Test Proctor

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ELIZA Sanders

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Social Distancing

Worldwide Challenge

- **Lie detection testing has been impacted.**
- **Crime doesn’t stop for pandemics.**
- **Organizations need to test and hire.**

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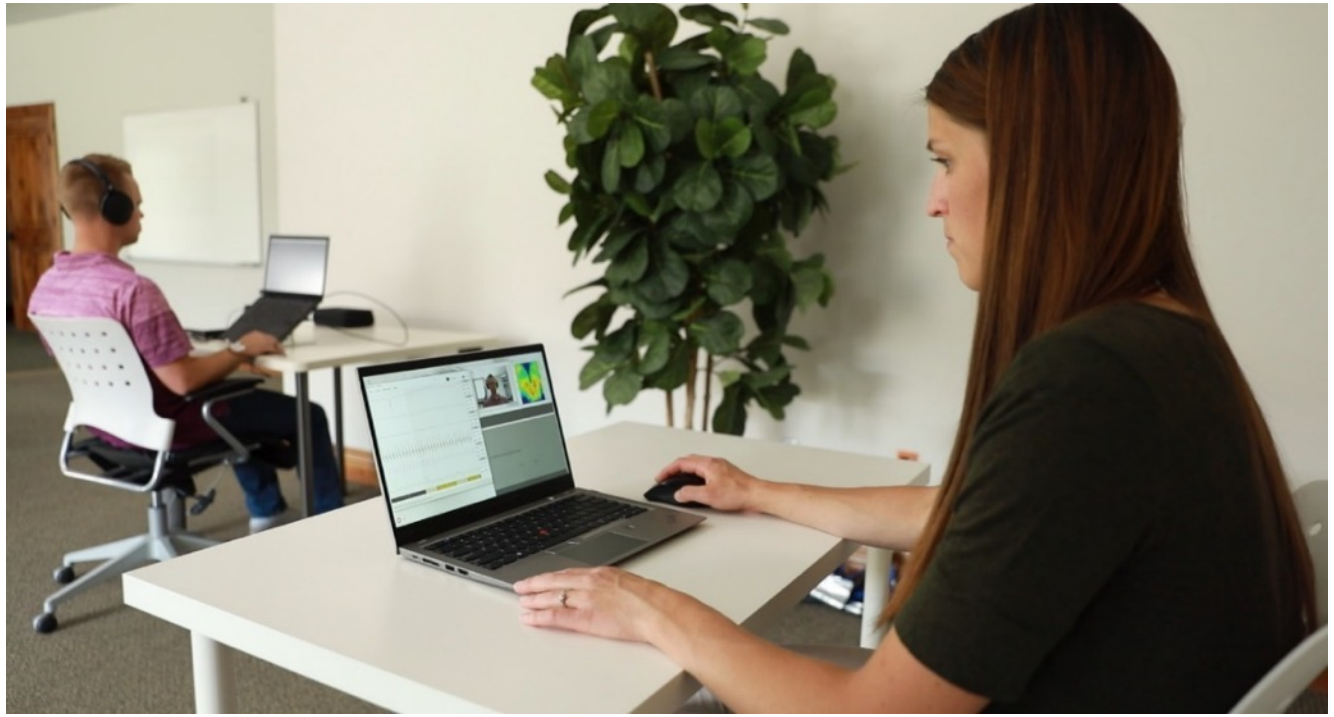
Best Practices

- Maintain safe distance
- Avoid physical contact
- Disinfect equipment
- Use mask and gloves
- **Remotely monitor**



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EyeDetect Manager

Proctor maintains safe distance in or outside the room.

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No Physical Connections

- Speakers not headphones
- Remove chin rest
- Sit in relaxed fixed position, elbows on the table

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Post-Test Hygiene

- Clean mouse, table, arms of chair after testing
- Use alcohol wipes or Clorox towels
- Provide facilities to wash hands

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TODAY'S AGENDA

This Training

- **Test Proctor**

Other training

- Test Proctor+
- Administrator

Roles

- ***Test Proctor***
  - Responsible for EyeDetect Station
  - Administer tests to examinees
  - Sync station to score tests

- ***Test Proctor+*** *(automated polygraph)*
  - Responsible for EyeDetect Station + Physio Tracker v2
  - Administer tests to examinees
  - Sync station to score tests

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Software

EyeDetect – administer tests; installed on the EyeDetect Station

EyeDetect Admin – switch between different EyeDetect subaccounts; installed on EyeDetect Station

EyeDetect Manager – observe examinees while testing; can be installed on a Windows device

Dashboard – cloud-based; view test scores, manage users, manage test licenses; generate install package (software updates, new tests, test settings)

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Test Proctor

Overview

- Set up EyeDetect workstation
- Prepare Testing Room
- Prepare Examinee
- Administer Test (EyeDetect Software)
- Submit Completed Tests

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EyeDetect Station

EyeDetect Station v4

- Laptop
- Eye Tracker
- Chin rest
- Mouse
- Headphones

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Laptop Stand v4

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EyeDetect Station v3

- Computer and LCD monitor
- Eye Tracker
- Chin rest
- Keyboard & mouse
- Web camera
- Headphones (not shown)

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Monitor Stand v3

- Attaches to bracket on back of monitor

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Eye Tracker

Attach Eye Tracker to bracket at bottom of monitor.

Eye Tracker fits into indentations on bracket via magnets.

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Cables

- Firmly attach cable to Eye Tracker and USB port
- Attach power cord
- Attach headphones

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Headphones

- Headphone jack
- Volume control on PC or EyeDetect app
- **Ensure headphones plugged in BEFORE starting computer.**

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On/Off

- On/off power button
- V3 must be plugged in when testing.

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Web Cam on v3

- Web camera
- Photograph examinee (optional)
- Video record examinee

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Desk Depth

- Desk: 80 cm.
- Examinee to screen: 60 cm.

