

# IRIS Invigilation

## IRIS Student Instructions

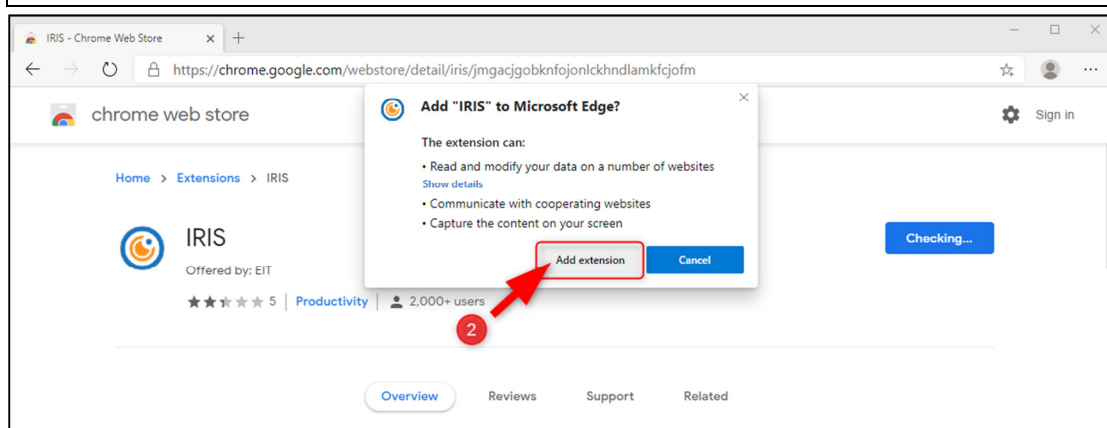
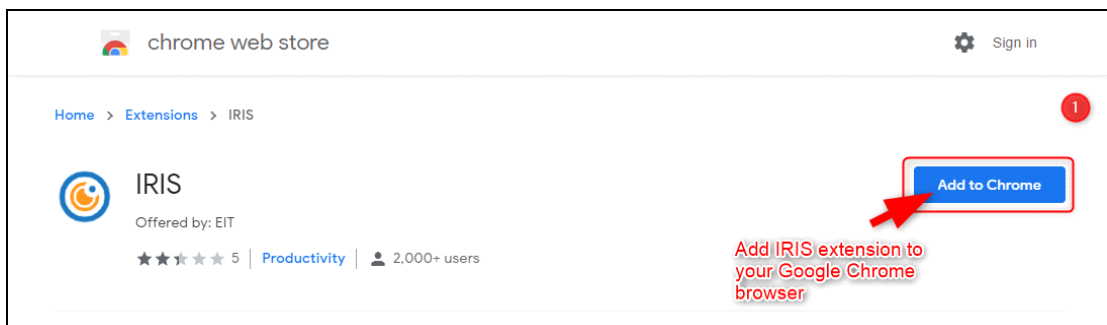
### Student Instructions for using Intelligent Remote Invigilation System (IRIS)

#### Requirements:

1. Download the latest version of the Microsoft Edge or Google Chrome internet browser. The IRIS extension will **only** work on these browsers and **must** be used for all assessments. Latest version of [Microsoft Edge](#) or [Google Chrome](#)
2. Now you need to download the IRIS extension onto your computer. If you're using Chrome, you can download from the Chrome Store. And if you're using Edge, you can actually download from either the Chrome Store or Microsoft Edge store.

Download the IRIS extension [here](#) through the Google Chrome Web Store

Download the IRIS extension [here](#) through the Microsoft Edge Web Store

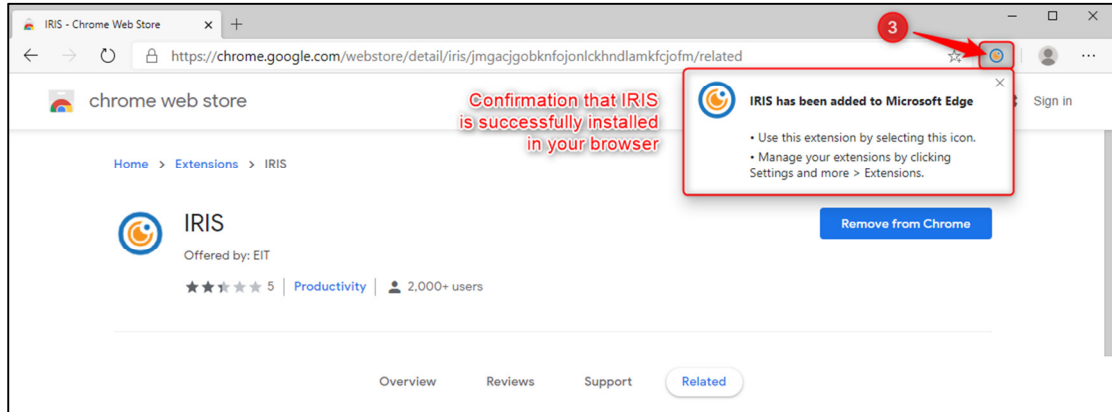


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E: [info@irisinvigilation.com](mailto:info@irisinvigilation.com)  
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## IRIS Student Instructions



