

Student Guide: Post-Exam Review with Constructor Proctor

This article explains how to write an exam with the post-exam review. With this proctoring type, a human proctor will review a recording of all exam sessions and mark any violations of exam rules.

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Before the exam

- Make sure that the browser to be used during the exam is supported and up to date.
- Change OS security settings to allow access to the webcam and microphone:
 - [On Windows](#)
 - [On macOS](#)
- Prepare the workspace to write the exam.

Start the system check and authentication process

1. Sign in to your CHIMA account.
2. Click on the link provided by CHIMA through email to access the exam.
3. Review the NCE instructions and the Canadian College of Health Information Management NCE online proctoring system terms and conditions. Once you have read through the terms and conditions, select the 'Mark complete' button to continue to the NCE.
4. On the NCE page, click 'Start Quiz/ Commencer le test'. Candidates will be redirected to begin the system check and authentication processes. Select 'Continue' to be redirected to the proctoring system:

Constructor Proctor session required

To continue, you will be redirected to an Constructor Proctor session.

cancel

continue

5. Accept the Terms & Conditions, then click **Continue**:

To proceed to the system check and authentication process, please agree to the below statements.

☒ I accept the Proctoring System Terms and Conditions and I agree that during the test, video with my image will be recorded

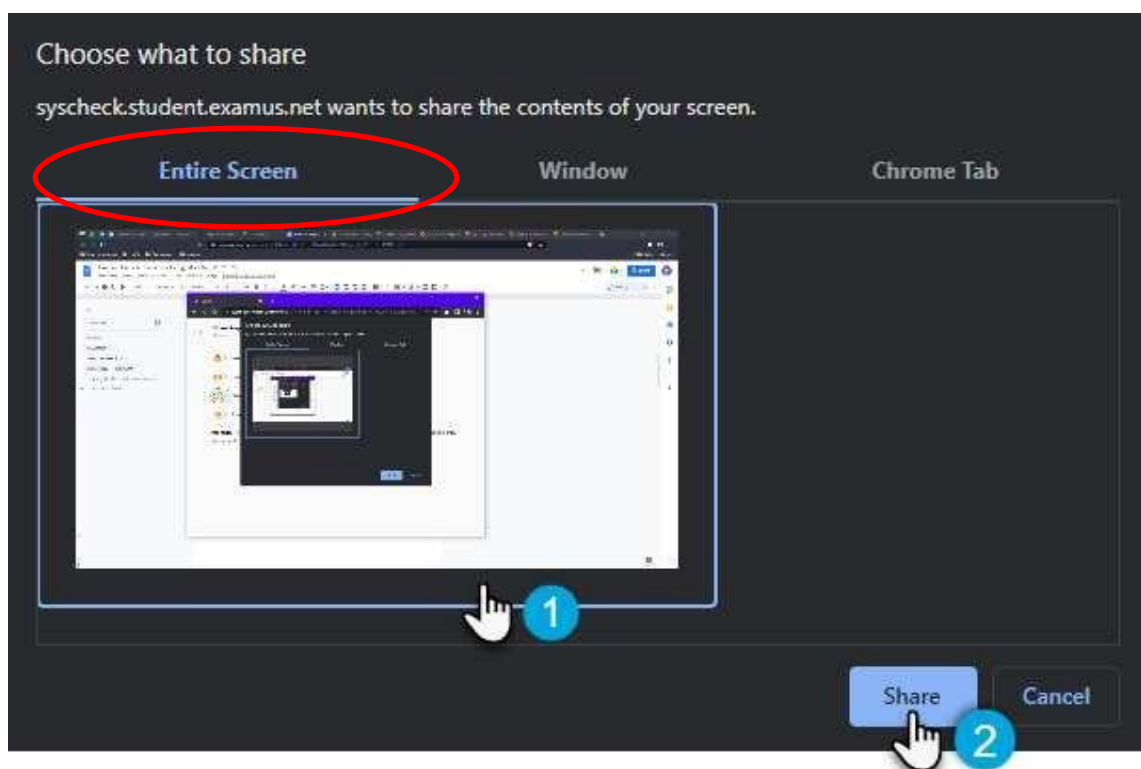
☒ I accept the personal data processing agreement

Continue

The computer's camera, microphone, and screen sharing will be tested during the system check.

