



# BNSF AutoProctor Information

*AutoProctoring is a program that utilizes an ID card scanner and LCD webcam monitor to proctor students taking examinations. AutoProctor will proctor examinations by electronically monitoring/recording students taking examinations which require proctoring. Proctoring is a federal requirement for numerous certification examinations.*

Below is a summary of the AutoProctor process:

## **Upon Entering CBT Course Menu:**

### **AutoProctor checks for scanned ID**

- If ID is present the student may choose to keep the current ID or rescan
- If ID is not present student will scan ID or if more than 6 months has passed since last scan
- AutoProctor starts webcam test
- Student accepts monitoring agreement and verifies that the webcam is functioning properly

***AutoProctor will guide the student through the process. Please review each message before continuing on.***

### **After a successful Scan and Webcam test:**

- Course sets the examinations for auto-enrollment once all required modules have been completed.

### **Examinations:**

- AutoProctor is launched and the webcam is tested before each examination
- Random snapshots are taken and uploaded to a secure server after each examination
- The examination is set to pending until it has been **validated**

### **Validation of Exam:**

- ***Each exam is audited for validation by the Technical Training Center***

### **IMPORTANT:**

**Examinations may be invalidated for the following reasons:**

- Incomplete ID scans
- Not recognizable in webcam – verify you are in full view of the webcam
- Webcam obstructions – check that the webcam does not have anything placed over it
- Hats and sunglasses not removed
- Use of cell phones
- Resource assistance – unauthorized paperwork, unauthorized individuals, etc

**Is your picture not in full view?  
The webcam can be adjusted by turning  
or tilting the monitor until you are in full  
view.**