### 3. Check your device permissions

IRIS will need access to computer devices such as your webcam and microphone. Make sure that these devices are accessible by your browser.

#### For Windows users:

- Go to Start Button -> Windows Settings -> Privacy
- Click Camera under App Permissions on the sidebar
- Enable both "Allow apps to access your camera" and "Allow desktop apps to access your camera"
- Click Microphone under App Permissions on the sidebar
- Enable both "Allow apps to access your camera" and "Allow desktop apps to access your camera"

#### For Mac users:

- Go to System Preferences -> Security and Privacy
- Under Privacy Tab:
  - Look for Camera, and make sure that Google Chrome is checked for privacy access
  - Look for Microphone, and make sure that Google Chrome is checked for privacy access
  - Look for Screen Recording, and make sure that Google Chrome is checked for privacy access

Now IRIS will be able to upload your recordings successfully.



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## IRIS Student Instructions

### Steps in using IRIS

1. Navigate to your unit and to the assessment that is using IRIS through your Learning Management System (LMS). Some LMS automatically activates the IRIS plug-in.

The screenshot shows the Moodle interface for an IRIS Proctoring Test Demo. The page title is "IRIS Test Page" and the breadcrumb trail is "Dashboard / My courses / IRIS\_test / General / IRIS Proctoring Test...". The navigation menu on the left includes "Dashboard", "Site home", "Site pages", "My courses", "IRIS\_test", "Participants", "Competencies", "Grades", and "General". The main content area is titled "IRIS Proctoring Test Demo" and displays "Time limit: 30 mins" and "Grading method: Highest grade". A blue button labeled "Attempt quiz now" is visible. A red box highlights this button. A red arrow points to the text "Example assessment in Moodle" in the top right corner.

In some Learning Management Systems, you need to click the “Begin” button (or equivalent) to start your assessment which will start your test and activate the IRIS plugin (See the figure below).

The screenshot shows the agreement screen for the IRIS Proctoring Test Demo. The text reads: "By clicking on Begin I agree: to answer the questions on this assessment **without** the use of unauthorised materials, to answer the questions on this assessment **without** obtaining assistance via electronic means or from another person, **not** to share my answers or to discuss any of the questions with anyone during or after the eQuiz. I further agree to **not** record, memorise, communicate, distribute or otherwise steal the intellectual property (questions or answers) contained in this eTest. I accept that if any of these conditions are violated I may be charged with Academic Misconduct and appropriate action will be taken as per Curtin University policy." A red arrow points to the "Begin" button.

