

MonitorEDU Faculty Instructions*

*For all schools except KVS, Insight, and Rocket



1. Scheduling an Exam

Exam Request Form: <https://monitoredu.jotform.com/251384201612042>

- **Reminders:** Testing is Monday- Friday 4/28-5/9 from the hours of 7am-4pm Central.

What to Fill Out in the Form:

- **Your Name:** Enter your full name.
- **Your Email Address:** Provide your email.
- **Phone Number:** Provide your contact number.
- **Preferred Contact Time:** Enter the times
- **Additional Contacts:** Who can we contact if you're not available.
- **School/Organization:** Enter KSDE
- **Course Name:** (ELA, Math, Science)
- **Exam Name:** ELA pt 1, Math pt 2, etc.
 - **Submit a separate request for each exam part.**
- **Start Time for Exam:** Specify the starting time.
- **End Time:** Set 30 minutes after the start time (this creates the start window for students).
- **Timezone:** Select Central.
- **Exam Length:** put NA
- **Estimated Students:** Enter the number of students.
- **Exam Platform:** Type the word Kite and provide additional steps if needed.
- **Lockdown Browsers:** Select Yes
 - Choose Other
 - Enter Kite
- **Exam Codes:** Type the words "Daily Code"
- **Allowed Materials:** Fill out appropriately. If the materials are built into the exam, please specify this under "List any additional materials"
- **Accommodations:** If there are any, you can put they are built into the exam
- **Final Notes:** Anything else you need us to know.

Click submit when finished.

2. On the Day of the Exam

MonitorEDU Assistance: If you need help, join here: meet.google.com/edx-heks-qox

For Students Without ID:

- We will have a new process in place, **more info to come**.

Photo Verification Process:

- **More Info to Come**
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Main Contacts

- **Candice and Delaney (Exam Coordinator):**
 - **Email:** candice@monitoredu.com, delaney@monitoredu.com
 - Handles scheduling, reports, and schedule changes.
 - **Kira (Associate Director):**
 - **Email:** kira@monitoredu.com
 - Answers questions about proctoring sessions.
 - **Immediate Assistance during the exam:**
 - meet.google.com/edx-heks-qox
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