



USER MANUAL

PROKTOR

English Version

Proktor Event
ver. 1.1.15

amanin.id

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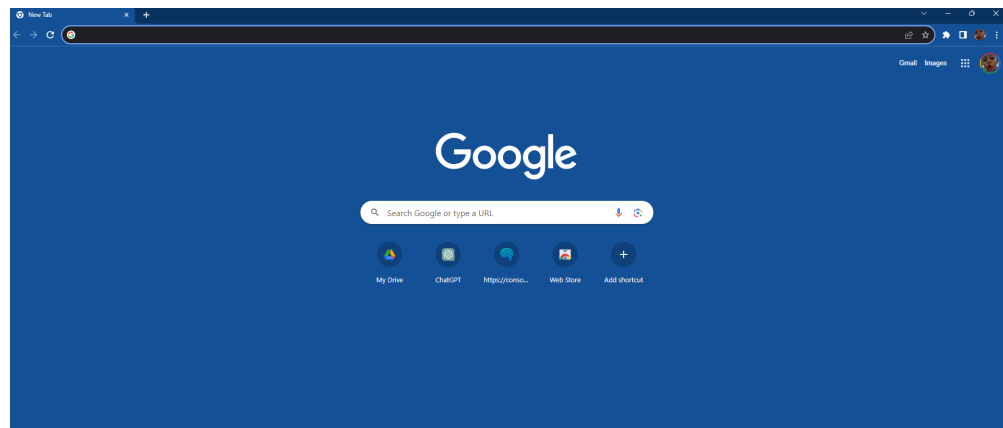
PROCTOR USER MANUAL

ver. 1.1.15

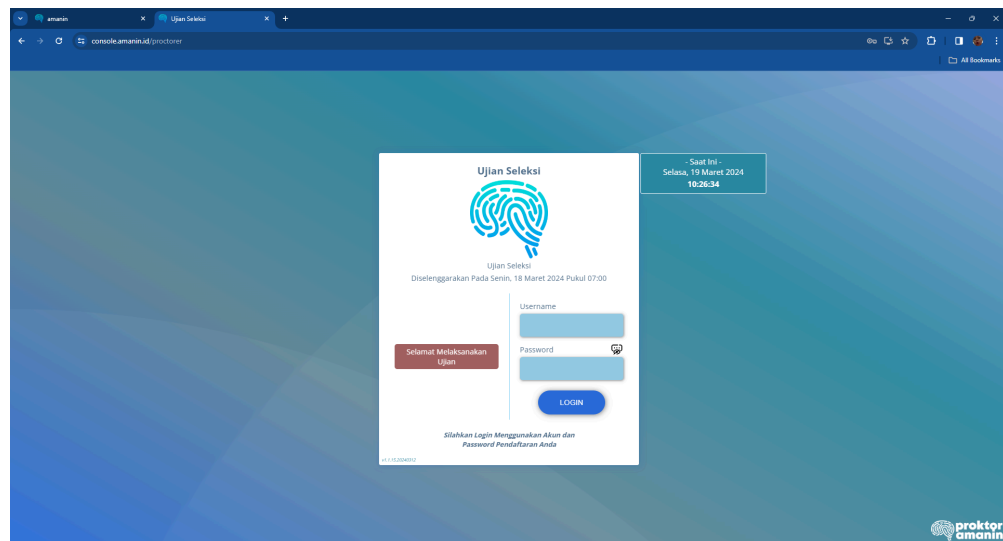


1. Login

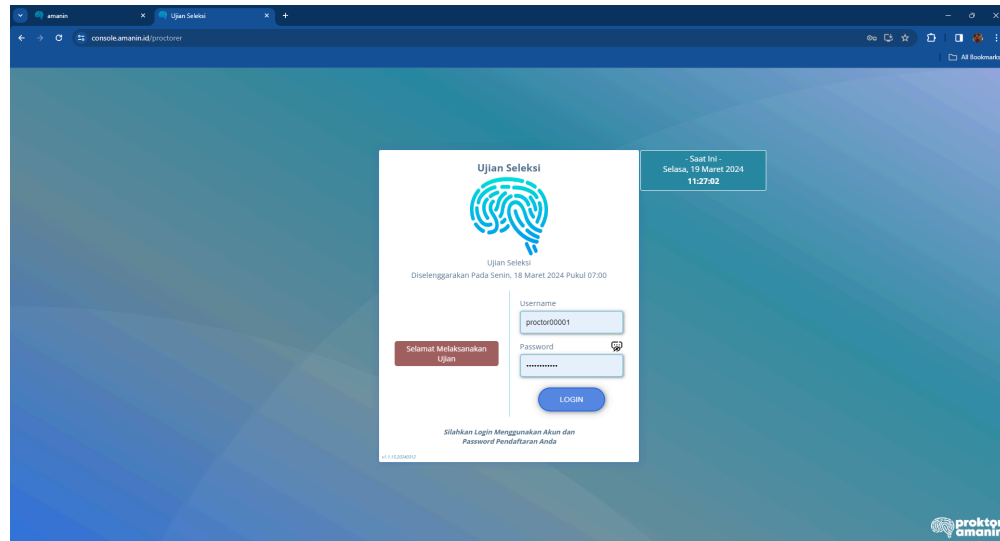
1.1. Open the Google Chrome web browser application