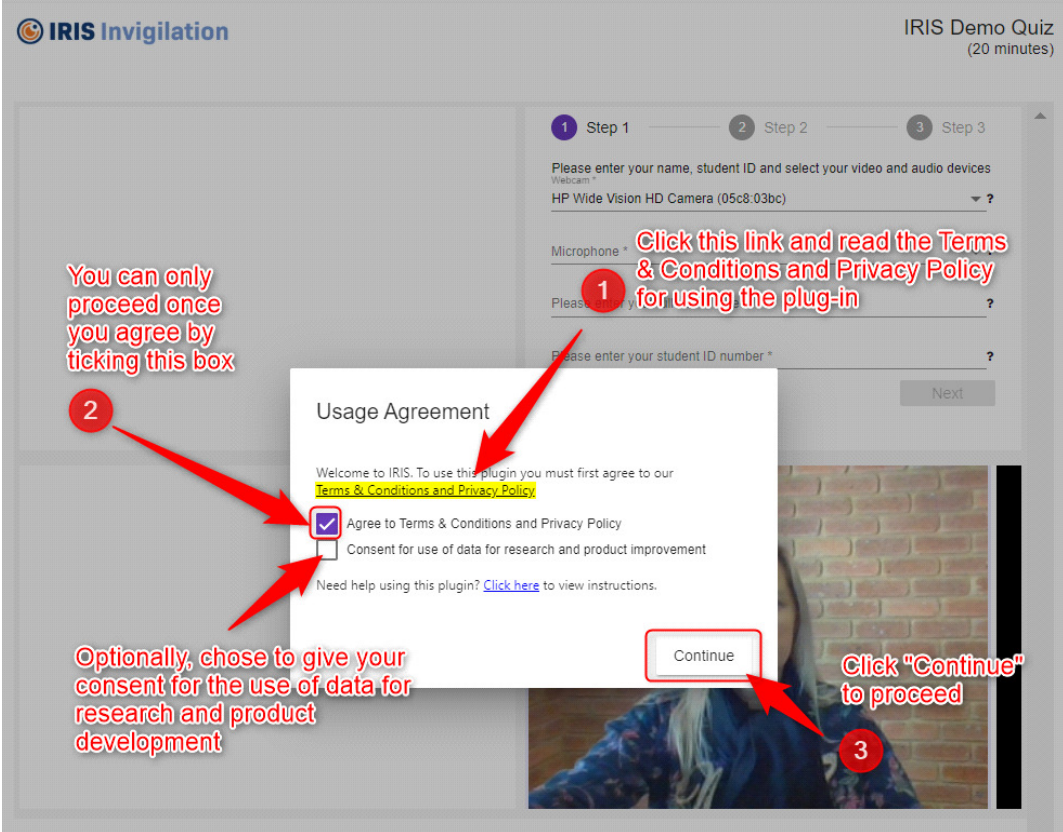


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E: [info@irisinvigilation.com](mailto:info@irisinvigilation.com)  
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# IRIS Invigilation

## IRIS Student Instructions

- Each time that you take an online test and launch IRIS, you must read and agree to the Terms and Conditions of using the software. You will not be able to proceed without ticking this box. You may also choose to give your consent for the use of data for research and product development. If you need help using the plug-in, select “Click here” within the user agreement box.

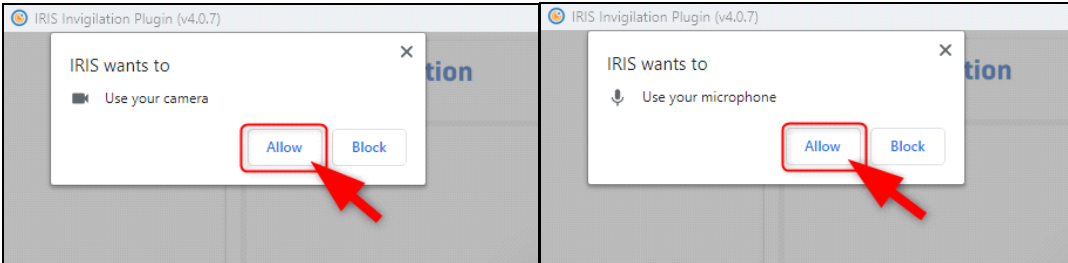


The screenshot shows the IRIS Invigilation interface for an "IRIS Demo Quiz (20 minutes)". It is at Step 1, where the user is prompted to enter their name, student ID, and select video and audio devices. A "Usage Agreement" pop-up is displayed in the foreground. Red callouts with numbers 1, 2, and 3 provide instructions:

- 1:** Points to a link in the background interface labeled "Click this link and read the Terms & Conditions and Privacy Policy for using the plug-in".
- 2:** Points to a checkbox in the "Usage Agreement" pop-up labeled "You can only proceed once you agree by ticking this box".
- 3:** Points to the "Continue" button in the "Usage Agreement" pop-up labeled "Click 'Continue' to proceed".

The "Usage Agreement" pop-up text includes: "Welcome to IRIS. To use this plugin you must first agree to our [Terms & Conditions and Privacy Policy](#)." It has two checkboxes: "Agree to Terms & Conditions and Privacy Policy" (checked) and "Consent for use of data for research and product improvement" (unchecked). It also includes a link: "Need help using this plugin? [Click here](#) to view instructions."

If the browser shows pop-ups asking permission to access your camera and microphone, click “Allow” to proceed on using the plug-in.



Two browser permission pop-up screenshots are shown side-by-side. Both are titled "IRIS Invigilation Plugin (v4.0.7)".

- The left pop-up is titled "IRIS wants to" and asks for permission to "Use your camera". It has "Allow" and "Block" buttons. A red arrow points to the "Allow" button.
- The right pop-up is titled "IRIS wants to" and asks for permission to "Use your microphone". It has "Allow" and "Block" buttons. A red arrow points to the "Allow" button.




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E: [info@irisinvigilation.com](mailto:info@irisinvigilation.com)  
W: [www.irisinvigilation.com](http://www.irisinvigilation.com)

# IRIS Invigilation

## IRIS Student Instructions

- STEP 1 - IRIS will introduce herself and guide you through Step 1 of the setup process. You will need to select a webcam and microphone device, fill in your full name, student ID number, and then click "Next".