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MS Windows

- Station runs Windows 11
- Set up as Converus Admin user
- EyeDetect software pre-installed

MS Windows Updates

- Windows 11 and auto update enabled.
- Your org. determines update policy.
- **Don’t change Windows settings for power, display, etc.**

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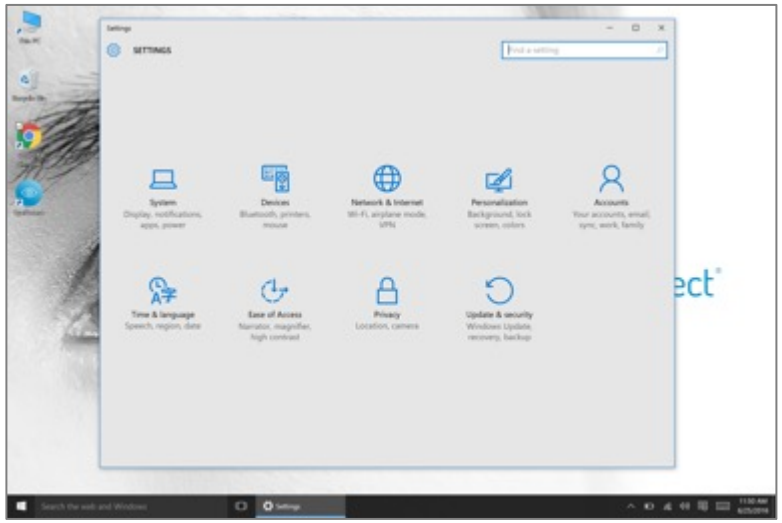
Windows Login

Standard password 11223344

Change password for security reasons.

Converus & Microsoft cannot reset changed password.



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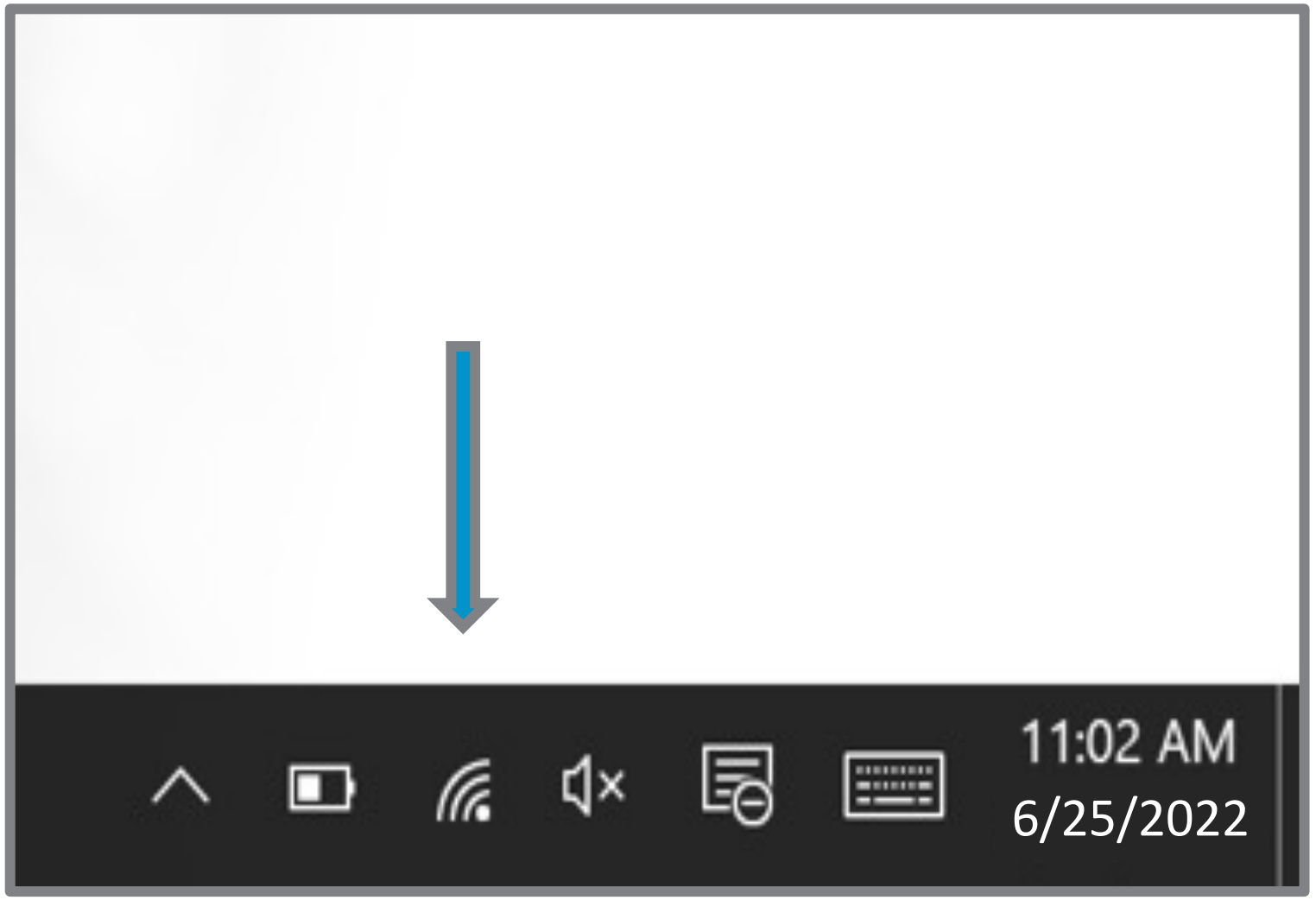
Internet Connection

- EyeDetect does **not** require Internet access to administer tests
- **Does** need Internet to Sync.
- Faster speed is better.



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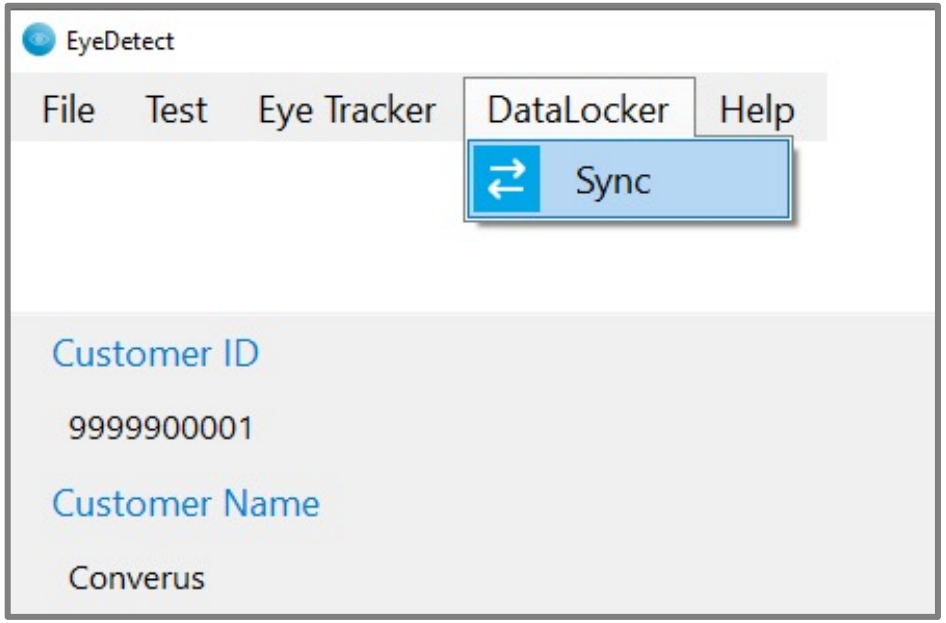
EyeDetect Software App Sync