System Check

1. Select the option in the 'Entire Screen' window (1) and click **Share** (2):

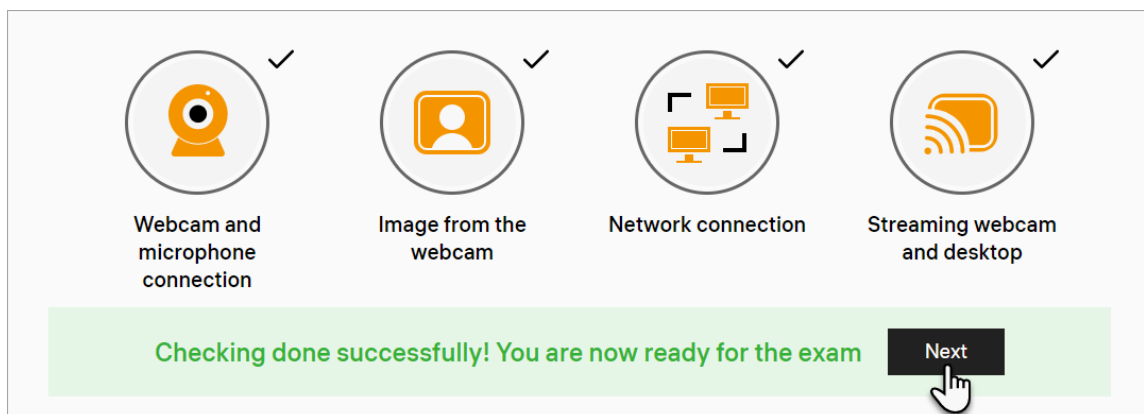


2. Click **Allow** in the pop-up window to grant access to the camera and microphone to the proctoring app:



The microphone and webcam will be recorded until the end of the exam or until the tab is closed.

