

Take an Opt-out Computerized Language Exam Remotely

(Temporary Solution)

Part 1: Make a Reservation for a Proctored Opt-out Test

1. On the **Lab Reservations page** click on **Opt-Out Exams**.
2. Click on the blue **Week** tab in the upper right corner.
3. This is the remote proctoring schedule for the current week (you can view future weeks by clicking on the blue arrow to the right under **Optout Exams** on the top left-hand side of the page).
4. Choose a day and time during the week (or in the future) to have your exam proctored remotely and send an email to the DLC requesting a reservation (include day, time and language exam requesting).

IMPORTANT: You are required to make the reservation at least 24 hours in advance to be sure that you and the proctor are prepared to proceed with the exam. The request must be sent to ucdlc@ucdavis.edu. *We can proctor multiple students at one session only if you cannot find an hour session for you alone.*

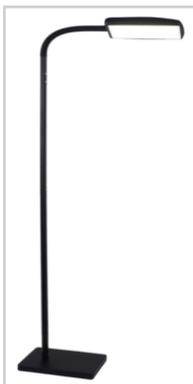
5. You will receive a confirmation email with an attachment explaining how to set up your testing space and what you need to do before the remote proctoring begins.

Note: Read additional information on the [Placement Exam](#) page.

Part 2: Set Up a Temporary Observation Device in a Quiet Room

1. Choose two devices (a phone/PAD device & a computer/laptop, or two laptops) which can connect to the Internet. One device (a phone/PAD device as the “observation camera”) is for the proctor to observe the testing environment and the other for the exam.
2. Connect the device for observation to the Zoom Meeting Room: <https://ucdavisiet.zoom.us/j/4070606225>. (1) Install Zoom application or plugin. (2) Click **Open Zoom** on phone, (3) Click **Join a Meeting**, and (4) Enter the Meeting ID (**407-060-6225**). **Note:** You may need to completely exit your browser, restart it and enter the meeting room. You can also download and install the Zoom Client Application on the observation device. Here is the download link: <https://zoom.us/download>. You may need to enter your login and password for the device, not the Zoom account.
3. Test the “camera” device and Zoom Meeting before your test session between 8PM and 7AM, open zoom meeting slots, or during weekends. Mount the device on a tripod, a tall stand, a stick/broom/selfie extension pole tied to a chair, or tape it to your bookshelf or even wall to ensure that you, your computer (laptop), and your desk appear on the device.

Reminder: Your proctor(s) should be in the room before you start the test(s).





Part 3: Examinees Viewing the Instructions (Video and/or PDF Guide)

- Go to the UC Davis Language Center **website** > **Students** > **Placement Exams** (<https://ucdlc.ucdavis.edu/foreign-language-placement-exams>).
 - Read the information
 - View the instructional videos or PDF Guides.

Part 4: Examinees Using Another Device to Take the Online Exams

- If the exam has audio, plug an ear bud or headphone into the device with a larger screen, laptop or computer which will access the tests in your browser.
- *(Optional) If having not done this, go to the UC Davis Language Center **website** > **Students** > **Placement Exams** (<https://ucdlc.ucdavis.edu/foreign-language-placement-exams>). (1) Read the information, and (2) View the instructional videos or PDF Guides.*
- Use **Firefox** for Chinese, Italian, and Japanese (CIJ) Tests in UCD Canvas or for all of the language exams offered at the DLC.
- Follow the steps in the video or PDF guide to access the **CIJ tests** in Canvas or **WebCAPE** on TrueNorth.