When Syncing the Station…

- New tests downloaded.
- Software updates downloaded.
- Test data uploaded.



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Prepare Testing Room

Prepare Testing Room

Before testing, ensure room is ready and EyeDetect Station is properly configured.

Test accuracy affected by environmental factors.

Eye Tracker captures data related to eye movement and pupil dilation.

Room and examinee must be properly prepared.

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Prepare Testing Room

- Best case: administer tests in private room with door closed.
- Room should be quiet and relatively isolated.
- Remove distractions - outside conversations or noise.

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Prep Testing Room

- Room should be evenly/moderately lit.
- Bright lights affect pupil dilation or cause reflections on screen that affect results.

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Prepare Examinee

Prepare Examinee

Remove distractions: cell phone, computer, tablet, other items.

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Prepare Examinee

Proctor responsibilities

- Pre-Test Checklist (separate training module)
- Explain testing process
- Start and stop the test
- Escort examinee out of the room
- Save the test and record admissions

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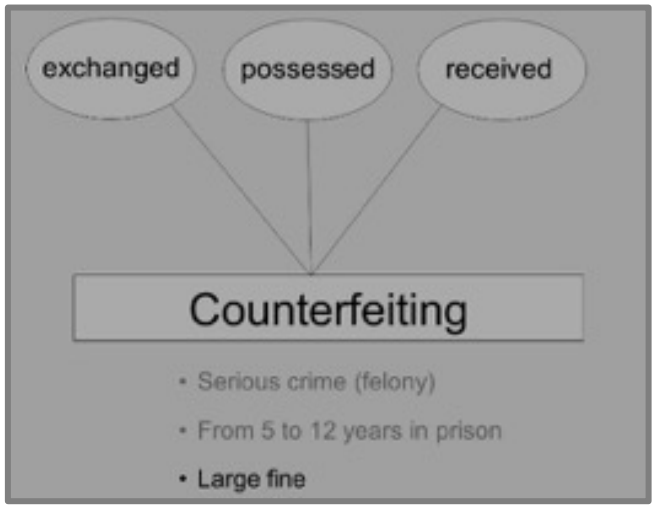
Pre-Test Checklist

- Review any pre-test forms and give pre-test interview (optional)
- Explain testing topics (Recommend using mind maps)
- Fill out a consent form



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Explain Testing Process

- Show examinee where to sit.
- Adjust chair to allow examinee to sit comfortably while resting chin on chin rest.
- Use EyeDetect Manager if you wish to eliminate the chin rest.

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Explain Testing Process

- Examinee should keep chin in chin rest when practice test begins (after pre-test instructions).
- Testing format, examinee will:
  - Receive pre-test instructions
  - Take Practice test
  - Take credibility assessment test
- Credibility assessment test is composed of various sessions. After each session, examinee rests 15 seconds – examinee can relax, stretch neck, etc.

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Explain Testing Process

- Use keyboard or mouse
- Left (true/yes) and right (false/no) arrow keys on keyboard or mouse buttons
- Press either key/button to advance

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Explain Testing Process

- Nervousness is common
- Encourage examinee to relax
- If you make a mistake, do your best to focus on the next question
- Examinee should not blink excessively – could negatively affect test results
  - If examinee blinks excessively, encourage person to relax

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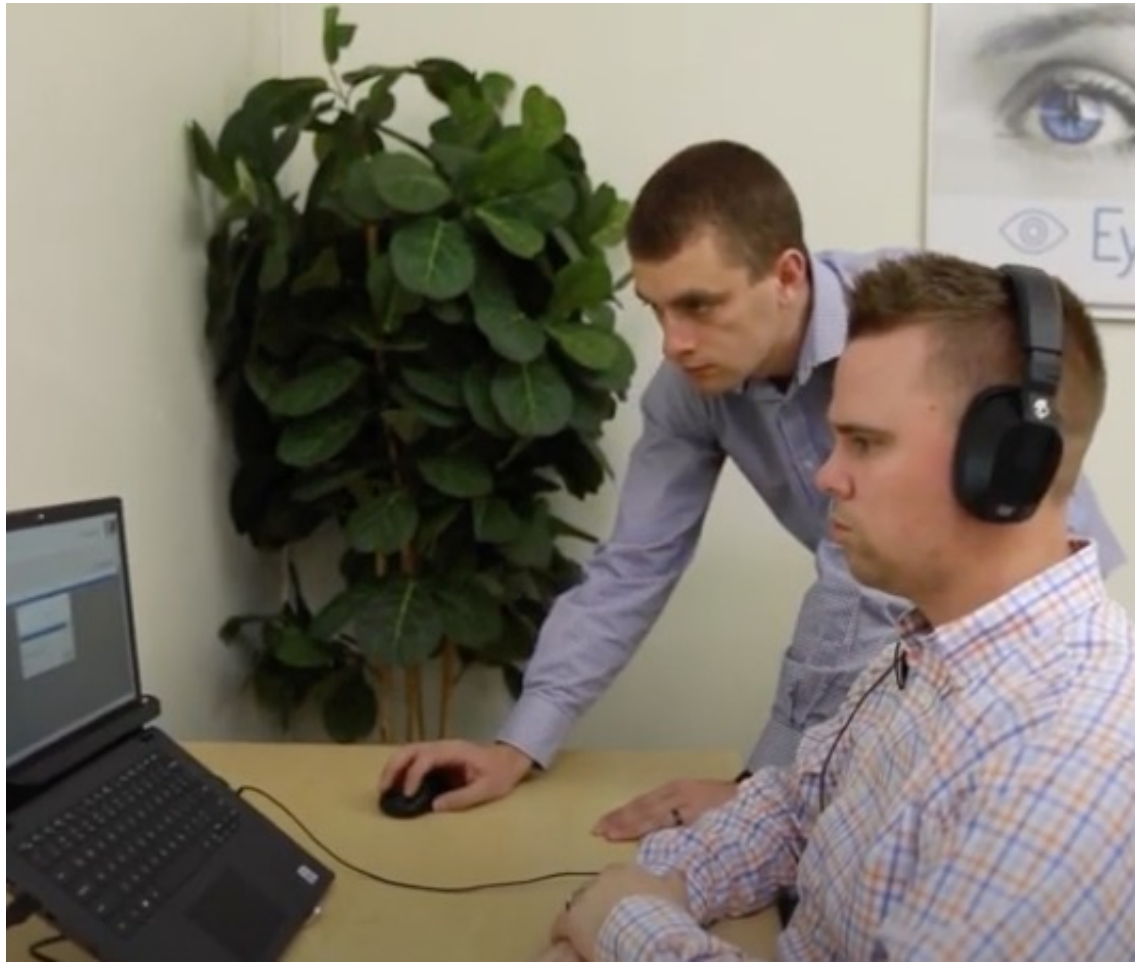
Start Test

