answer, then save and close it.
 - Don't use save as, use only save icon



- Close the file



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

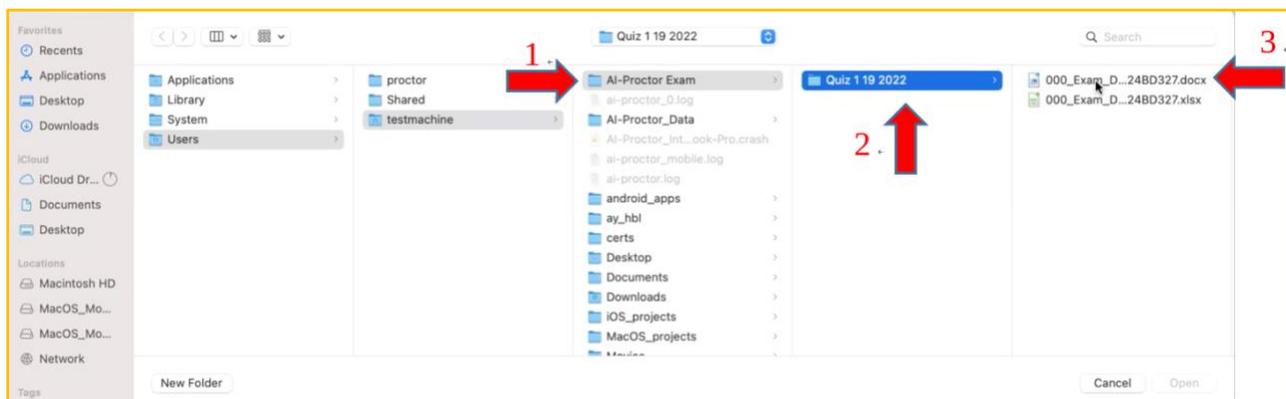


2.3.5 Upload and submit answer file

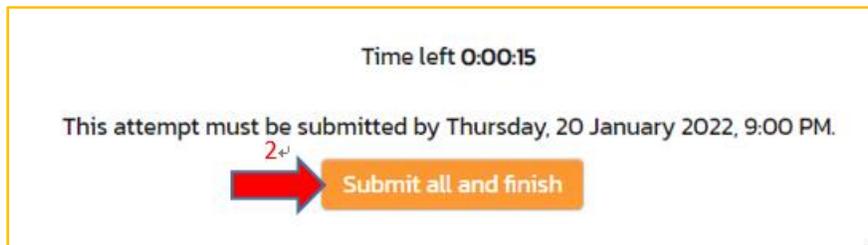
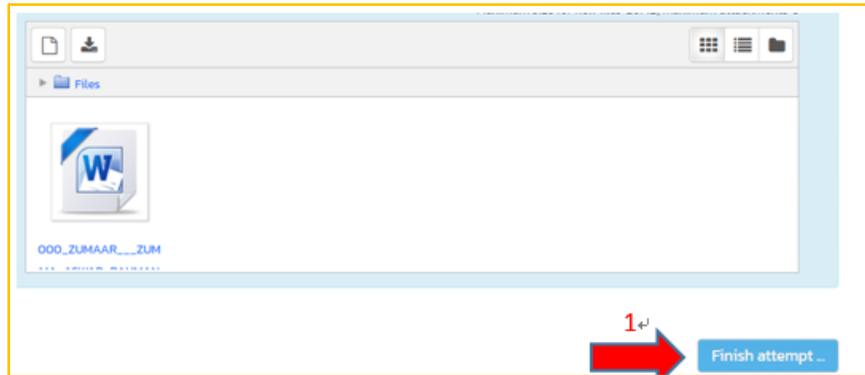
1. Upload the file to the exam page if needed from the upload button on the exam.

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

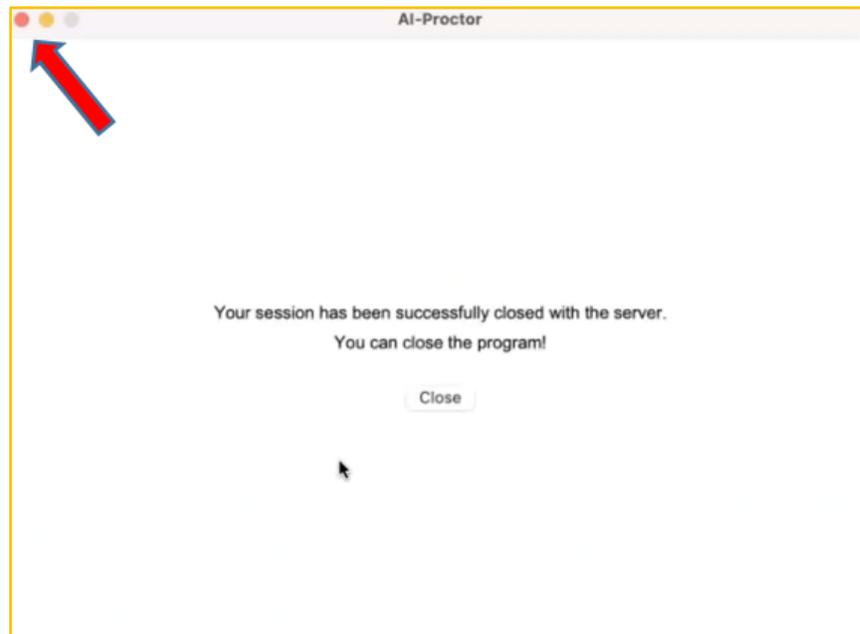
Note: “home directory” folder will be with the name of your device



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 3 OTHER RESOURCES

3.1 Installation video

3.1.1 Windows

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

3.1.2 MacBook (Mac OS)

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

3.2 Launching and taking exams using Ai Proctor

3.2.1 Windows 10

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

3.2.2 MacBook (Mac OS)

<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

g

End of Document