The screenshot shows the IRIS Invigilation interface during the setup process. The interface is titled "IRIS Invigilation" and "IRIS Demo Quiz (20 minutes)". It features a "TEXT VERSION" checkbox, a cartoon avatar of a woman, and a "Device setup and user information form". The form includes fields for "Webcam" (selected as "HP Wide Vision HD Camera (05c8:03bc)"), "Microphone", "Please enter your full name here", and "Please enter your student ID number". A "Next" button is visible. A "Webcam feed" shows a live video of a woman. An "Audio volume meter" is located at the bottom right. Red arrows point to the avatar, the form, the webcam feed, and the volume meter. A red box highlights the form area, with a red arrow pointing to it from the text "IRIS (audio/text guide)".

IRIS (audio/text guide)

IRIS Invigilation

IRIS Demo Quiz (20 minutes)

TEXT VERSION

1 Step 1 2 Step 2 3 Step 3

Please enter your name, student ID and select your video and audio devices

Webcam  
HP Wide Vision HD Camera (05c8:03bc) ?

Microphone \* ?

Please enter your full name here \* ?

Please enter your student ID number \* ?

Next

Device setup and user information form

Webcam feed

Audio volume meter

(NOTE: these resources open in a new window)  
[What is this?](#) [Instructions](#) [FAQ](#)



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# IRIS Invigilation

## IRIS Student Instructions

IRIS Demo Quiz  
(20 minutes)

1 Step 1    2 Step 2    3 Step 3

1 Select the right webcam and microphone connected to your computer

2 Fill-out the student information

3 Click "Next" to proceed to Step 2

Please enter your name, student ID and select your video and audio devices

Webcam \*  
HP Wide Vision HD Camera (05c8:03bc) ▾ ?

Microphone \*  
Default - Microphone (2- Logitech USB Headset H340) (046d:0a38) ▾ ?

Please enter your full name here \*  
Jodie Smith ?

Please enter your student ID number \*  
134166 ?

