

# **Virtual Proctoring** **Administrator Guide**

For TalentClick Portal Administrators  
*Powered by Integrity Advocate*

TalentClick Workforce Solutions Inc.

## Overview

This guide walks Company Administrators through the steps required to enable TalentClick's Proctored Assessment feature at the Company level. Proctoring is powered by Integrity Advocate, which provides AI-assisted and human-reviewed monitoring of participant assessment sessions. This is to ensure participant identity and combat cheating.

## What is Virtual Proctoring?

Proctored Assessment adds a secure identity verification and monitoring layer to TalentClick's standard online assessments. During a proctored session, participants are required to:

- Verify their identity using a government-issued photo ID
- Allow camera access throughout the assessment
- Comply with a set of monitoring rules (no other individuals in view, no electronic devices)

Sessions are reviewed using both AI and human review processes, and results are surfaced in the TalentClick Portal for Administrator review.

### 3 Easy Steps for Administrators

1. SET UP: Admin set up instructions
2. INVITE PARTICIPANTS: The participant experience
3. REVIEW RESULTS: Viewing proctoring results and potential flags

## 1. SET UP

### Configuration Summary

As a Company TalentClick Administrator, your role is to enable proctoring at the Company level within the TalentClick Portal. The backend configuration required to activate the proctoring service is completed by TalentClick's Master Administrator before your access is provisioned.

Once TalentClick's Master Administrator has completed the backend setup for your account, you can log in to your portal to ensure that proctoring is enabled at the Company level. This makes proctored assessment sessions available to your TalentClick Users.

## PHASE 1

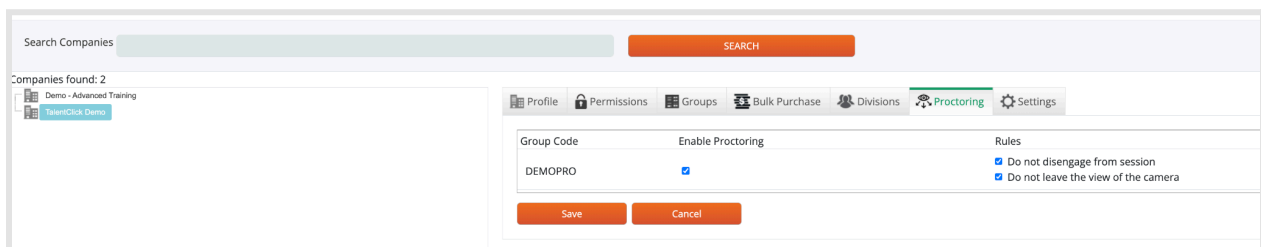


## Enable Proctoring for TalentClick Users

TalentClick Portal | Role: Company Administrator

Step	Action	Details
1	<b>Open Company Settings</b>	Log in to the TalentClick Portal. Navigate to Settings > Companies, open the <b>Settings</b> tab. Confirm 'Enable Proctoring' is selected.
2	<b>Open the Proctoring Tab</b>	Click the new 'Proctoring' tab that appears and confirm that your GroupCodes and monitoring rules are correctly configured.
3	<b>Confirm Configuration</b>	Confirm that proctoring is active for the correct GroupCodes. Your TalentClick Admin and Users can now manage proctored sessions.

**\*\* TalentClick Admin and Standard Users can access the Proctoring page to enable or disable proctoring per Group Code at any time. This allows your team to avoid unnecessary costs when proctoring is no longer needed for a specific group.**

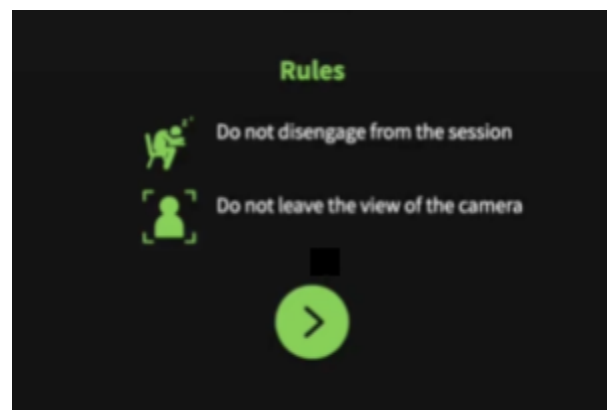


Portal Settings to enable Proctoring

### Proctoring Rules:

Turn on rules you wish to receive flags for when reviewing proctoring results.

1. Do not disengage from the session: Participant cannot leave the assessment. If they do, the proctoring will flag this behavior.
2. Do not leave the view of the camera: If the participant leaves the view of the screen, proctoring will flag this behavior.



## What Participant Behavior Proctoring Monitors

Virtual proctoring monitors and captures the following attributes during every proctored assessment session. These attributes form the basis of the session report provided to Administrators.