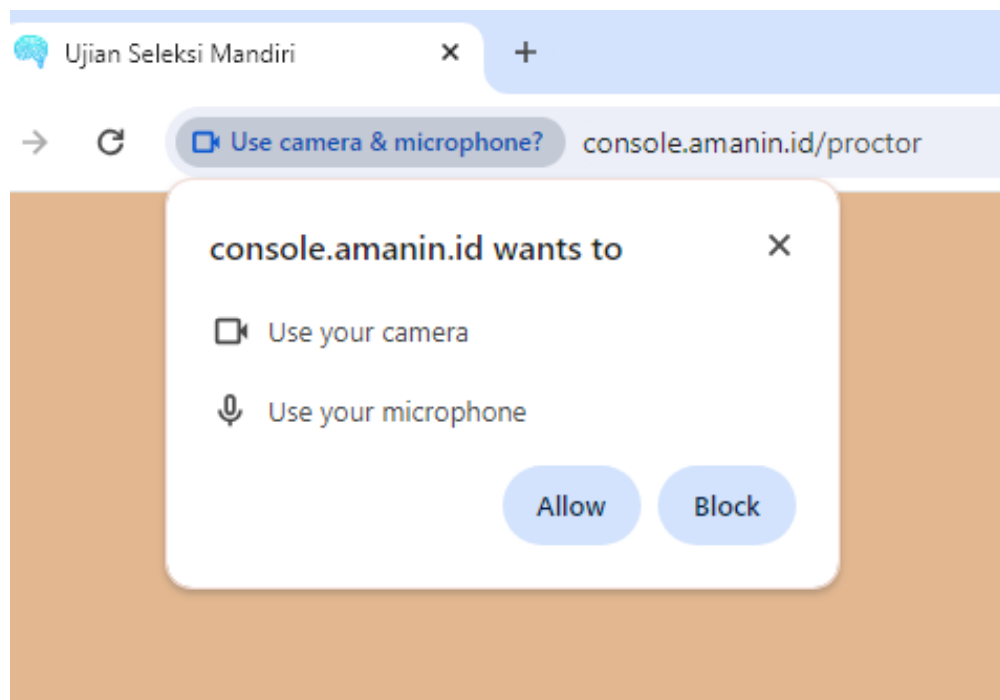
1.2. Open the online exam proctoring URL



1.3. Enter the username and password for proktor



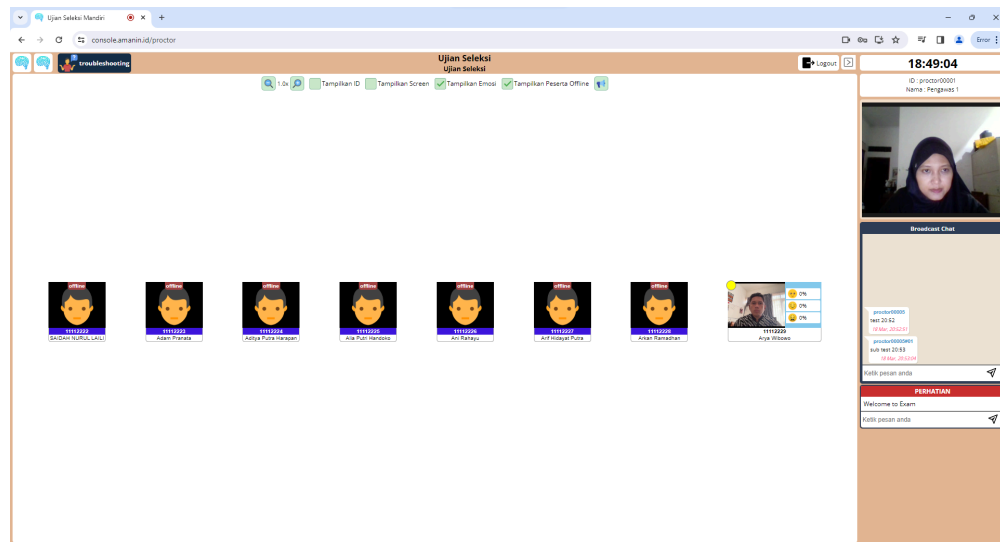
1.4. If you're accessing the exam proctoring URL for the first time, you will be prompted to enable the camera and microphone by Google Chrome. Click "Allow" to proceed.



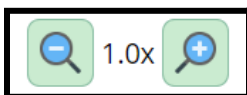
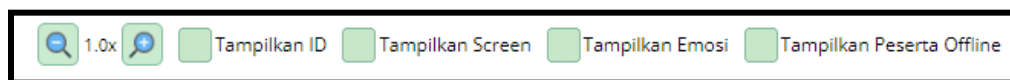
2. Exam Proctoring

2.1. Exam Proctoring Page

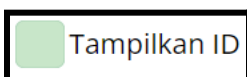
On the Exam Proctoring Page, you will see windows of the participants you will be monitoring, buttons for adjusting participant window display settings, a multicast message column, logout button, monitoring information, your webcam capture, broadcast chat window, and broadcast alert column.



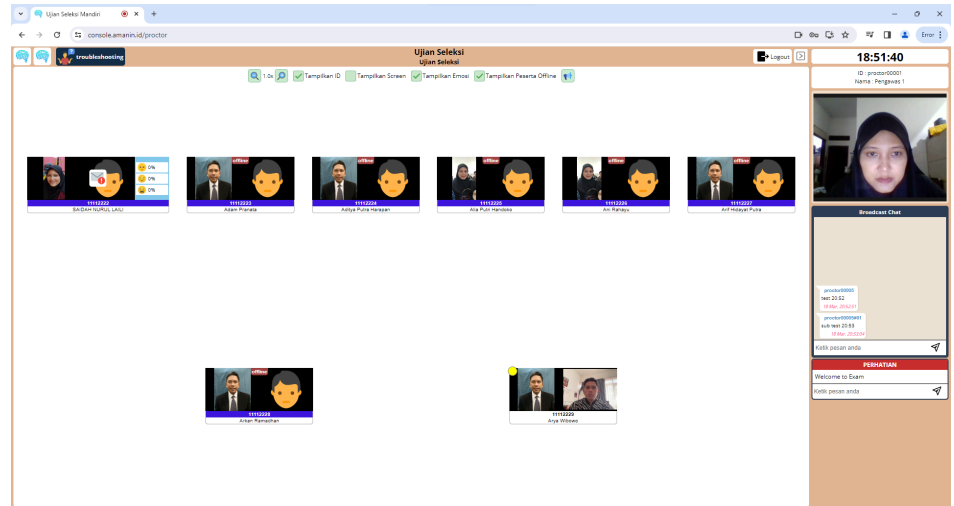
2.2. Participant window display settings buttons