3. Wait until the four steps of the system check are complete and click **Next**:

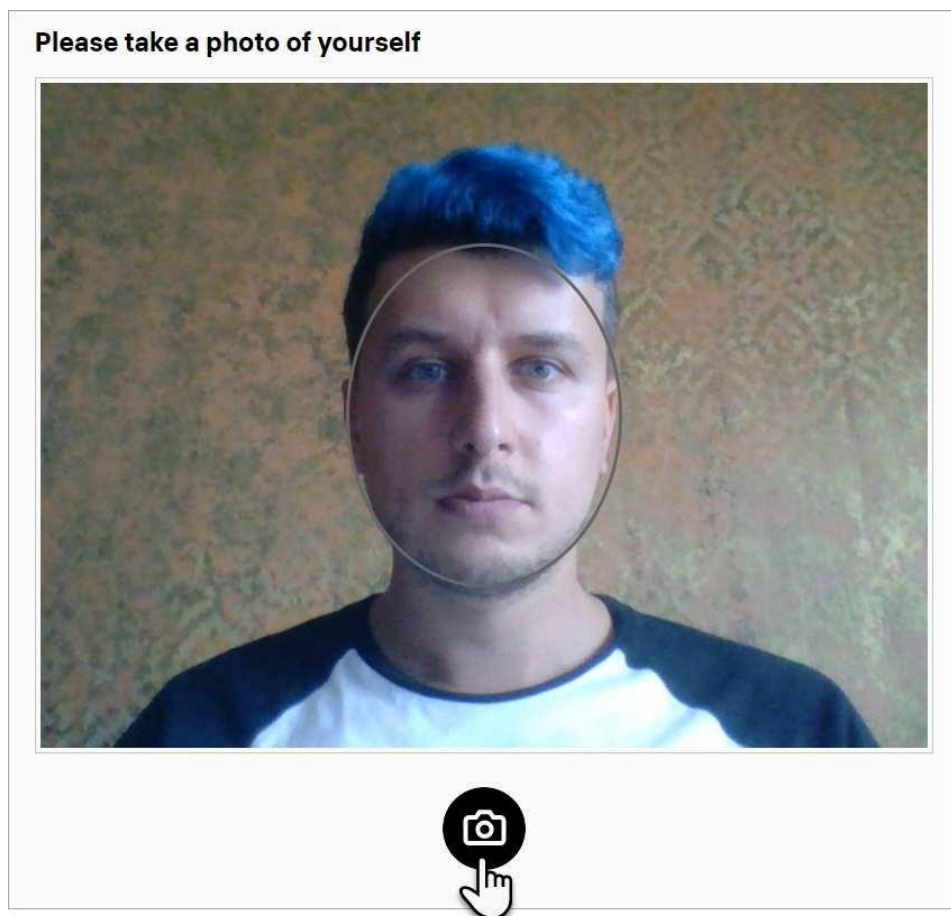


- If any of the steps fail, follow the recommendations in the troubleshooting guides:
 - [Webcam and microphone connection](#)
 - [Image from the webcam](#)
 - [Network connection](#)
 - [Streaming webcam and desktop](#)

- If you have questions or experience issues during the system check, contact our support team via email at support@constructor.tech or leave a message on our [support portal](#).

Authentication process

- After the system check is complete, candidates are required to take a picture of themselves to authenticate their identification. Candidates must position their face in the frame and click the button to take the picture:



- Next, candidates will be required to take a photo of their identification. Position the identification in the frame and click the button to take the picture.
- Following the identification authentication, candidates will be asked to pick up their laptop or webcam to complete a scan of their room and desk:

Please pick up your laptop or webcam and spin 360 degrees to show the room

- The candidate will be redirected to the exam platform to begin the exam after the photos are uploaded to the server.

Review instructions

Read through the instructions before beginning the exam.

Welcome to the NCE proctoring demo - (EN)!

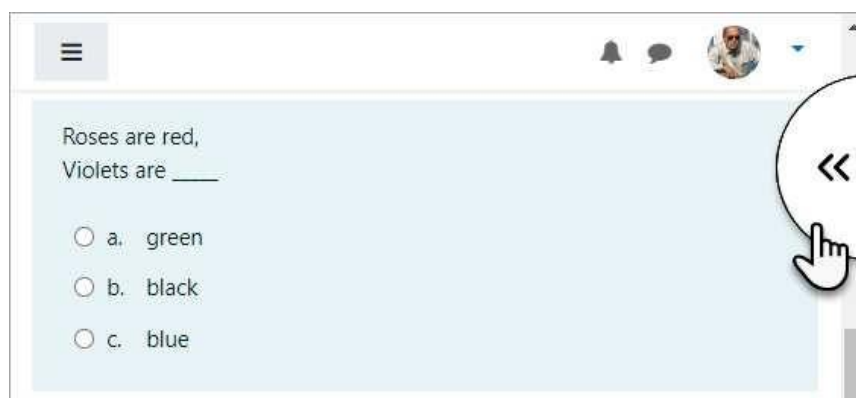
Please read the following information carefully before you proceed to the demo.

Navigation in the exam:

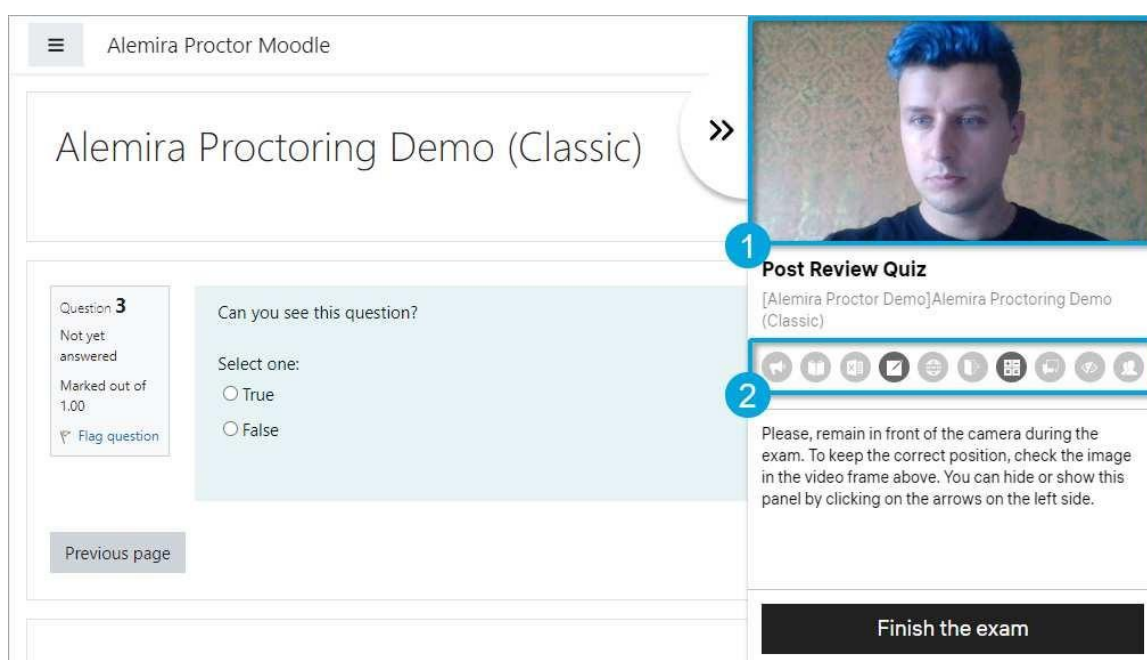
Start now	To start the examination, select the start now button. The exam timer will start to count down.
next	Select the 'Next question' button to go to the next question.
previous	Select the 'Previous question' button to go to the previous question.
Finish exam	Select the 'Finish exam' button to submit the active exam before the allotted time has expired. Once selected, the exam will no longer be accessible. This button is available on the last question of each exam.
	The navigation table is a summary of all questions of an exam. Questions do not have to be answered in the order they appear, at anytime questions can be selected in the navigation table.. Descriptions: ◦ Solid blue box: Active/selected question ◦ White box with black check mark: Question has been answered ◦ Gray box: Unanswered question ◦ Orange bar: Question is book marked for review, can be used for answered and unanswered questions Select double arrow button pointing left to hide the question summary Select double arrow button pointing right to unhide the question summary
	Select the pin button to book mark a question to review at a later time. When

During the exam

- During the exam, open the proctoring side panel by clicking the double arrows:



- On the side panel, the webcam image (1) and exam rules (2) will appear:



- Exam rules are a list of allowed (in black) and forbidden (in gray) actions during the exam. Hover the mouse cursor over one of the icons to see what rule it represents:



- The exam session will be monitored by artificial intelligence (AI) that will notify you about behaviour that is not allowed during the examination. There will be corresponding warnings on the bottom left side of the screen:

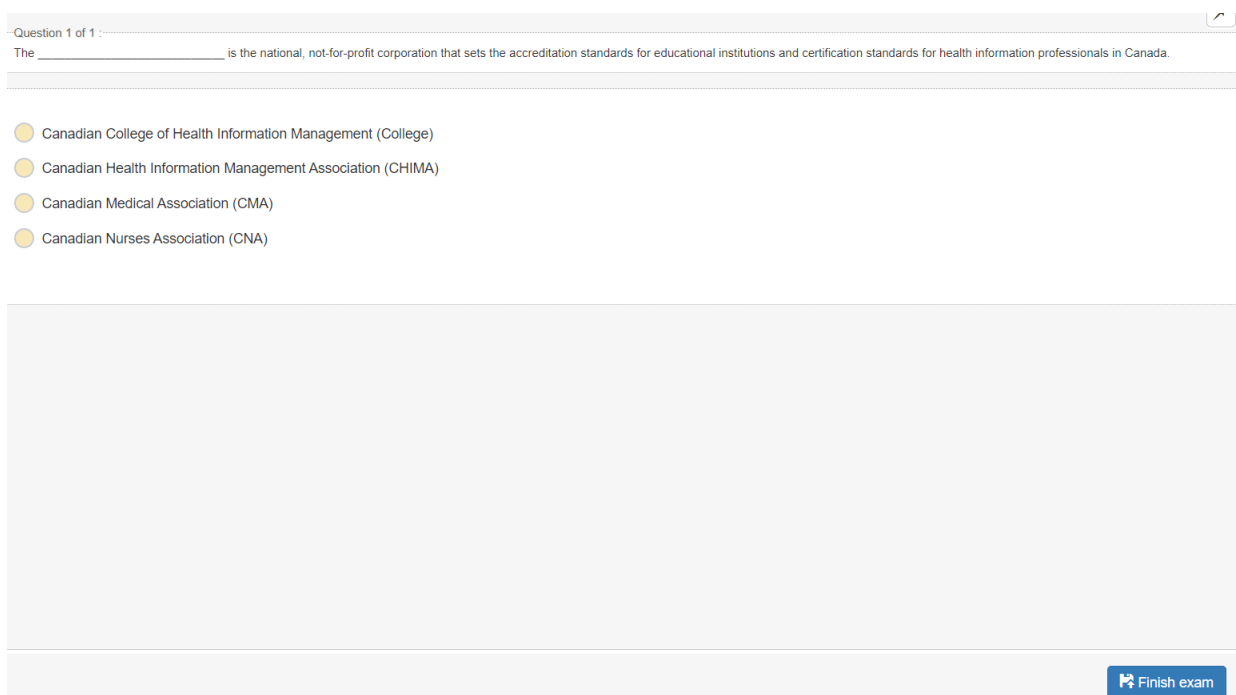


AI is an auxiliary tool. The final decision on whether the exam was taken fairly is made by the human proctor.

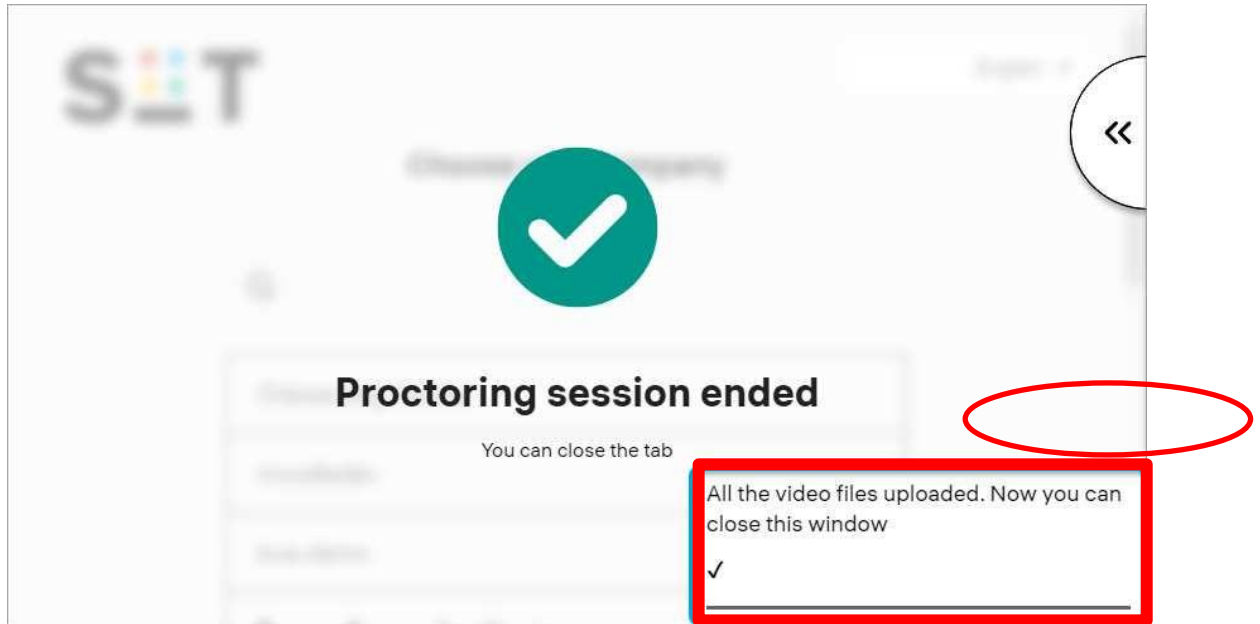
Finishing the exam

When candidates are ready to finish the exam:

1. Select the “Finish exam” button on the bottom right side of the screen:



2. Wait for a message saying that all video files were successfully uploaded:



Once the above message appears, candidates can close the browser. The recording of your session will be reviewed and graded by a human proctor.