

Best Practices – Remote Examiners and Zoom Outbound Calls

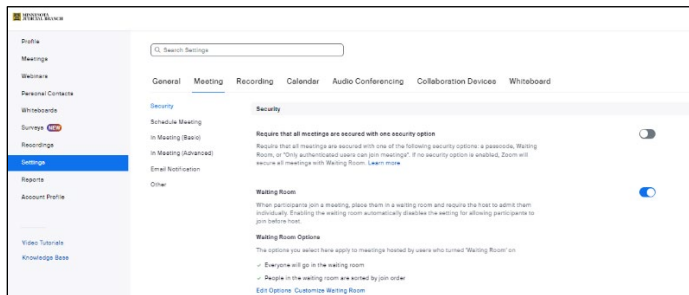
Overview

This document is for psych examiners who schedule Zoom remote exams. Included in the document are specific recommendations for the Zoom account settings, scheduling the meeting, and during the meeting.

Zoom Account Settings

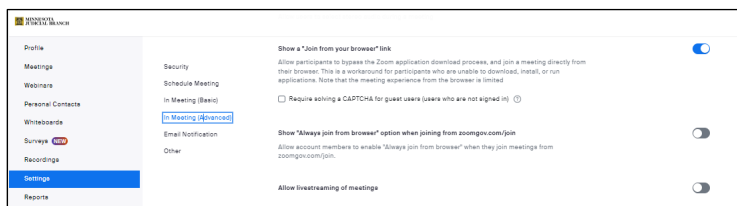
Waiting Room

Go to **Settings > Security** in your Zoom account and turn on the **Waiting Room** by clicking on the toggle to turn it on (blue). This will allow the host to admit each person in the examination and prevents any uninvited participants.



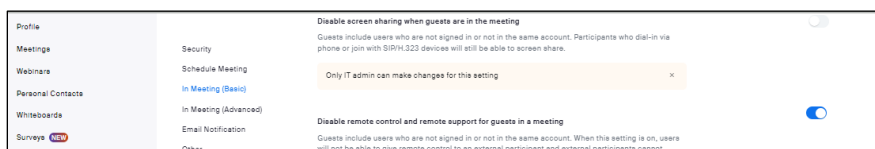
Do Not Allow live streaming of Meetings

Go to **Settings > In Meeting (Advanced)** in your Zoom account and **Do Not Allow live streaming of meetings** by clicking on the toggle and turning it off (gray). The participants will not be able to stream video over the internet.



Disable remote control and remote support for guests in a meeting

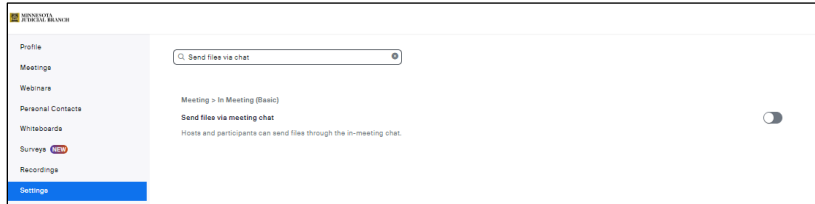
Go to **Settings > In Meeting (Basic)** and enable **Disable remote control and remote support for guests in a meeting** by clicking on the toggle to turn it on (blue). When this is turned on, users will not be able to give remote control to any external participant.



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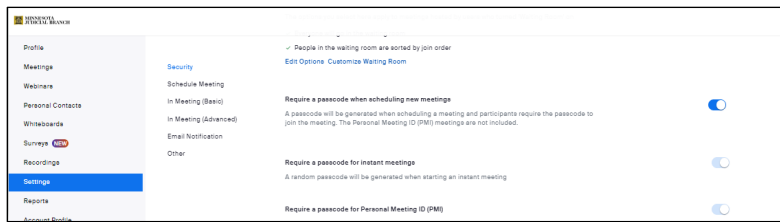
Disable the Send files via meeting chat

Go to **Settings > In Meeting (Basic)** and **Disable Send files via meeting chat** by clicking on the toggle to turn it off. This will not allow participants to share files in chat during the meeting.



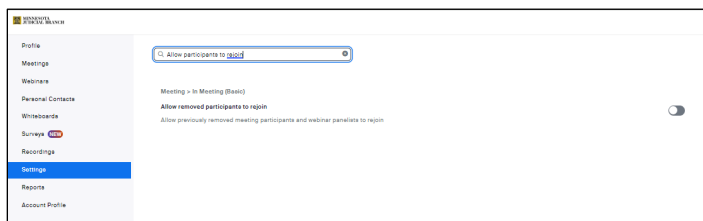
Require a passcode when scheduling a new meeting

Go to **Settings > Security** in your Zoom account and turn on **Require a passcode when scheduling a new meeting** by clicking on the toggle to turn it on (blue). This will allow only the persons with full meeting information, the meeting ID and passcode into the examination and prevent uninvited participants.