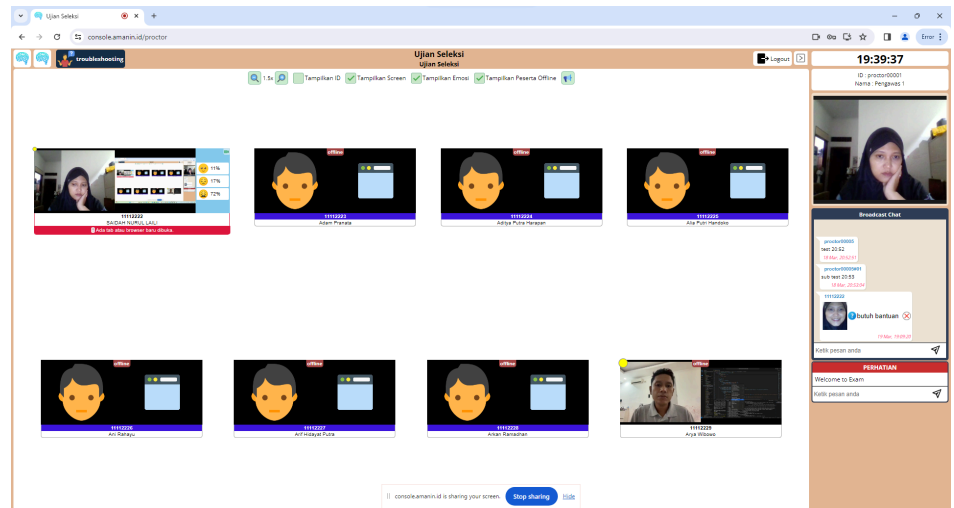
: To minimize and maximize the participant window screen size.



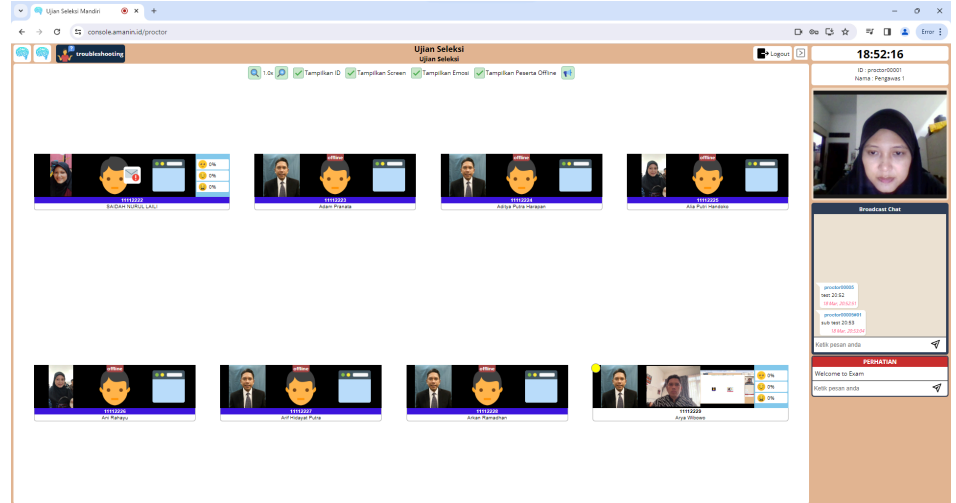
: To display the ID photo of each participant in the participant window, if checked, the following display will appear:



: To display participant screen capture and webcam capture, if checked, the following display will appear:

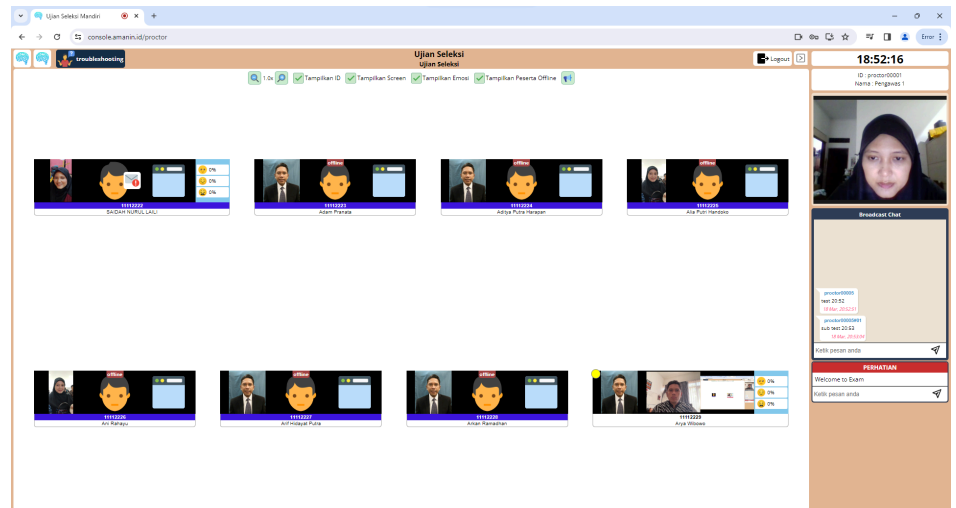


: Displaying the percentage of emotion from participants.