Next

Confirm that the webcam is able to record

Make sure that the selected microphone is able to detect sounds

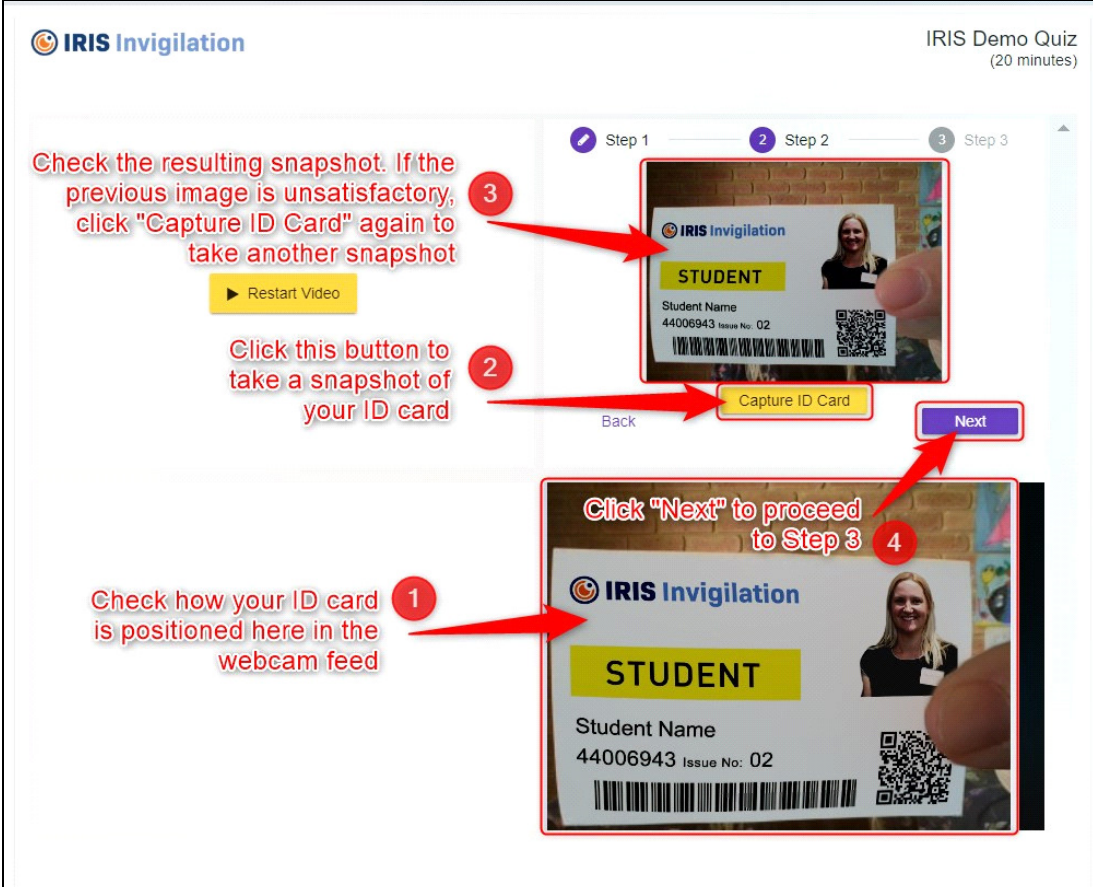


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# IRIS Invigilation

## IRIS Student Instructions

- STEP 2 - Please hold your Student ID card clearly in front of your webcam, and click on the "Capture ID Card" button. You can take another picture by clicking "Capture ID Card" again if the first picture is unsatisfactory. Once you have successfully taken a clear picture of your Student ID Card, click on "Next".



**IRIS Invigilation** IRIS Demo Quiz (20 minutes)

Step 1 Step 2 Step 3

Check the resulting snapshot. If the previous image is unsatisfactory, click "Capture ID Card" again to take another snapshot

