# Online Summative Setup Using a Phone Camera.

ONLINE SUMMATIVE USING a PHONE CAMERA
USING ZOOM on a computer and on a phone:

The view here is from the second device (usually a phone)
The computer camera video is off and the phone video is on.  At the top you have
the option to hide the non-video views/squares, so only the images from the
iphone with students shown.   (The computer zoom is needed as a back-up, so
you can communicate with th students if their phone video goes off).
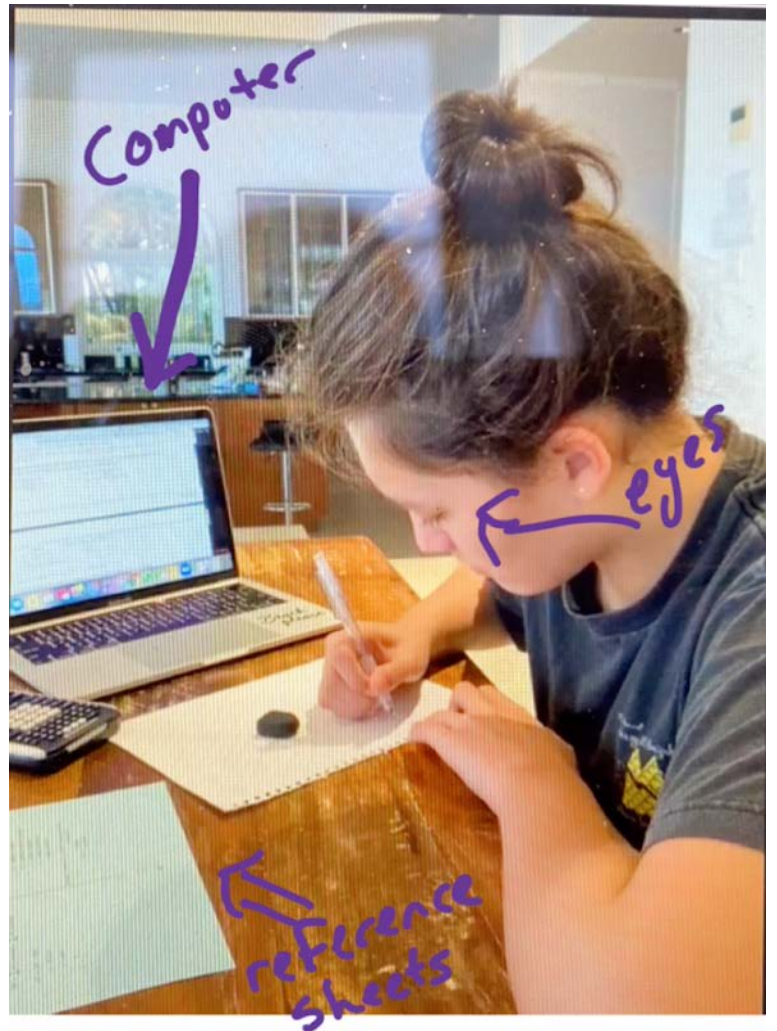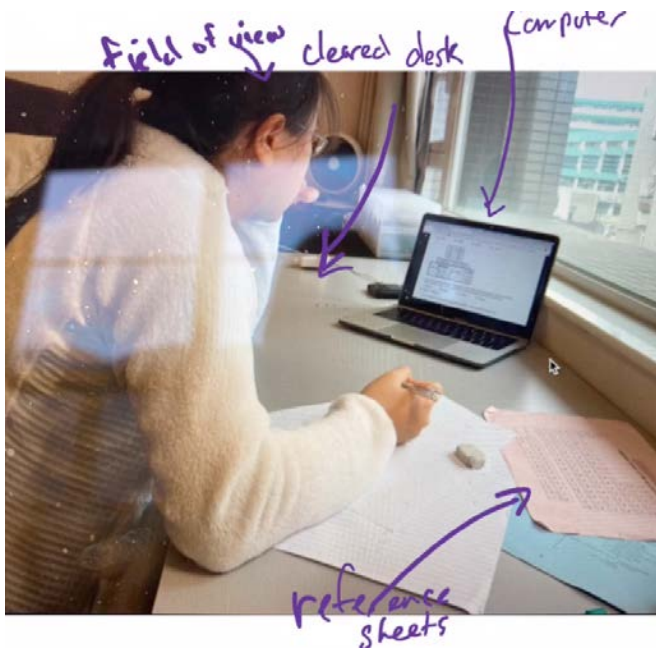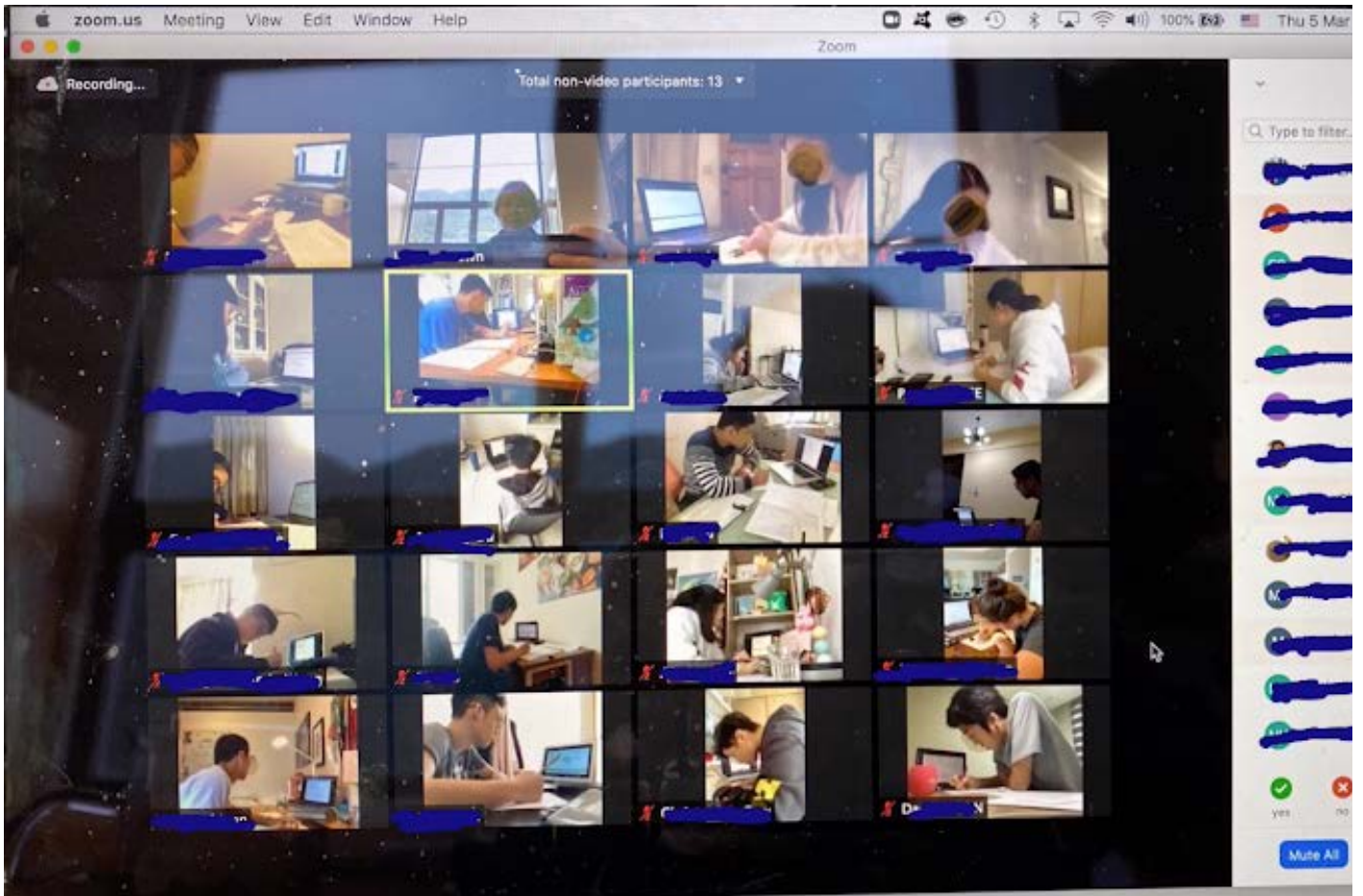
Using Zoom, I see images of all students. They have all signed on with both devices (computer and phone)  If the computer video was switched on as well, we would see double images of all students from two perspectives.
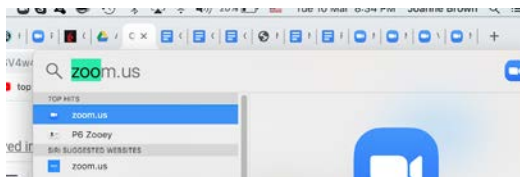
 Only the side view is needed from the phone, and much simpler to observe, so I ask them to turn off their computer video (only the phone video is on). When the proctor is "spotlighted" students see only the proctor image on their phone screen if they glance at the phone.  If the phone cuts out, they can still hear me through the Zoom on their computer, and can turn on that video if asked.  (All students are muted, and can be unmuted. Teachers can be muted or unmuted - as they give instructions, answer questions… Everyone hears all communications).