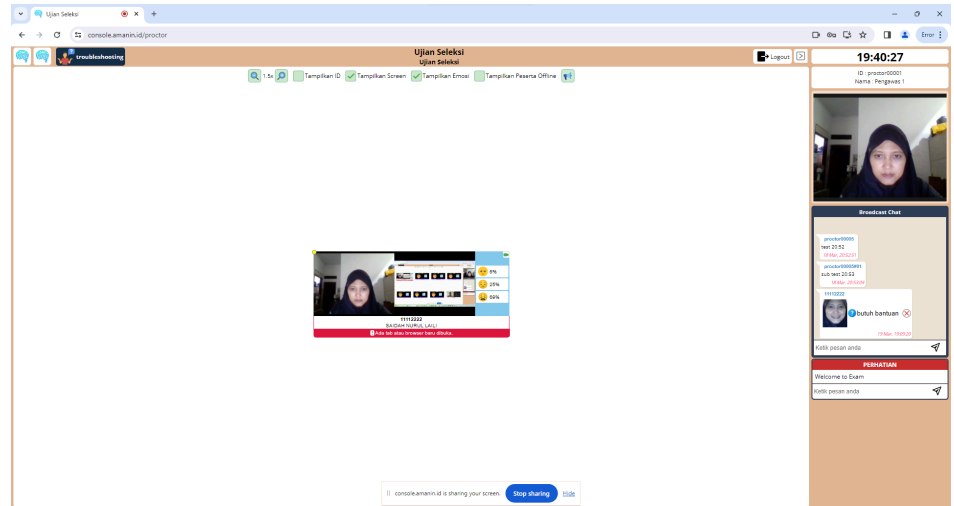


Tampilkan Peserta Offline

: To display all participants being monitored by the proctor, including participants who are still offline (not logged into the amanin proctor system).



If unchecked, the system will only display participants who are already online (logged into the amanin proctor system).



2.3. Sections of the exam proctoring page



: Collection of participant window setting buttons.



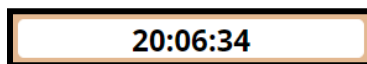
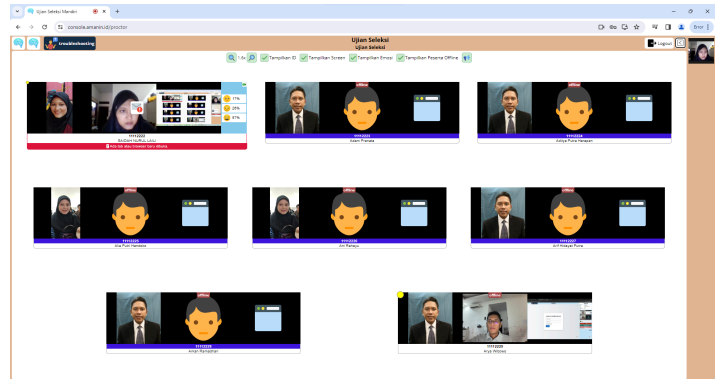
: Sending multicast messages. Multicast messages are messages sent through the message column to all participants monitored by the proctor.



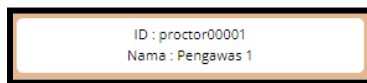
: Logout button from the amanin proctor monitoring system.



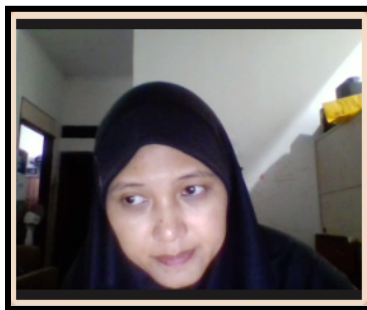
: Button to hide the entire right side of the monitoring page.



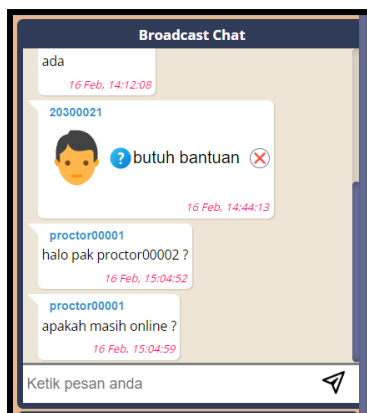
: Displaying the current time.



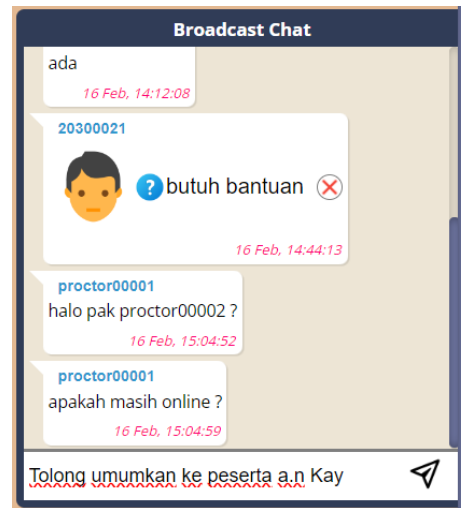
: Displaying proctor information.