Category	Monitored Attributes
<b>ID Verification</b>	<ul style="list-style-type: none"> <li>• Clear image of the participant</li> <li>• Accepted photo ID</li> <li>• Session name and ID match</li> </ul>
<b>Session Flagging</b>	<ul style="list-style-type: none"> <li>• Participant remains in camera view</li> <li>• No other individuals in frame</li> <li>• No headphone use</li> </ul>

## 2. Invite Participants

When participants are invited to complete an assessment with virtual proctoring enabled, they will be prompted to complete identity verification and enable proctoring functionality.

**The Participant Experience:** Understanding what participants see helps you prepare them before they begin. Let participants know it is easy, and clearly outline their minimum system requirements. Sample text to participants in email invites will be provided by TalentClick.

### Before the Assessment: What Participants Need

- **Working webcam/ Mobile Selfie Camera (built-in or external)**
- Valid government-issued photo ID (passport or driver's licence)
- Stable internet connection (Wi-Fi or wired; avoid mobile hotspots)
- Private, quiet location — no one else visible on camera
- Headphones, second screens, phones, and reference materials removed

### Session Rules: What Participants Must Do

The following behaviors are monitored and may invalidate a participant's results if violated:

Feature	Description
<b>No Headphones</b>	All headphones and earbuds must be removed before and during the session.
<b>No Other People</b>	The participant must be alone and the only person visible in the camera frame throughout.
<b>No Electronic Devices</b>	Phones, Tablets, Computers, other screens (except the device on which they are completing the assessment) must be put away and out of sight.
<b>No External Resources</b>	Notes, books, and reference materials are not permitted.
<b>No Messaging Apps</b>	All chat, email, and communication applications must be closed.
<b>Stay in Camera View</b>	The participant must remain fully visible in their camera frame for the entire session.

## Assessment Steps for Participants

Participants follow these steps when they begin their proctored assessment:

1. **Click Assessment Link:** Open in Google Chrome for the best experience
2. **Allow Camera Access**
3. **Take a Photo:** Position your face clearly in the camera frame to capture the photo
4. **Show Government-Issued Photo ID:** Driver's license, residency cards are best
5. **Begin Assessment once ID is verified**
6. **Complete All Sections**
7. **Submit and Finish**

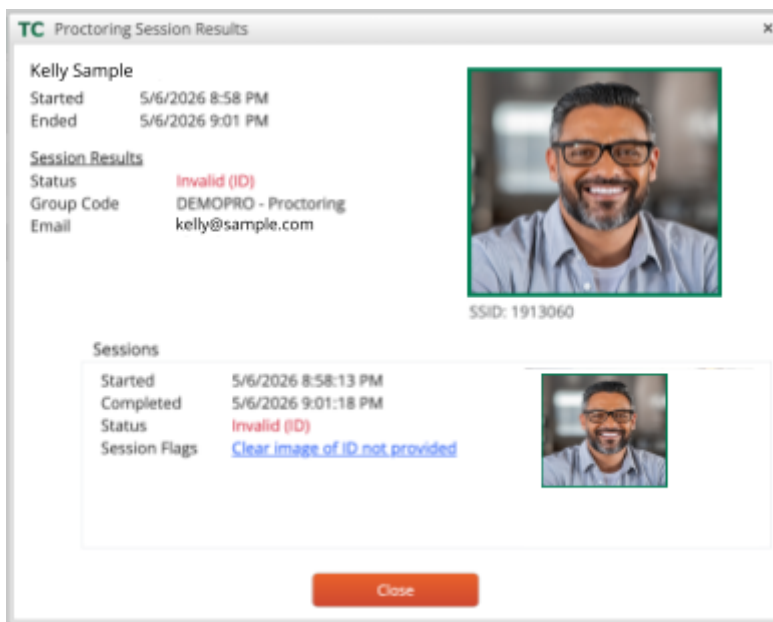
## Review Results

Once proctoring is enabled for a Company, the Assessments page in the TalentClick Portal displays additional features for reviewing participant session results. Use these tools to monitor session integrity and follow up on flagged participants.

Feature	Description
<b>Proctor Results Button</b>	Displays all proctored results across all GroupCodes. Filter by date range, sub-account, GroupCode, session status (Valid / Invalid / In Progress), and participant demographics.
<b>Proctor Results Column</b>	Appears beside the Report Manager button. Shows individual participant session results including status, SSID, session messages, and any flags raised during the session. <b>Note: The Proctoring results column will show for all participants regardless of whether they have taken a proctored assessment or not.</b>
<b>Session Status</b>	Each session shows one of three statuses: Valid, Invalid, or In Progress. 'No Proctoring results found' indicates results have not yet been recorded or processed by Integrity Advocate.
<b>Session Flags</b>	Details of any monitoring rules potentially violated during the session, such as a second person entering the camera frame or headphone use detected.

