

KSDE KSV & Insight MonitorEDU Student Instructions



Before Your Exam Begins

To help your exam go smoothly, please review the steps below and make sure **both devices are ready and tested before your exam time.**

Step 1: Be in a Room Alone

You must be in a **room by yourself** while taking the exam.
No parents, friends, siblings, or pets can be in the room during testing.

Parents may help you set up your devices and testing space before the exam begins. However, once the exam starts, **they must leave the room.**

Step 2: Clear Your Desk or Table

Your desk or table must be **clean and empty.**

Remove:

- papers
- books
- notes
- phones
- other electronics

Only blank scratch paper is allowed.

Step 3: Sit at a Desk or Table

You must take the exam at a **hard surface**, such as:

- a desk
- a table

You **cannot** test on:

- beds
- couches
- recliners

Step 4: Sit in a Chair

You must sit in a **regular chair** while testing.

You **cannot** sit on:

- couches
- beds
- bean bags
- chairs with large cushions

Step 5: Dress Properly for the Exam

You **must be fully dressed** during the exam.

Please remove:

- hats
- hoodies with the hood up
- headphones or earbuds
- watches or smart watches
- smart glasses

Step 6: Show Your Room to the Proctor

Before your exam starts, the proctor will ask you to show your room using your camera.

You will need to show:

- all four walls
- your desk or table
- above your desk
- under your desk

This is called a **360° room scan**.

Parent Reminder:

You may help your student set up the room and technology, but you cannot remain in the room once the exam begins.

Device Requirements

Step 7: Devices You Will Need

You will need **two devices** for your exam.

Device 1: Computer or Laptop

This device is where you will take your exam.

Your computer must:

- Have a working camera and microphone
 - Have a strong internet connection
 - Be plugged in or fully charged
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Device 2: Smartphone or Tablet

You will also need a **smartphone and or tablet with a working camera**.

Your 2nd device must:

- Have the Google Meet app installed 
- Have a strong internet connection
- Be fully charged and plugged in

Your phone or tablet will be used as a **second camera** so the proctor can see your **computer screen and workspace** during the exam.

Important

Both devices must stay connected to the internet for the entire exam.

If either device disconnects, your exam **may be paused or terminated**.

Please test both devices before your exam time to make sure everything works properly. [Testing Your Devices](#)

Step 8: Test Your Phone Placement

Your phone/tablet will be used as your **second camera during the exam**. Place your phone/tablet so the proctor can clearly see:

- **you**
- **your desk or workspace**
- **your computer screen**

Your phone/tablet should be placed **to the side of your desk**, not directly in front of you.



Important

Your scratch paper must be placed **between you and your phone** so the proctor can see them at all times.

Step 9: Watch the Setup Video

- [How to Set Up Your Room \(Vimeo\)](#)
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At Your Scheduled Exam Time

Step 10: Open the Proctor Link

On your computer, click the link below

KSDE KSV & Insight ([Connect to a Proctor](#))

Step 11: Agree to the Proctoring Policy

You will see the proctoring policy on the screen.

Read the policy and check the box to agree and continue.

Step 12: Watch the Instruction Video

Watch the short proctoring instruction video.

This video explains how the proctor will help you get set up.

When the video finishes, confirm that you completed the instructions.

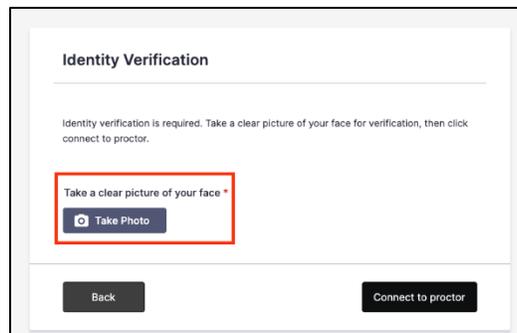
Step 13: Complete the Student Form

You will be asked to complete a short form.