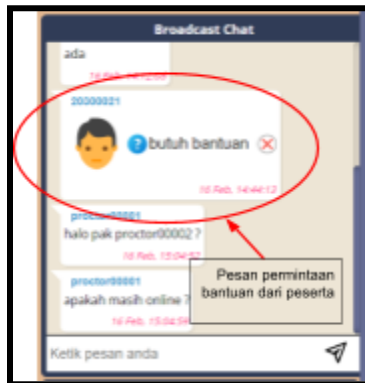
: Displaying the view from the proctor's camera.
This image will be sent to all participants.



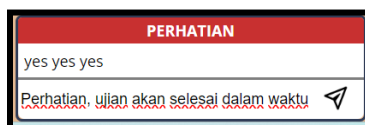
: Broadcast chat. Assistance requests from participants will be displayed in this column. Proctors can also send messages to other proctors in the Broadcast Chat message column.



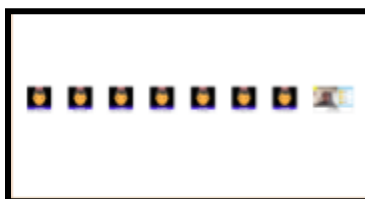
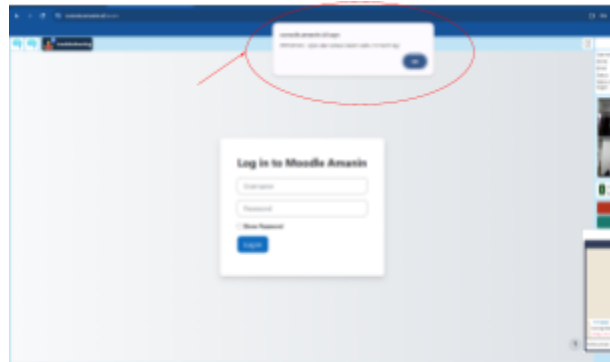
Request for Help:



: Notification of help requests from participants. If clicked, it will open a window with detailed participant information. You can send private messages to participants to find out what their problems are.

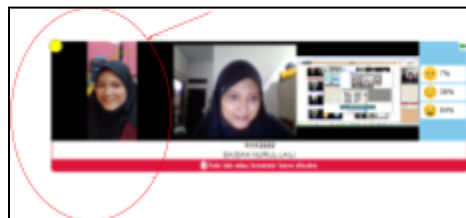


: Broadcast Alert. Proctors can send announcements to all participants, not just the ones they are monitoring. Participants receive Broadcast Alerts through notification announcements, not through message columns like on Multicast Message. Below is a **Broadcast Alert** notification on the participant's side:

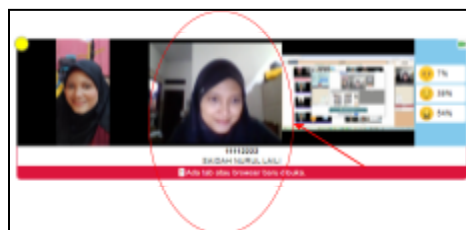


: Participant Windows

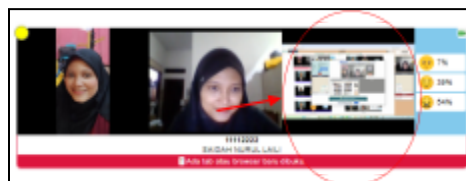
2.4. Participant window description



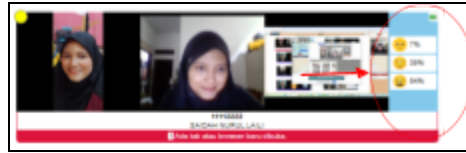
: The highlighted area displays the participant's ID photo.



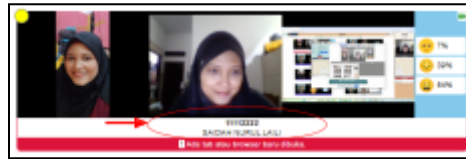
: The highlighted area is the participant's webcam capture.



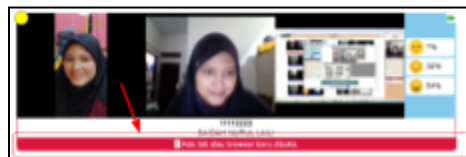
: The highlighted area is the participant's screen capture.



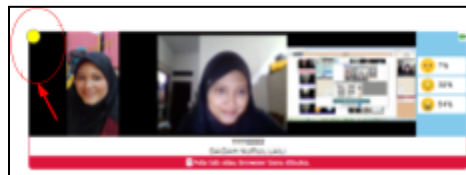
: The highlighted area is the participant's emotion percentage.



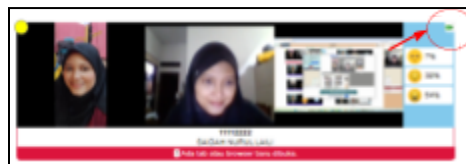
: Showing the participant's username and name.



: Showing warnings of suspicious activities performed by the participant.



: The circle in the top left corner may have different colors, based on the result of the participant's face validation. **Green > 60%, 60% > yellow > 50%, 50% > orange > 40%, 40% > pink > 30%, 30% > red > 20%.** After confirmation, the circle in the top left will become smaller.



: Video stream indicator, indicating live participant video streaming. If there is no indicator, it means there is no live video streaming.

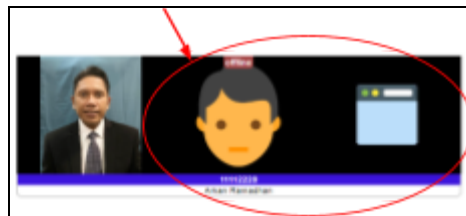




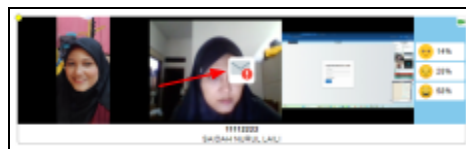
: If the word "offline" appears in the middle top part of the participant's window, it indicates that the participant is offline (not logged into the amanin proctor system).