- Examinee sitting at EyeDetect Station.
- Use EyeDetect Software to start test



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Administer Test (EyeDetect Software)

Launch EyeDetect

Double-click EyeDetect icon

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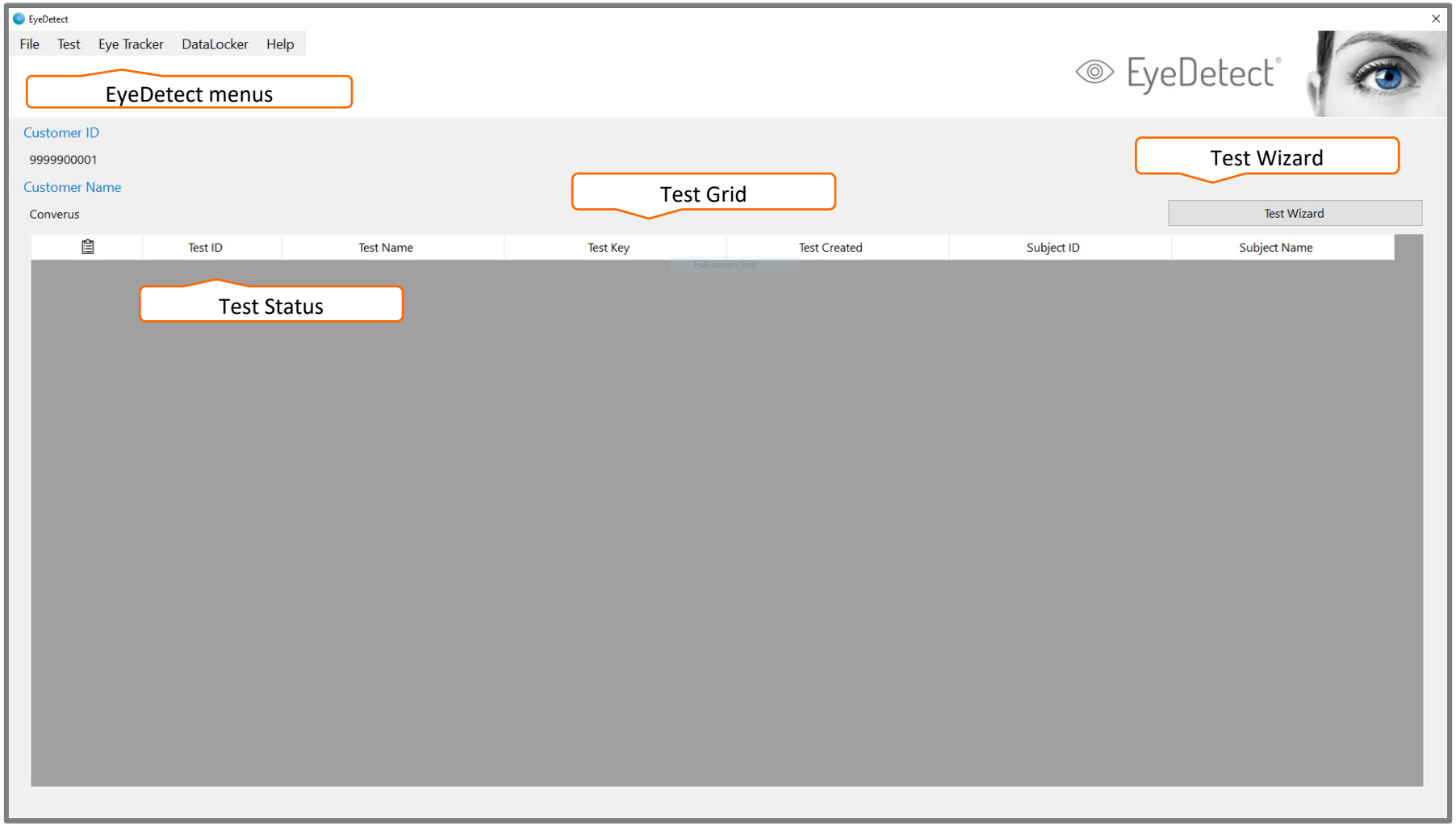
EyeDetect Software Overview