Restart Video

Click this button to take a snapshot of your ID card

Back Capture ID Card Next

Check how your ID card is positioned here in the webcam feed

Click "Next" to proceed to Step 3

STUDENT

Student Name  
44006943 Issue No: 02

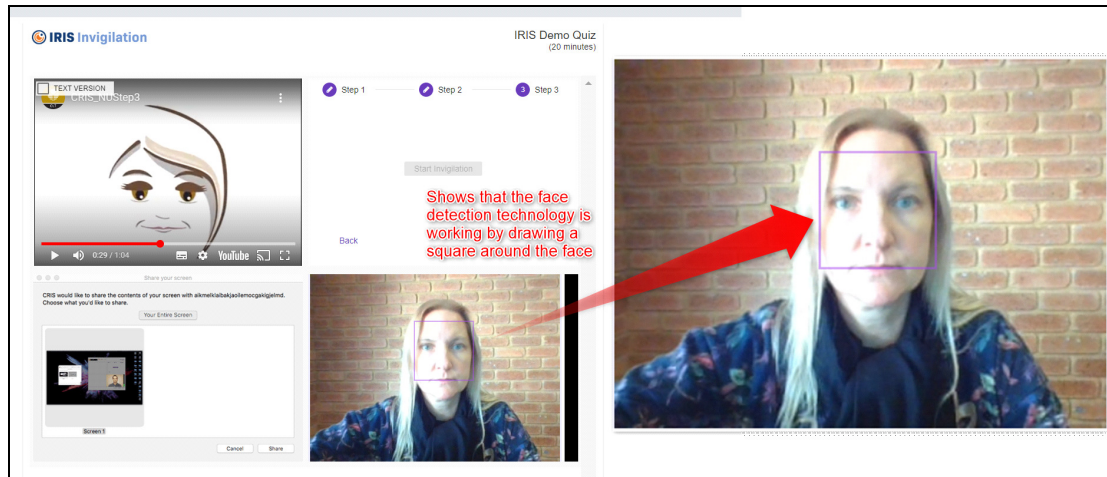


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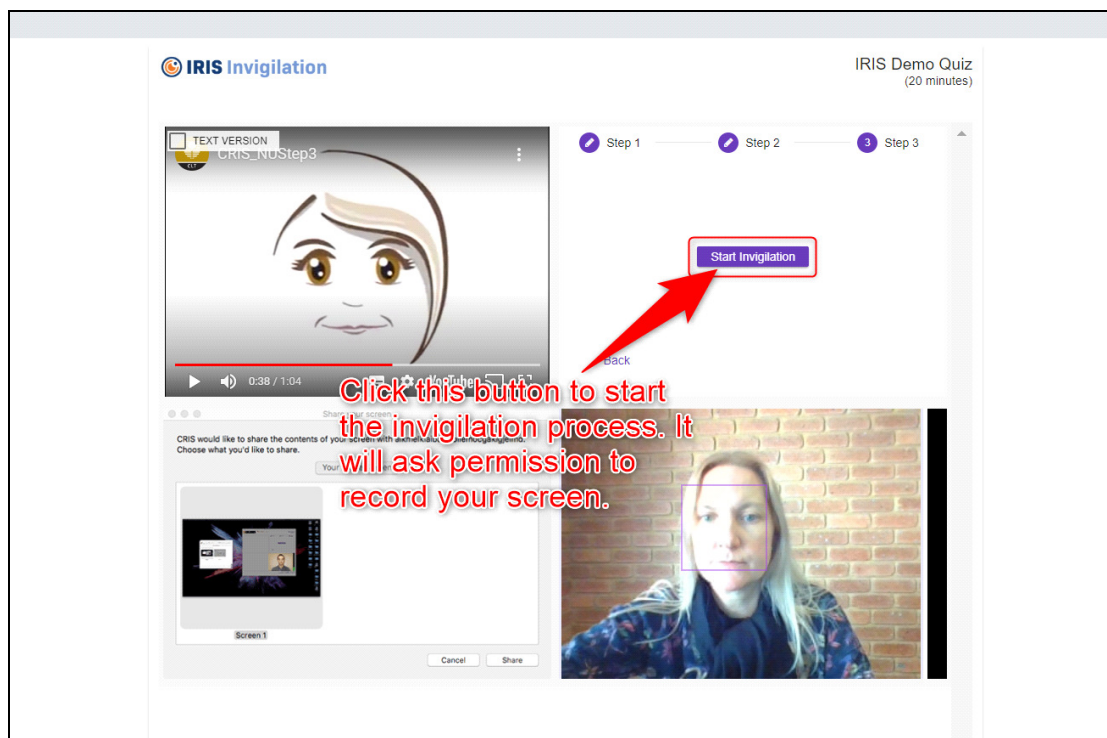
# IRIS Invigilation

## IRIS Student Instructions

5. STEP 3.1 - IRIS will give more instructions and show you that the face detection technology is working by drawing a square around your face



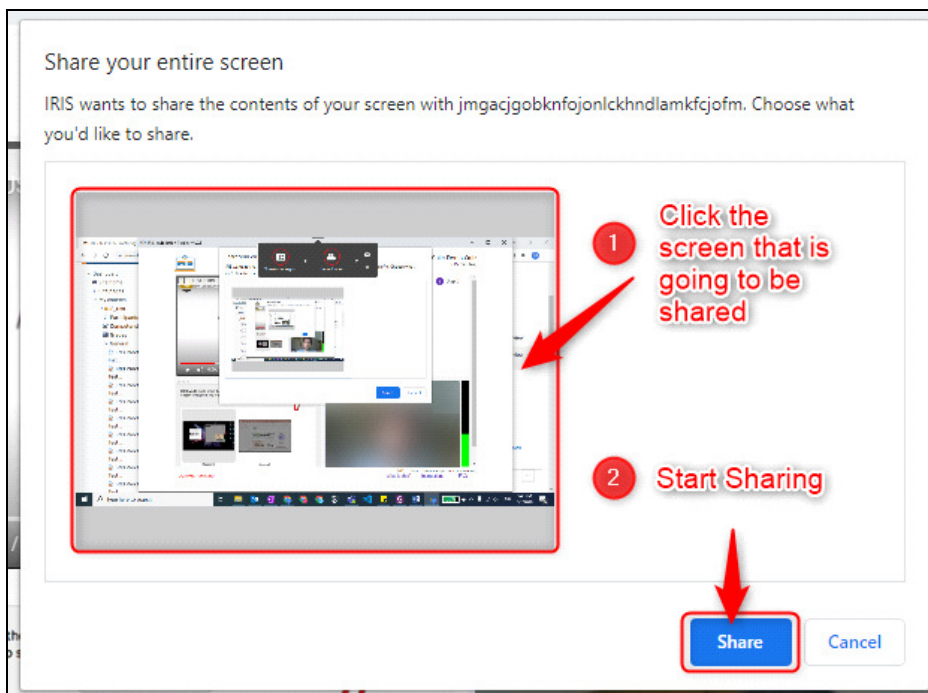
6. In Step 3, Click on the “Start Invigilation” button



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## IRIS Student Instructions

- The screen sharing window will appear. If the test restricts multiple monitors, you will need to completely disconnect all secondary monitors (you may have to close IRIS and refresh your test page to trigger the IRIS window again.). Please ensure that you are using the screen with the webcam embedded to complete the test. The camera should be directly facing you and not a side view. Click “Share”.