: The blue line on the username indicates that the participant's status is invalid (has not undergone the validation process or the result of the validation process is failed).



: If the participant's webcam capture is an illustration of a face and the participant's screen capture is an illustration of a screen, it means the participant has never logged into the secure proctor system.

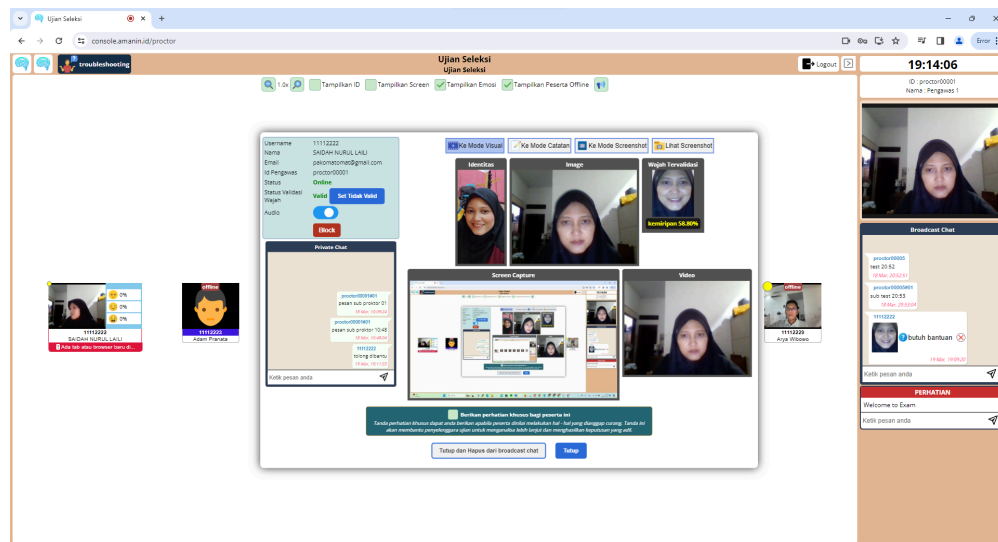


: The envelope icon in the middle indicates the presence of a private message from the participant.

3. Exam Participant Monitoring Details

3.1. Exam participant details information

To find out detailed information about a participant, you can click on the participant window you want information on.



3.2. Sections of the Participant Monitoring Window

Username	20300001
Nama	Adam Pranata
Email	adam.pranata005@gmail.com
Id Pengawas	proctor00001
Status	Offline
Status Validasi Wajah	Valid Set Tidak Valid
Audio	Block

: Contains information about the exam participant.



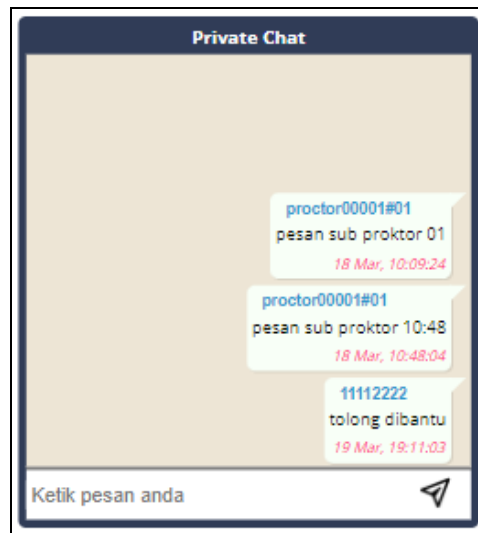
- : To set the validation status of the participant to either invalid or valid according to their validation status at that time.



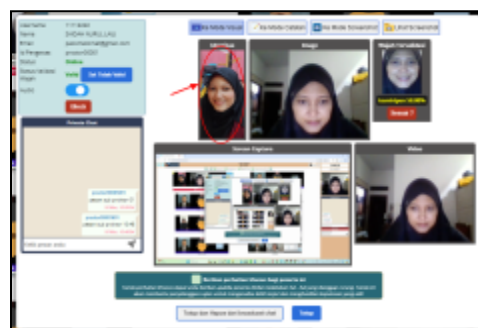
- : To block a participant. Blocked participants cannot undergo face validation. Proctors can also unblock participants.



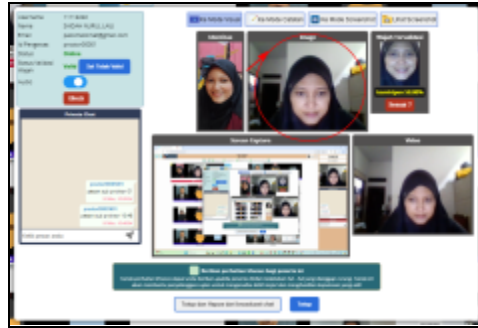
- : To turn on or off the audio function. If turned off, proctors cannot listen to the participant's surrounding voice.



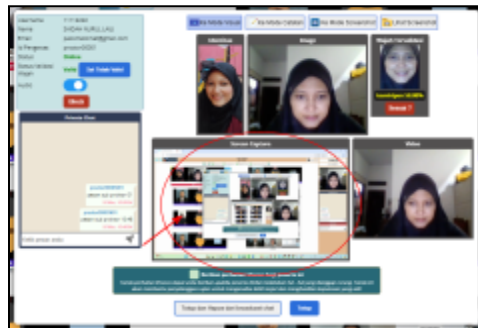
- : Private chat column with the participant.