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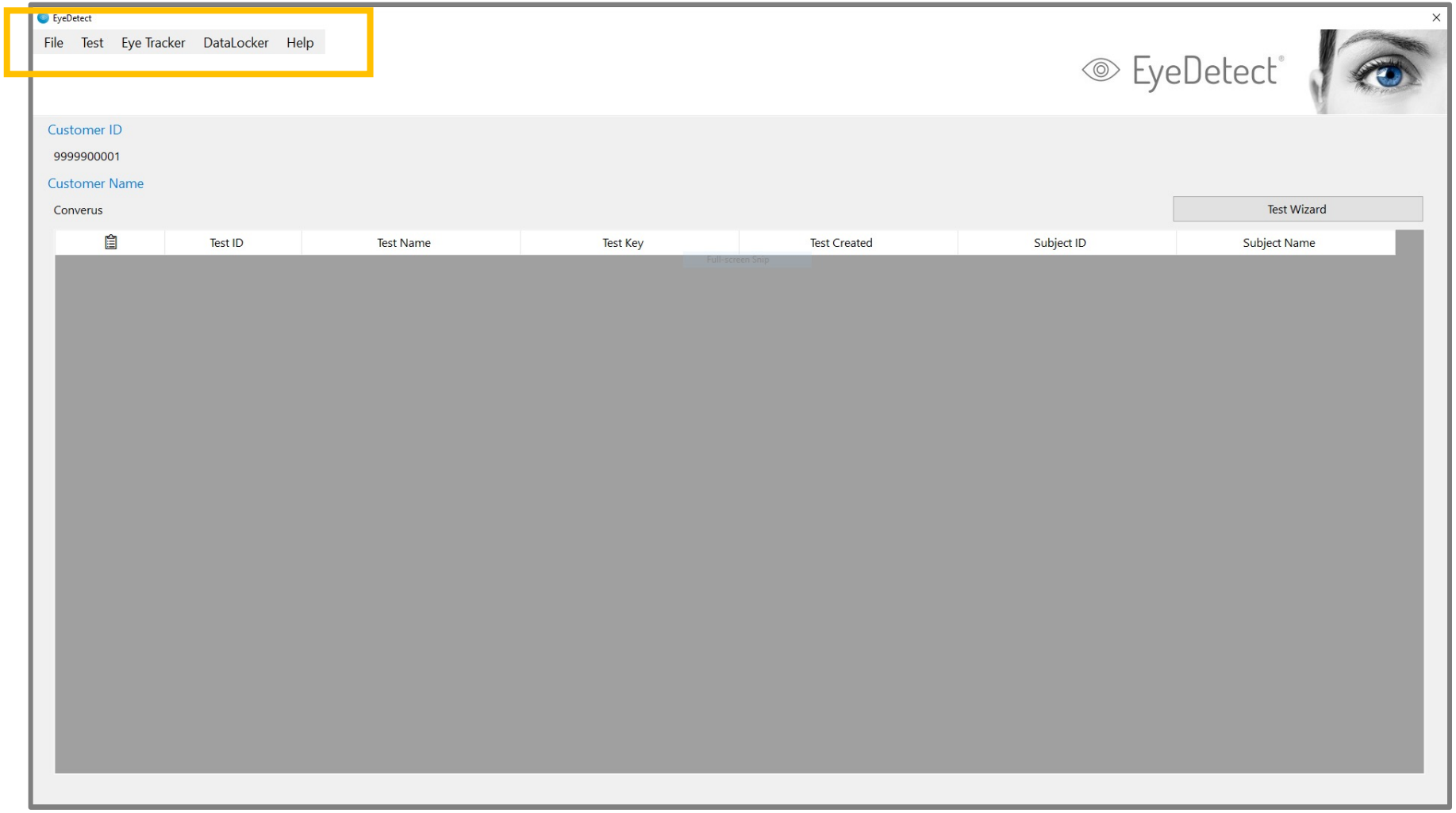
Menu Options

- File
- Test
- Eye Tracker
- DataLocker
- Help



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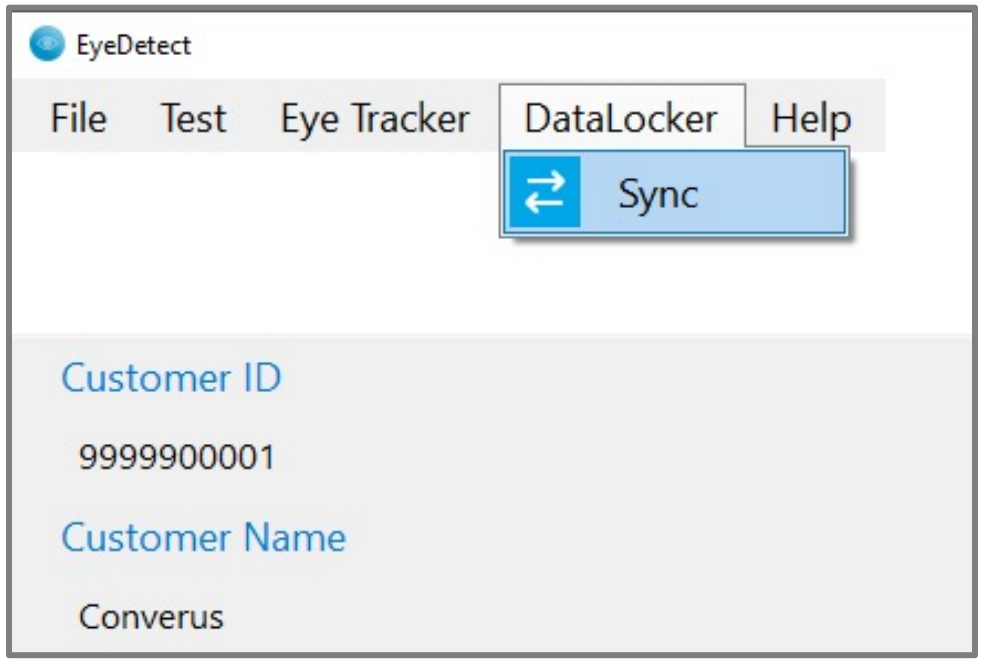
Sync

Each day, choose **DataLocker > Sync** to synchronize station to web server.