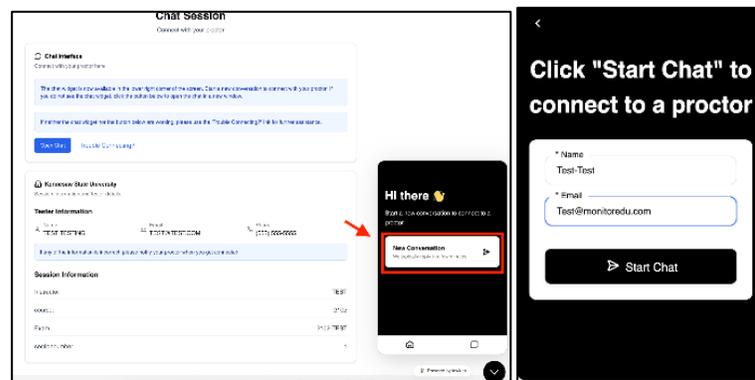
Please fill out all required fields.

You will also need to upload a photo of yourself.

Your computer webcam must be working for this step.



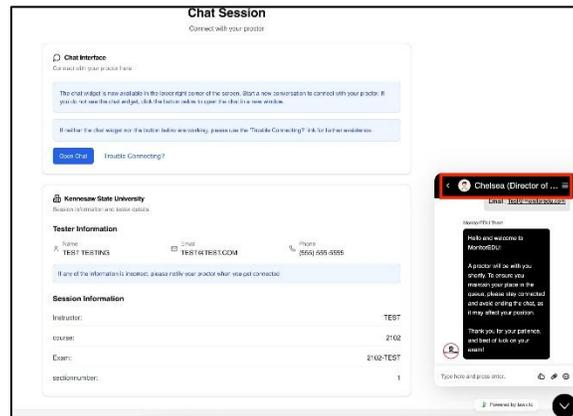
Step 14: Confirm Your Information and Start the Chat



Step 15: Wait for a Proctor to Join

Please remain active on the chat page until a proctor joins your chat.

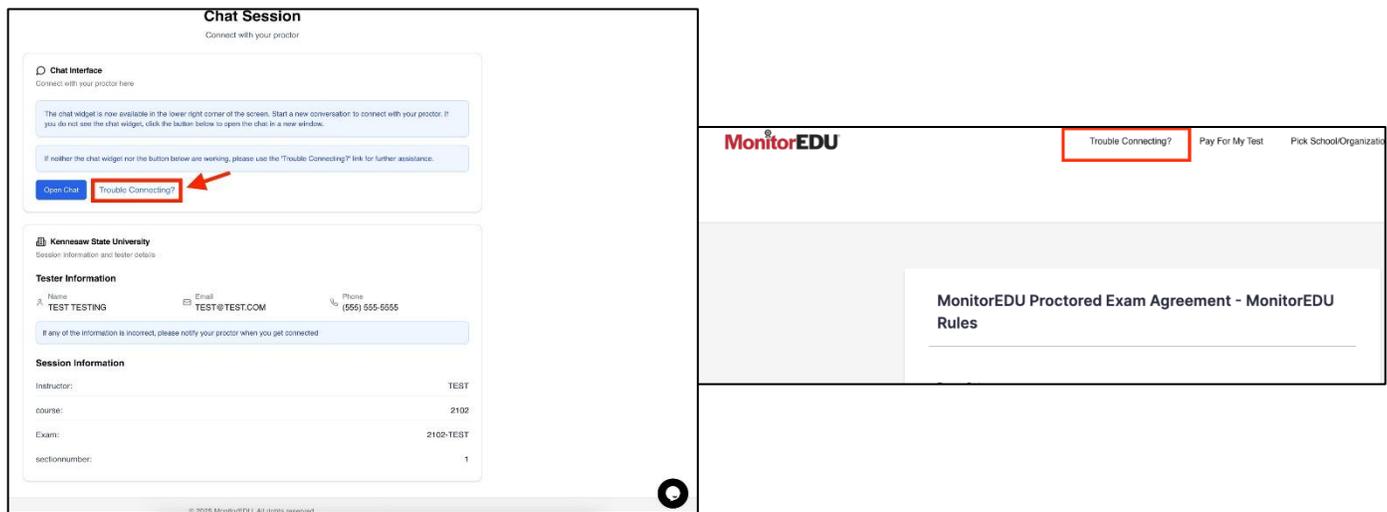
When a proctor connects, their name will appear at the top of the chat window, as shown below.



Step 16: If You Have Trouble Connecting

If the chat does not open or you experience any issues, click “Trouble Connecting.”

This will redirect you to a backup chat so you can still connect with a proctor.



Step 17: Follow the Proctor's Instructions