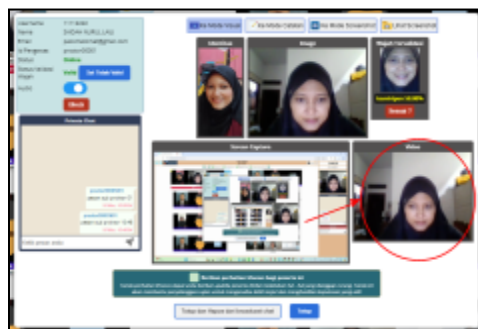
- : ID photo.



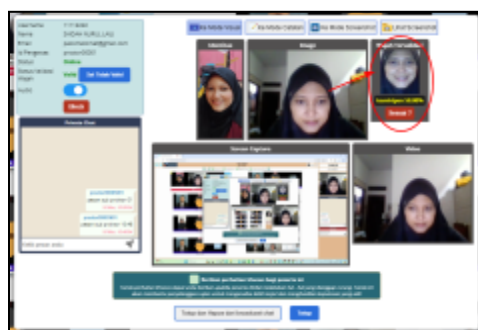
: Participant's webcam capture, changes every few seconds.



: Showing the participant's screen capture, changes every few seconds.



: Displaying live participant video streaming.

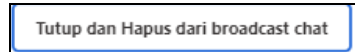


: Displaying the participant's validated photo, similarity percentage, and validation confirmation button.

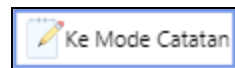


: This button is used to mark participants who are deemed suspicious for further analysis. The mark will appear on the

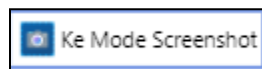
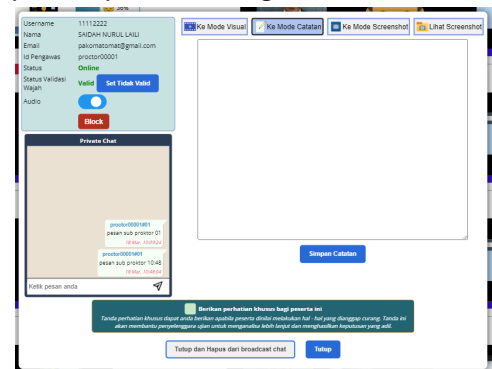
participant's name in the amanin proctor administration section



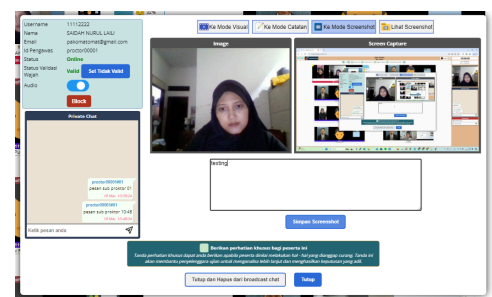
- : This button is to assist Proctors when bombarded with Help requests in the Broadcast Chat. You can close the view of the participant's Help request who has been helped by clicking this button.

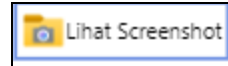


- : To save notes about the participant during the exam.

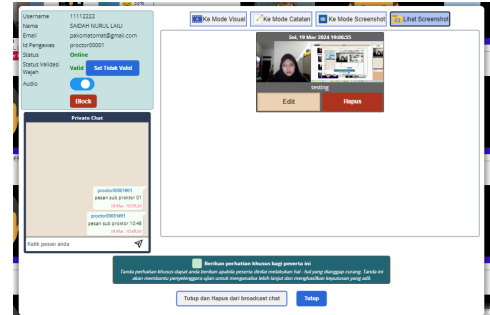


- : To save screen capture screenshots of the participant's computer screen. You can add notes to the screen capture. During the exam, you can save multiple screen captures. The results will be shown if you click the View Screenshot button.





- : To view and edit the results of the screen capture screenshots of the participant's computer screen.



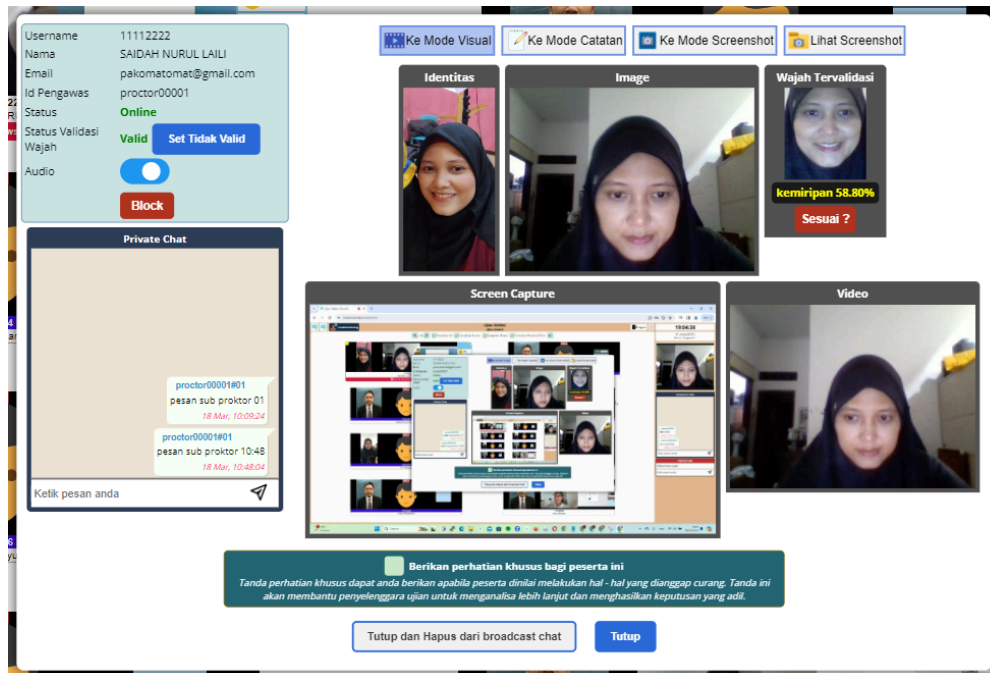
- : To close the participant monitoring window.