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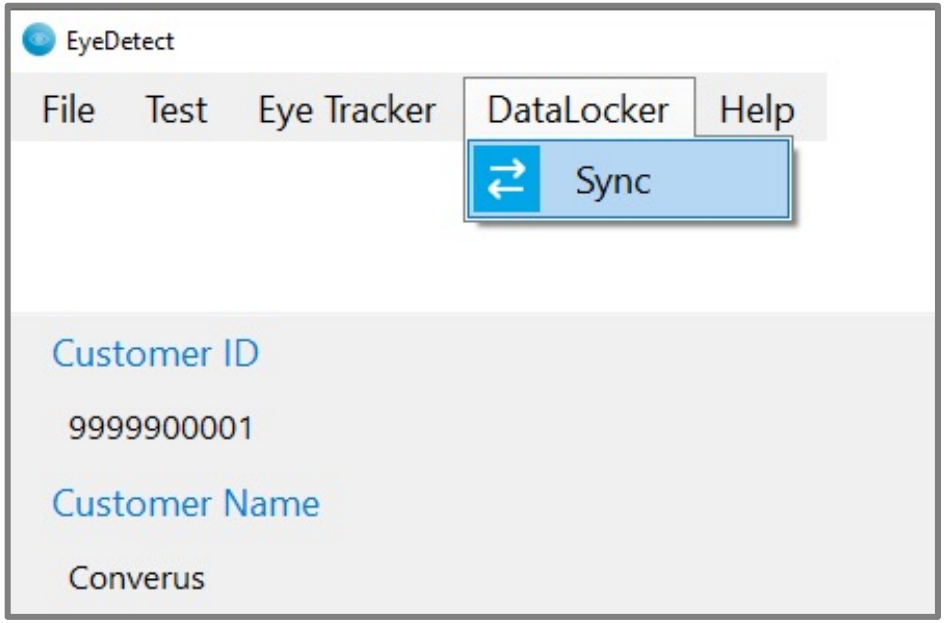
Sync

When Syncing the Station…

- New tests downloaded.
- Software updates downloaded.
- Test data uploaded.



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File

File > Settings

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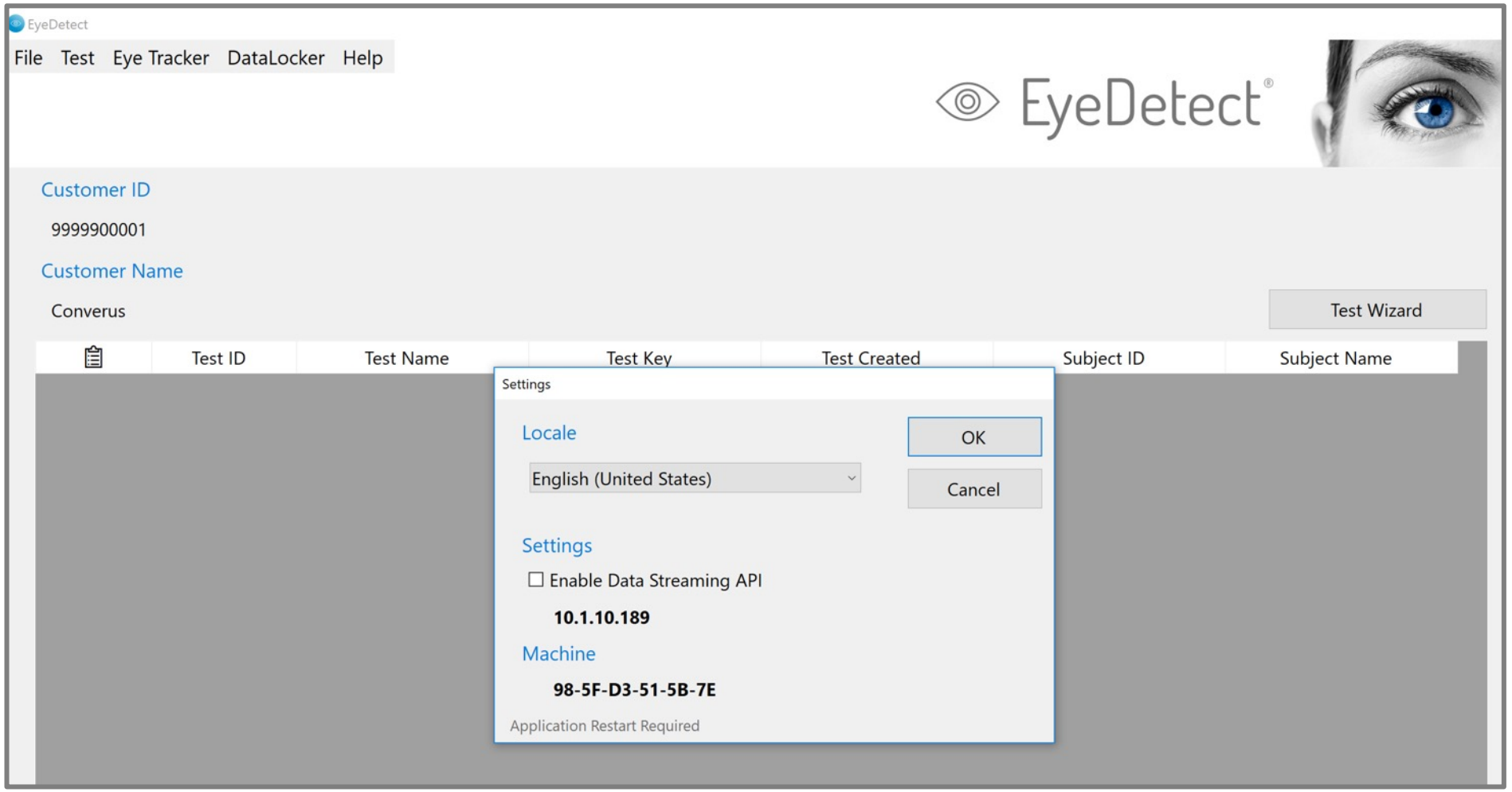
File - Settings



