

Take an Opt-out Non-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.

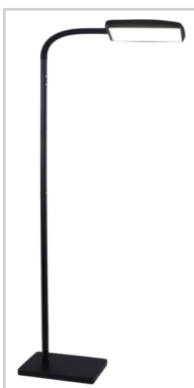
Part 2: Set Up a Temporary Observation Camera with Zoom in a Quiet Room

1. Choose one device (a smart phone or PAD device) which can connect to the Internet. This device (“observation camera”) is for the proctor to observe the testing environment.
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 admin 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: Take the Paper-Form Exams

1. Print out the electronic copy unless you use a digital pen and tablet to write on the computer.
2. Complete the exam.
3. Scan your paper and turn it into a PDF. If you don't have a scanner, read the following the instructions on scanning using an iOS or Android device found below.
4. Submit your PDF document to UCDLC@UCDAVIS.EDU.

Scanning on iOS devices

1. **DOWNLOAD:** In the App Store, download **Scannable** by Evernote (our recommended app for iOS devices). You can also download and follow a similar process with Genius Scan or another scanning app that produces high-quality PDFs.
2. **SCAN:** Open **Scannable**. Click the **three dots > Settings > File Type > PDF**. Then, click the **back arrow > Done**. Hold your phone above each page. The app will scan each page automatically as soon as it finds it. When you've scanned every page, click the **check mark**.
3. **REVIEW:** Review your scans. Make sure all pages are in one PDF. If your scans are blurry, see **Tips for Scanning** below. Name your file by tapping the file name next to the **PDF icon**.
4. **SHARE:** Click **Send**. Then, click **Mail** to email the scans to UCDLC and yourself or click **Share > Save to Files** or **Dropbox** (or another cloud service). You may need to scroll to find all the "Save to..." options on your phone.

Scanning on Android devices

1. **DOWNLOAD:** In the Play Store, download **Genius Scan** (our recommended app for Android Devices). You can also download and follow a similar process with another scanning app that produces high-quality PDFs.
2. **SCAN:** Open **Genius Scan**. Select the **camera icon** on the main screen. If you're scanning multiple pages, tap the **image icon** in the top right corner of the screen to switch to batch mode. Hold your phone above each page and click the **spinning circle**. Repeat for each page. The number in the circle will track how many pages you've scanned to the document. Click the **check mark** when you've scanned all your pages.

3. **REVIEW:** Make sure all your pages are in one document. Name your document by tapping the name file name at the top of your screen. Review your scans for legibility. If your scans are blurry, see **Tips for scanning** below.
4. **SHARE:** Select your document, click the **Share** icon. Make sure the **Format** is set to PDF. Then, click **Mail** to send it to UC DLC and yourself, click **Device Memory** to save it on your phone, or click **Google Drive** or **Dropbox** (or another storage option) to save it to the cloud.