4. Types of Proctors

There are several types of proctors overseeing participants. The type of proctor can be distinguished by the username used. Each proctor monitors a number of participants set in the **Exam Configuration** in the Amanin Proctor Administration. Here are some types of proctors in the Secure Proctor system:

a. Main Proctor / Proctor Supervisor

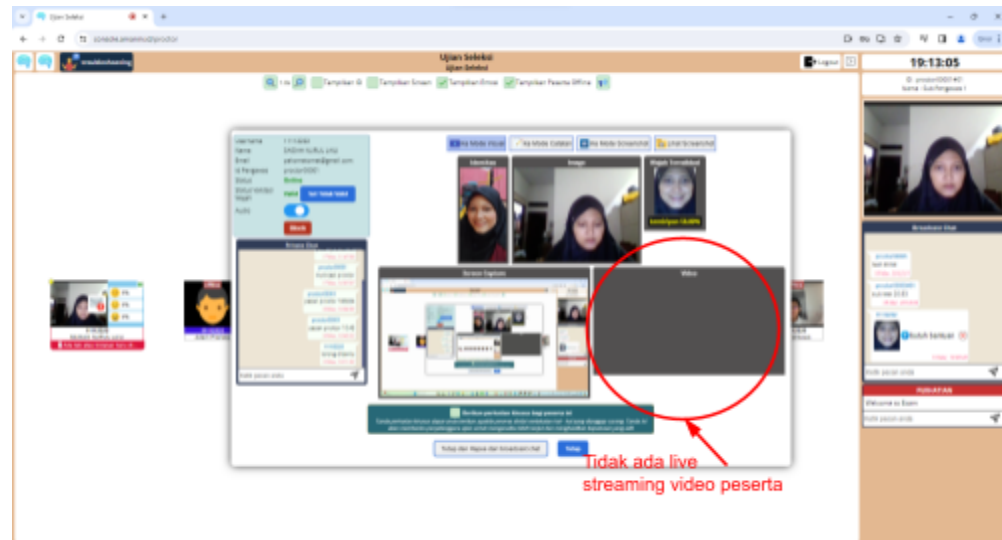
Main proctors are responsible for monitoring and overseeing the participants. Main proctors are marked with usernames starting with the word "proctor" followed by a number, for example, proctor00001, proctor00002. The number is adjusted according to the settings in the Exam Configuration. The main proctor will display live streaming videos of the participants.



b. Sub Supervisor / Sub Proctor

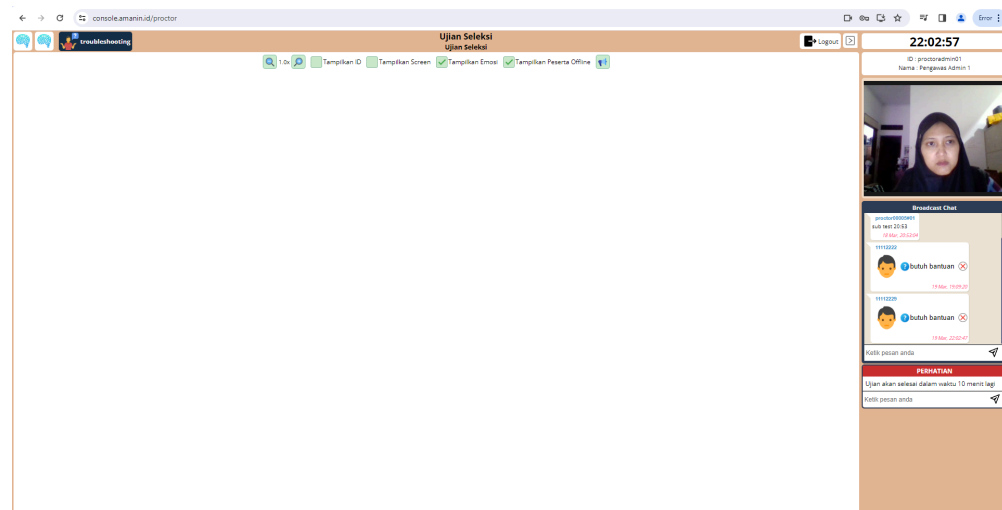
Sub proctors assist the main proctors. Main proctors can be assisted by several sub-proctors. Sub-proctor proctors are marked with usernames starting with the word "proctor" followed by a number indicating the main proctor being assisted, followed by "#" and a number. For example, proctor00001#01 is the first sub-proctor for proctor00001, and proctor00002#02 is the second sub-proctor for proctor00002.

Sub-proctor proctors do not display live streaming videos of the participants. However, the live streaming indicator will still appear in the participant's window while the main proctor is online. If the main proctor is offline, the live streaming indicator will disappear.



c. Admin proctor

Admin proctors have limited functions. In the Exam Monitoring window, Admin proctors do not display participant windows.



Admin proctors can only send Broadcast Alerts, respond to participant help requests in Broadcast Chat, and send messages between proctors in Broadcast Chat.