- IRIS has now started recording. The IRIS set up window minimises automatically. Go back to the main test page in the learning management system. The password field has been auto-filled by IRIS (do not change the password or you will not be able to access your test). Click on “Start attempt” or “Submit” (or the equivalent depending on your LMS) to start your test. (See the example below showing a test assessment in Moodle LMS)

*\*If you find that the password does not auto-populate or the password is incorrect, you may have to close IRIS and refresh your test page to trigger the IRIS window again NOTE: do not click “Save/Remember password” as passwords are unique and this will create problems for your future tests.*





# IRIS Invigilation

## IRIS Student Instructions

The screenshot shows the 'IRIS Test Page' interface. At the top, there is a navigation bar with the EIT logo, the date 'Fri, 01 May 2020 09:52 UTC', a search bar, and the user name 'Iris User'. Below the navigation bar, the page title is 'IRIS Test Page' with a breadcrumb trail: 'Dashboard / My courses / IRIS\_test / General / IRIS Proctoring Test...'. A red box highlights the 'Start assessment' text and the 'Attempt quiz now' button. The main content area displays 'IRIS Proctoring Test Demo' with a 'Time limit: 30 mins' and 'Grading method: Highest grade'. A navigation sidebar on the left lists various options like 'Dashboard', 'Site home', 'Site pages', 'My courses', 'IRIS\_test', 'Participants', 'Competencies', 'Grades', and 'General'.

The screenshot shows the 'Start attempt' dialog box. The dialog has a title bar 'Start attempt' and a close button. It contains a 'Password' section with the text 'To attempt this quiz you need to know the quiz password' and a 'Quiz password' input field. A red arrow points to the input field with the text 'Password is auto-filled by IRIS'. Below the password section is a 'Timed quiz' section with the text 'The quiz has a time limit of 30 mins. Time will count down from the moment you start your attempt and you must submit before it expires. Are you sure that you wish to start now?'. At the bottom of the dialog are 'Start attempt' and 'Cancel' buttons. A red arrow points to the 'Start attempt' button with the text 'Click to enter the password and start the assessment'. The background shows the same 'IRIS Test Page' interface as the previous screenshot.

**NOTE:** Do not press the "Stop Sharing" button at the bottom of your screen during your assessment as it will be logged as suspicious activity.



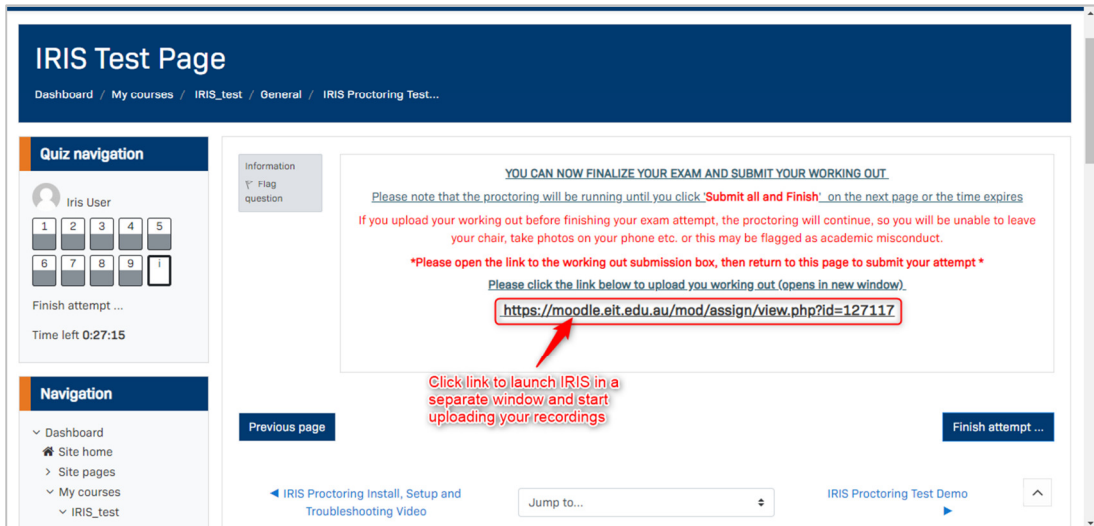
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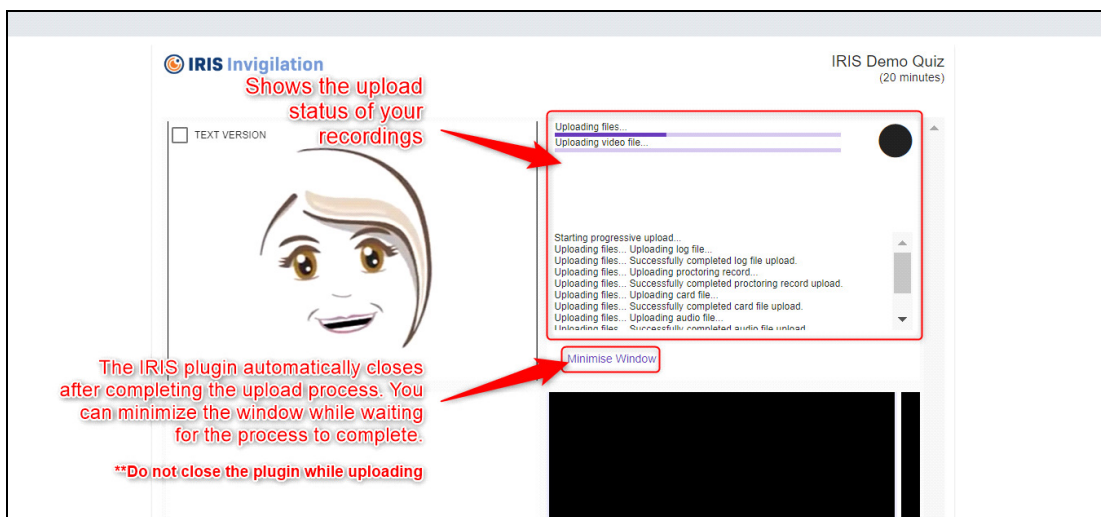
# IRIS Invigilation