**ZOOM SETTINGS to ensure NAME ON IMAGES:** In your zoom app, make sure students images all have their **names**;

| | |
|---|---|
| 1. go to the search icon; top right corner | wn  Q  ☰ |
| 2 Type in "zoom.us" to access the app | |
| Scroll down to Preferences | zoom.us  Edit  Window  Help<br>About Zoom<br>Preferences...  ⌘,<br>Provide Zoom Feedback... |
| Choose "Video" | General<br>Video<br>Audio<br>Share Screen<br>Virtual Background |
| Click on "Always display participant name on their videos | Meetings:  ☑ Always display participant name on their videos |
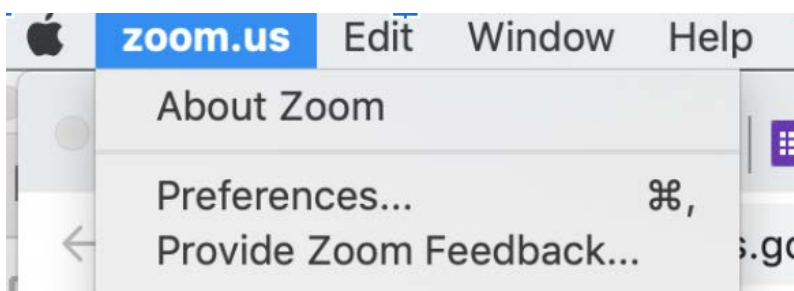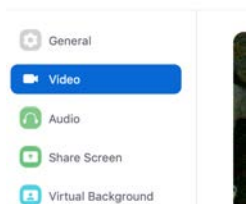
# Setting up TWO Zoom devices per student:

- To the Proctor: Please open your zoom personalized meeting room (students have the link)
- Admit students twice (with two devices, their computer and their phone).
- Ask students to turn off the video on their computer, so you only need to focus on the phone view.
- The phone view should be a "TRIANGLE" to show the computer and  the

- The phone view should be a "TRIANGLE" to show the computer and  the student, from the phone.  The space should show both hands, papers and calculator.  The desk should be clear of all other papers and books. See images below
- Proctor settings should have the proctor as "Spotlight" in the pull down menu.  Students will see the proctor image on their visual display.
- Tell students the session is recorded
- Before beginning the test, have all students, at the same time, hold up any reference pages in front of the camera of their phone:

  1. The front of the paper
  2. The back of the paper
  3. Blank paper - no notebooks

- Have all students pick up their phone and very slowly turn $90^O$, shift up, then down, turn another $90^O$, shift up then down, turn another $90^O$, shift up then down, turn last $90^O$, shift up then down
- Have students scan their desk.  - it should be clear of all materials
- Please check they are not wearing earphones or headphones

Have students put phones back, and look over the scene to give feedback on fixing height, distance….

Once set up,
Announce to students:

1.  *In order to trust the integrity of this test, please write the following statement at the top of your paper:   " I promise to uphold the integrity of this assessment" Signed….*

2. *After the test, you will be instructed to turn on your computer video, then use your phone to take photos of your work, create a PDF of those images and upload them to…  (a googleform or Schoology for easy access)*

3. *You can now check your email (or Schoology) for the form that has the test.*

**TEST DELIVERY:**
Students will receive the test as a secure googledocs / or school platform delivery (via email/form or on the platform like Schoology). After the test, the link can be disabled or Schoology link closed.  Students will send the PDF of their images from their phone (to the form or Schoology).   The form will also allow them to upload the PDF.

Specific Test Instructions - to be filled in by the teacher….

After the test:  Announce to students


1. *Turn on your computer video*
2. *Pick up your phone and*
     a. *Sit back in your chair and take a picture of your computer and the space around it.*
     b. *Take a clear photo of your periodic table and reference tables*
     c. *Number each answer page and take a clear picture of each page you are submitting. It is your responsibility to check the quality of each picture.*
     d. *Load all images into an app that makes a PDF (scannable, camscanner, Notes…)*

3. *Submit all work onto the Schoology dropbox*
4. *You may not leave until all work has been received  from all students. Thanks for your patience.*

NOTE:  unless all students write at the same time, different tests need to be made for each class.

# NOTE TO STUDENTS

Dear Students,
As we break new ground in assessing understanding from home, please be reminded that your integrity is something precious to be kept intact.  It is always very disappointing for teachers and peers to see someone cheating. It sends a message of lack of respect for not only learning, but the efforts of others around to promote learning.

In order to clarify expectations for online summatives, here are guidelines:

- Please make sure there are no extra papers around your desk (only the required periodic table and reference tables.  You will be asked to show those reference tables before you begin the summative, as well as a cleared desk or table.
- Please make sure you are working on separate paper (no notebooks).
- Please make sure that your phone is situated in an elevated position off to the side of you, or slightly behind you so that the camera can see you, your computer and both of your hands. It should be making a "TRIANGLE" between the phone, you/your hands and the computer. The view should be able to see both hands
- Please make sure you are using your calculator for calculations (not the computer or a phone)
- Please make sure that all windows are closed on your computer except the Schoology page/ or email where the assessment link can be found.
- (NOTE:  if you do not have a separate device like a phone for the zoom camera, you can use your computer (as we practiced in earlier quizzes) and the test will be scrolled down for you in a timely way.  You will not be allowed

  the test will be scrolled down for you in a timely way.  You will not be allowed to touch your computer and you will be asked to take a photo of your screen before and after the summative when the test is first posted (top of test) and after (at bottom of test) (and perhaps in the middle). (Unless we can use Lockdown on your computer)

- Please no eating during the test
- Please do not talk during the test (even as you are muted).

  Before the summative, you will be asked to move your phone around the whole work area.
  All zoom sessions are recorded.
  At this point, you are at 100% integrity with online school.  Please be aware of any behaviors that could lead viewers to suspect less than 100% integrity (it is hard to get that back, if ever).