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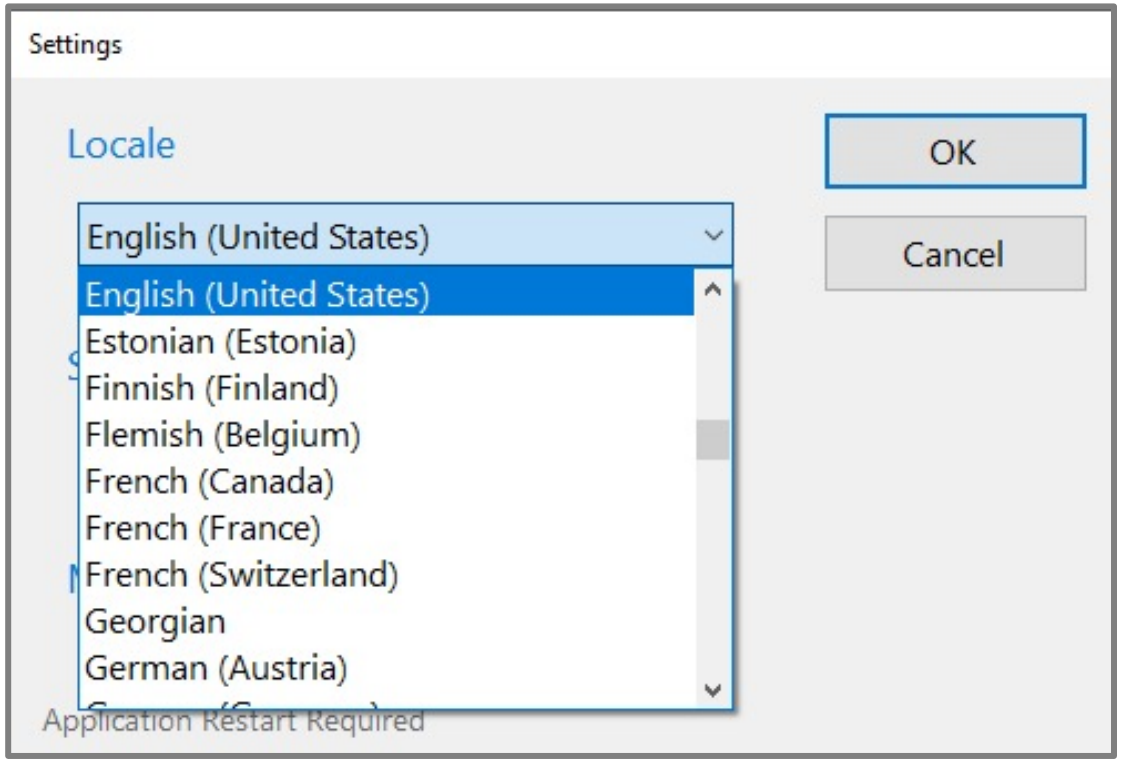
Settings - Language

Language selection for software user interface



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Start Test (Manually)

Start Test - Manually

Manual Steps

- Create test
- Connect Eye Tracker
- Telemetry
- Calibrate
- Validate
- Start Test

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Create Test Entries

- Main Menu, choose Test > Create

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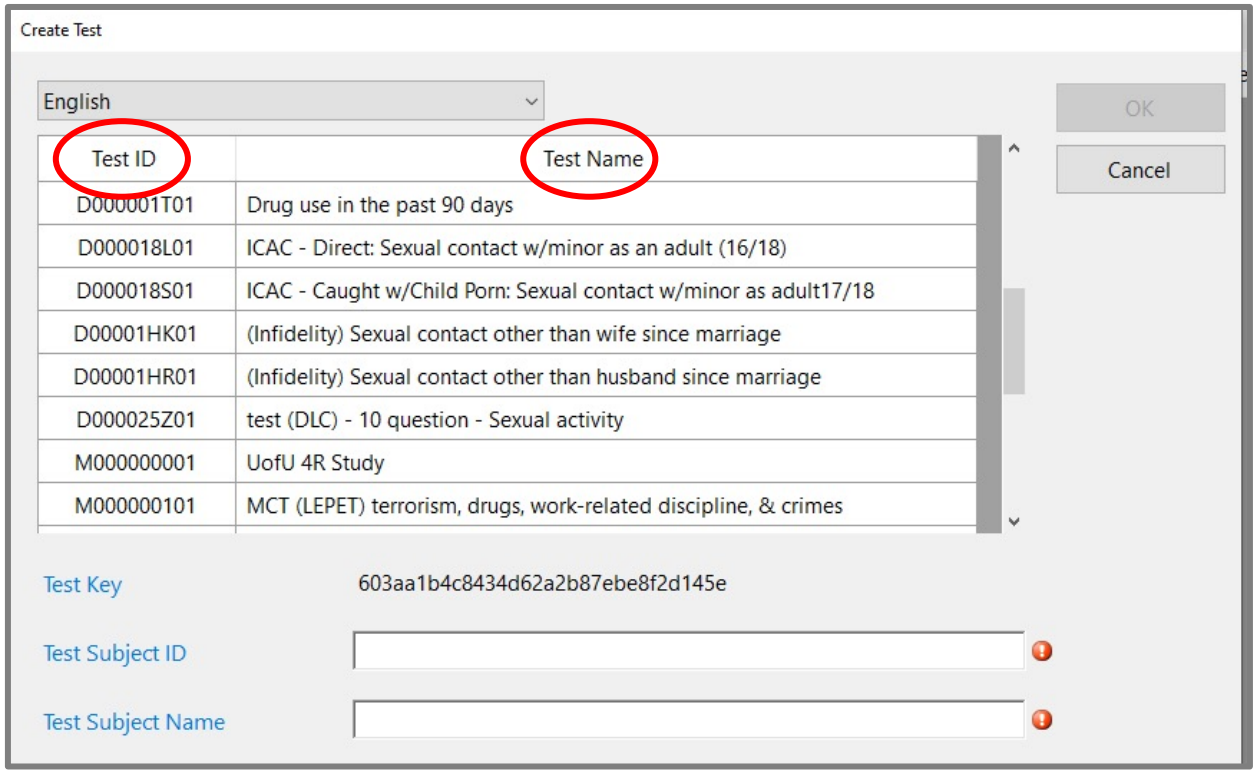
Create Test Entries

- Select test from dropdown. Search by **Test ID** or **Test Name**.
- Double click on **Test ID** or **Test Name** to sort alphabetically
- Tests assigned to your account.