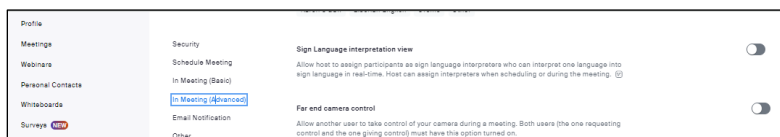
Do not Allow participants to rejoin

Go to **Settings > In Meeting (Basic)** and disable **Allow removed participants to rejoin** by clicking on the toggle to turn it off (gray). This will not allow participants to rejoin the meeting after they have been removed.



Disable Far end camera control

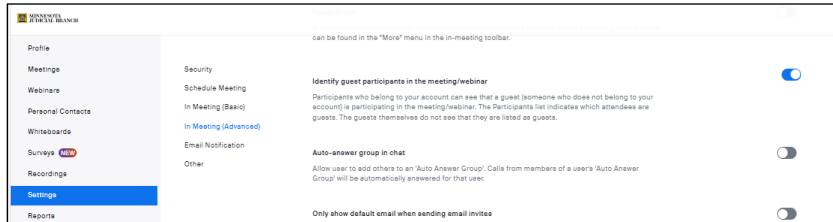
Go to **Settings > In Meeting (Advanced)** in your Zoom account and disable **Far end camera control** by clicking on the toggle and turning it off (gray). Participants will not be able to take control of your camera during a meeting.



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Identify guest participants in the meeting /webinar

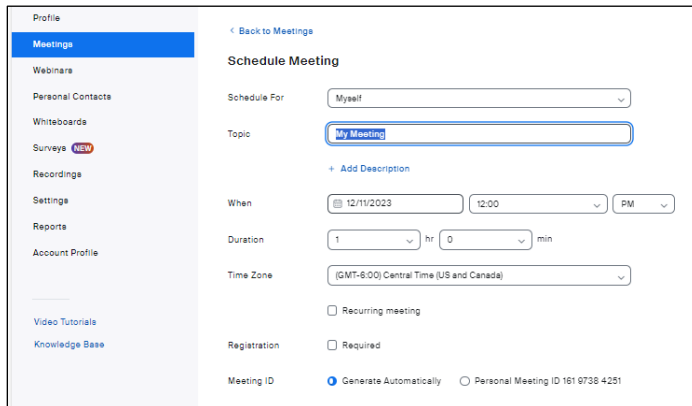
Go to **Settings > In Meeting (Advanced)** in your Zoom account and enable **Identify guest participants in a meeting** by clicking on the toggle and turning it on (blue). Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests.



Scheduling a Meeting

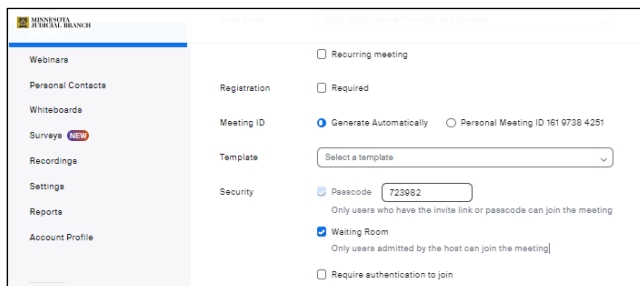
Do not use the Recurring option or Personal Meetings ID

When scheduling a meeting **Do Not** use the **Recurring option** and **Do Not** use your **Personal Meetings ID**. This will allow the meeting to be more secure and the participants will not be able to join future meetings.



Waiting Room

When scheduling a meeting make sure the **Waiting Room box** is checked.

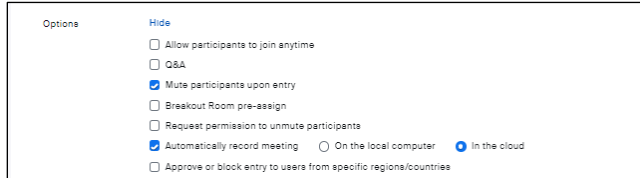




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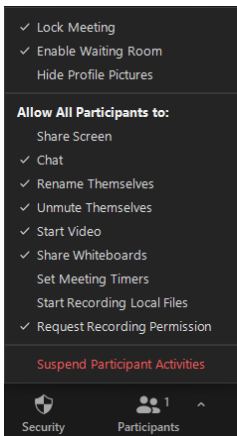
Do not Allow participants to join

When scheduling a meeting **Do Not Allow participants to join anytime** by unchecking the box.



During the meeting

After all participants have joined the meeting go to **Security** and check the box next to **Lock Meeting**. This will prevent anyone else from joining the meeting.



End the meeting

Click **End** then **End Meeting for All**. This will securely end the meeting for all.