**Note:** Session results may take a short time to appear after a participant completes their assessment, as Virtual Proctoring uses both AI and humans to review, before finalizing the results.

View from the **Proctor Results Column** icon



## View from Proctor Results Button

### Search Participant Sessions

Participants may take one or more sessions to complete an activity. Use the filters below to find all of the sessions for a specific Group Code.





**Search Criteria**

From: 5/1/2026 To: 5/8/2026 Sub Account: All Companies

All Group Codes: All Statuses


Email Address: Last Name: First Name:

Search
Clear Search

PARTICIPANT	GROUP CODE	DATES	SSID	STATUS	END SESSION
 <b>Kelly Sample</b> kelly@sample.com	DJJ010 - Derek - Test Company (Proctor) US	Started: 05/06/2026 19:54 Ended: 05/06/2026 19:57	1912940	Invalid (ID)	N/A
 <b>Sarah Sample</b> sarah@sample.com	DEMOPRO - Proctoring	Started: 05/06/2026 20:48 Ended: 05/06/2026 20:54	1913059	Invalid (ID)	N/A
 <b>Michael Sample</b> michael@sample.com	DEMOPRO - Proctoring	Started: 05/06/2026 20:58 Ended: 05/06/2026 21:01	1913060	Invalid (ID)	N/A
 <b>Jo Sample</b> jo@sample.com	DEMOPRO - Proctoring	Started: 05/07/2026 17:27 Ended:		In Progress	<span style="border: 1px solid #ccc; padding: 2px 5px;">End Session</span>

Usage Report
Export







## Where to See Results



[Assessments](#)
[Invite](#)
[Resources](#)
[Analytics](#)
[Multi-Rater](#)
[Settings](#)
[Help](#)

Name: Product: All Report: All From: 5/1/2026 To: 5/1/2026 Proctor Results

Benchmark: No benchmark Group Code: All selected Search Clear Search 3 reports

LAST NAME	FIRST NAME	PT SCORE	DATE	GROUP CODE	PROCTOR RESULTS	REPORT BUILDER
Sample	Derek		06 May 2026	DEMOPRO - Proctoring		
Sample 2	Derek		06 May 2026	DEMOPRO - Proctoring		
Sample	ACT Instructor		24 May 2026	TESTS - TalentClick - AP CD - Location A		

Assessments: 1 to 3 of 3


## FAQs:

### How long does it take to get proctoring results?

Results will typically be available in your portal account within one business day.

### Where do I see an individual's proctoring results on the TalentClick dashboard?

Participant proctoring results can be viewed in two ways:

- Click on the "Proctor results" action button, . This view displays the single results of the participant's proctored results.
- Proctor Results Button .

This option provides a larger search grid to view one or a filtered list of all proctored results.

### What does an invalid/flagged result look like?





Status - Shows INVALID with a note on the reason for the flag.



### What does a valid/clear result look like?

Status - Shows VALID

### How do I download a summary of all participant results?

You can download a Proctor Results Report using the buttons on the Dashboard. A summary usage report and/or a detailed CSV file of participants can be downloaded here.

PARTICIPANT	GROUP CODE	DATES	SSID	STATUS	END SESSION
 <b>Kelly Sample</b> kelly@sample.com	DJJ010 - Derek - Test Company (Proctor) US	Start: 05/06/2026 19:54 Ended: 05/06/2026 19:57	1912940	Invalid (ID)	N/A
 <b>Sarah Sample</b> sarah@sample.com	DEMOPRO - Proctoring	Started: 05/06/2026 20:48 Ended: 05/06/2026 20:54	1913059	Invalid (ID)	N/A
 <b>Michael Sample</b> michael@sample.com	DEMOPRO - Proctoring	Started: 05/06/2026 20:58 Ended: 05/06/2026 21:01	1913060	Invalid (ID)	N/A
 <b>Jo Sample</b> jo@sample.com	DEMOPRO - Proctoring	Started: 05/07/2026 17:27 Ended:		In Progress	End Session

The **'Usage Report'** - Provides totals for the number of Reports generated and a breakdown of status in CSV format.

The **'Export'** - Provides a list of all participants with their email address and Proctoring result status.

### **What action should I take if proctoring results have a flag?**

Participant results from their virtual proctoring session should be taken into consideration when making decisions. Results are recommended to be used alongside other information, such as experience, interview notes, background checks, and assessment results.

## Support

If you encounter any issues during configuration or results, the TalentClick Support Team is available to help!

**Technical Support** – Submit a ticket to <https://www.talentclick.com/support/>, and we will respond within one business day.

**Participant Issues:** Direct participants to contact the person who sent their assessment link to them, or to email [support@talentclick.com](mailto:support@talentclick.com) directly.