## IRIS Student Instructions

- After completing the assessment, your LMS will show you the page for finalizing the assessment and submitting all your answers along with the recordings from IRIS. Click the link shown on the page to start uploading.

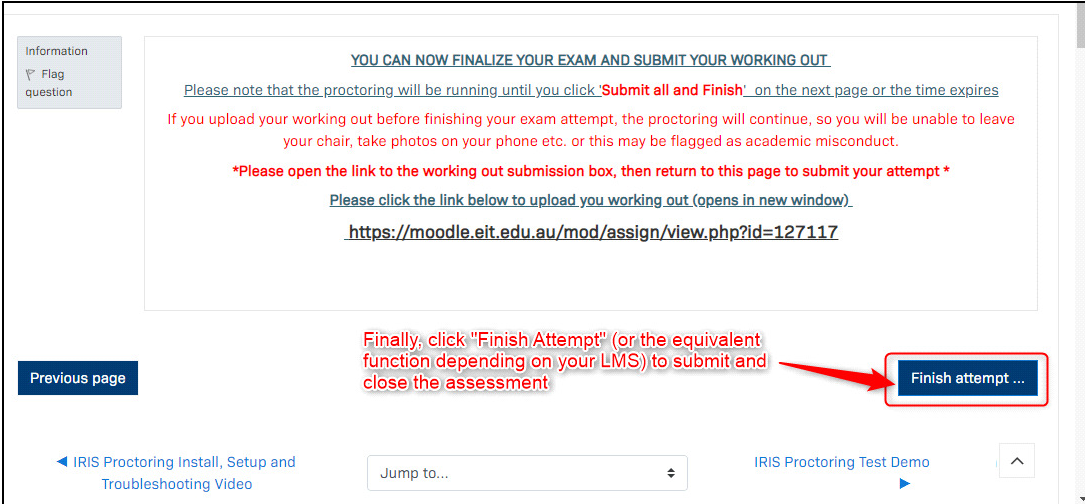


- By doing so, IRIS plugin will open in a separate window and start the upload process. The IRIS window automatically closes after it is done uploading all the recordings.  
*\*Please do not close the window until the process is done.*



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11. Go back to the assessment page in your LMS and click “Finish attempt” or “Submit” (or the equivalent depending on your LMS) to finally complete and close the assessment.



The screenshot shows a Moodle assessment page. On the left, there is a sidebar with 'Information', 'Flag question', and 'Previous page' buttons. The main content area contains the following text:

**YOU CAN NOW FINALIZE YOUR EXAM AND SUBMIT YOUR WORKING OUT**

Please note that the proctoring will be running until you click **Submit all and Finish** on the next page or the time expires

If you upload your working out before finishing your exam attempt, the proctoring will continue, so you will be unable to leave your chair, take photos on your phone etc. or this may be flagged as academic misconduct.

**\*Please open the link to the working out submission box, then return to this page to submit your attempt \***

Please click the link below to upload your working out (opens in new window).

<https://moodle.eit.edu.au/mod/assign/view.php?id=127117>

Finally, click "Finish Attempt" (or the equivalent function depending on your LMS) to submit and close the assessment

A red arrow points from the text to a blue button labeled "Finish attempt ...".

At the bottom, there is a navigation bar with a left arrow, the text "IRIS Proctoring Install, Setup and Troubleshooting Video", a "Jump to..." dropdown menu, the text "IRIS Proctoring Test Demo", and a right arrow.

