

Proctoring Information for ONLINE and REMOTE Center Managers

The information below outlines the basics of the Math Kangaroo 2024 Online Competition facilitation.

Timeline:

- Competition date: March 20, 2025, or as shown in your account.
- Competition time: As shown in your center information on the manager's site.
- Ask your students **to access the proctoring online meeting room 15-30 minutes before** the scheduled test. Ask them **to be signed in with the name and grade on the screen** so you can easily identify them for attendance. Ask them to have their cameras on but the audio off. You, as a moderator, can mute everyone as well.

Logistics:

1. **IMPORTANT:**
 - You must have your own online platform that is good for at least 90 minutes in order to see/hear your students. Send your students a ZOOM (or other platform) link a week ahead of the competition and again 1 day before the competition. Ask them to make sure they have the platform application set up on their computers by the time of the test. E.g. [ZOOM download](#).
 - You do not need any proctoring platform if you proctor your online students in the classroom where you can see and hear them.
2. Let your students know they will receive an exam website, login and password by email the day before or the morning of their test. If a student needs help with accessing the test, here is an easy to remember test login and pass - you can share this with a student via private chat if needed (replace the yellow and green letters with numbers as you see on your roster in your MK manager's account (xyzpqr is student's ID number and GG is student's grade as a 2-digit number)
 - Website: <https://mathkangaroo.oasis-lms.com/>
 - Login: xyzpqr.mk2025gGG@oasis-lms.com
 - Password: xyzpqr
3. All online proctored students must access both platforms during the exam.
 - Students will log into the exam platform using the link sent via email by Math Kangaroo.
 - Students will connect with the manager via zoom (or other) using the link sent by a center manager (unless it's in the classroom where you can see/hear your students).
 - Students received the following tutorial video on [online testing](#).
 - Students can take the test on Ipads and be logged in the proctoring site on the same Ipad with camera turned on or test on Ipad sitting in front of the computer with a camera turned on and logged into a proctoring platform.
4. You can allow any student to start the exam if you see the student in your online proctoring platform with his/her camera turned on. The following video shows how a center manager will use the Math Kangaroo platform to proctor students.

NEW PROCTORING FEATURE EXPLANATION IN VIDEO

- We disabled the feature "Schedule Exam Admission" as this opens the exam to all students even the ones not in your proctoring room (individual or a batch admission is the best and safest option).
 - We would recommend not to use the lock feature but only in extreme cases of students' disturbance to others, dishonesty or students disappearing from the proctoring screen.
 - Make sure to click on the Refresh Status button often to see the most current students logins to exams.
 - You can share the manager's account (login and pass) with another proctor to share the *admit to exam* responsibility.
5. Introduce yourself and any volunteer you may have with you. Remind students about the rules: independent test solving/answering, no calculators, no walking away from the computer.
 6. If someone needs help – ask them to send you a private chat message. A parent can send a chat message to you as well if there is some technical issue you should know about. Make sure you set up a chat to be allowed with a moderator (a manager) and no other students.
 7. Students will have 75 minutes to work on the exam. Some may finish earlier.
 8. If you have a larger group of students, you can split them into groups and send them to breakout rooms, each with 1-2 proctors. You can create one empty breakout room to send there a student who has some tech issue and one of the proctors can follow and talk them through the issue.

9. Feel free to take a screenshot of any unusual situation you may observe during proctoring.
10. You can choose to have a short chat session after the test to let students debrief on how hard or easy or surprising the questions were. Only if you see all students are done with the test.
11. Do not record the session to respect students' privacy.

Absent Students:

- A makeup session for absent students is not required but if there was an emergency or a student was sick and you agreed to proctor the test the same or the very next day you are allowed to do it.

Have a wonderful time proctoring your students and remember to smile a lot – for many it's a stressful experience although exciting at the same time.

~Math Kangaroo Team