# Proctoring Process for Exam-Takers

## 1. Practice Exams

Prior to exam day, exam-takers complete practice exams to familiarize themselves with the software and take a self-approved snapshot photo that will act as a baseline image.

## 2. Exam Day Photo

On exam day, exam-takers take another photo and start the exam.

## 3. Offline Exam

Exam-takers complete the exam offline with audio and video fully recording.

## 4. Answer File Upload

After the exam is over, the exam-takers' encrypted answer file is uploaded along with encrypted audio/video file to a secure server.

## 5. AI Review

The audio/video file is run against an AI tool that marks ("flags") the timeline for any potential anomalies.

## 6. Human Review

A virtual, professional human proctor separately reviews the audio/video recording and flags the timeline for any potential anomalies, notating relevant observations.

## 7. File Provided to Exam Administrator

The audio/video file with timeline markings is then provided to the client for review.

## 8. Photo Review

The client reviews the snapshot photos to compare any anomalies in identity and makes any decision they deem relevant.

## 9. Review and Validate Flags

The client reviews the audio/video recordings and decides whether any flags, either AI- or human-created, merit further investigation or action.