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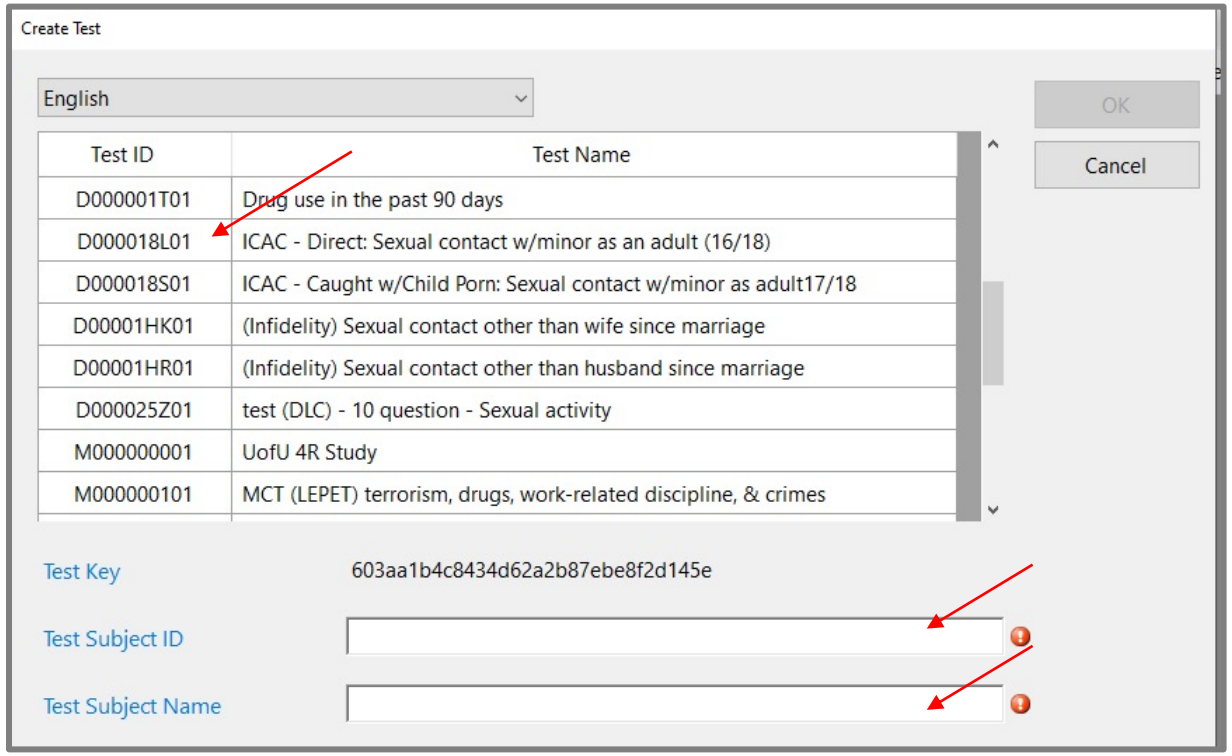
Create Test Entries



- **Test ID's** are automatically created.
- Enter examinee **ID** and **Name** (or not).
- May contain letters or numbers.

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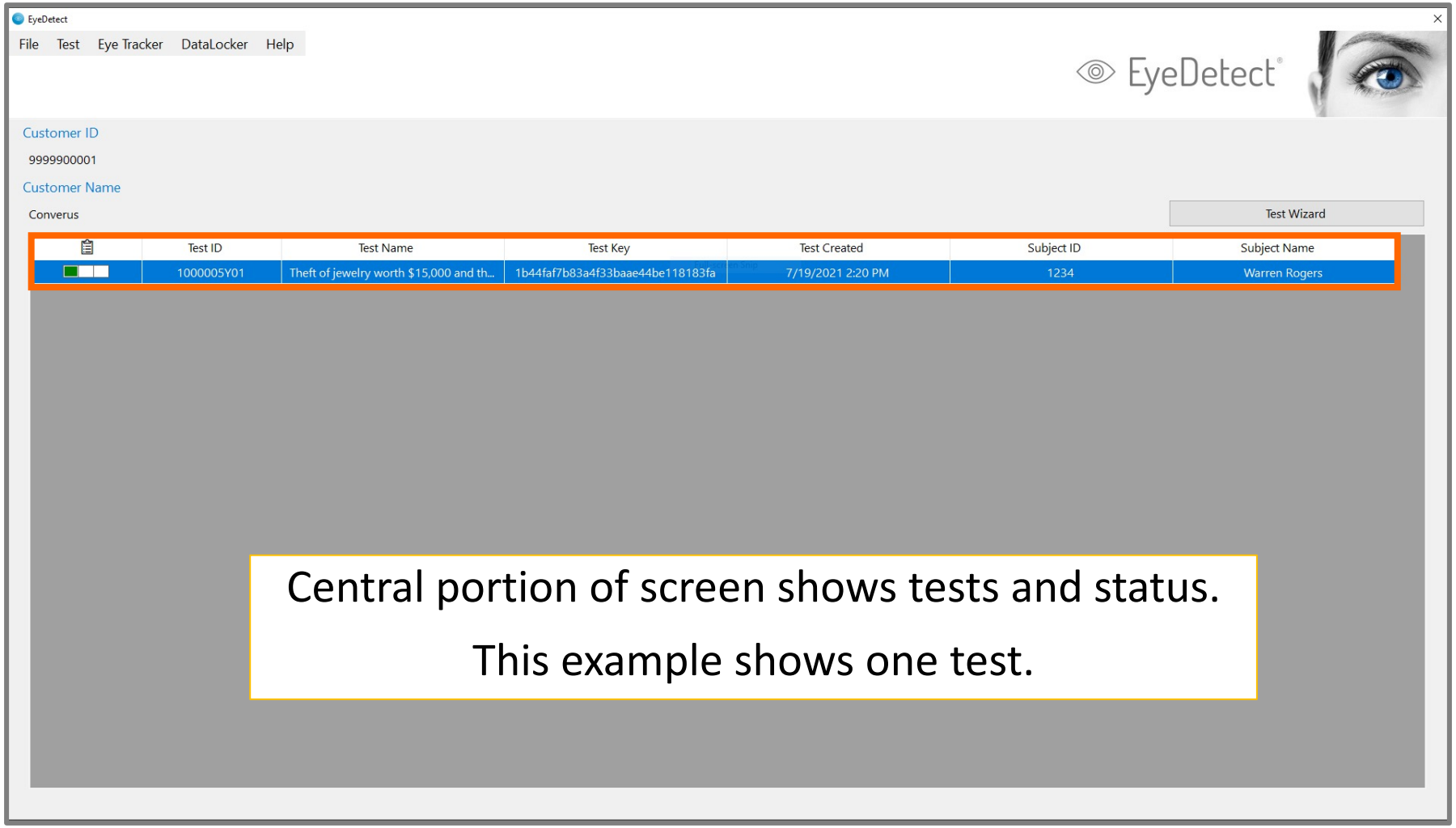
Test Grid



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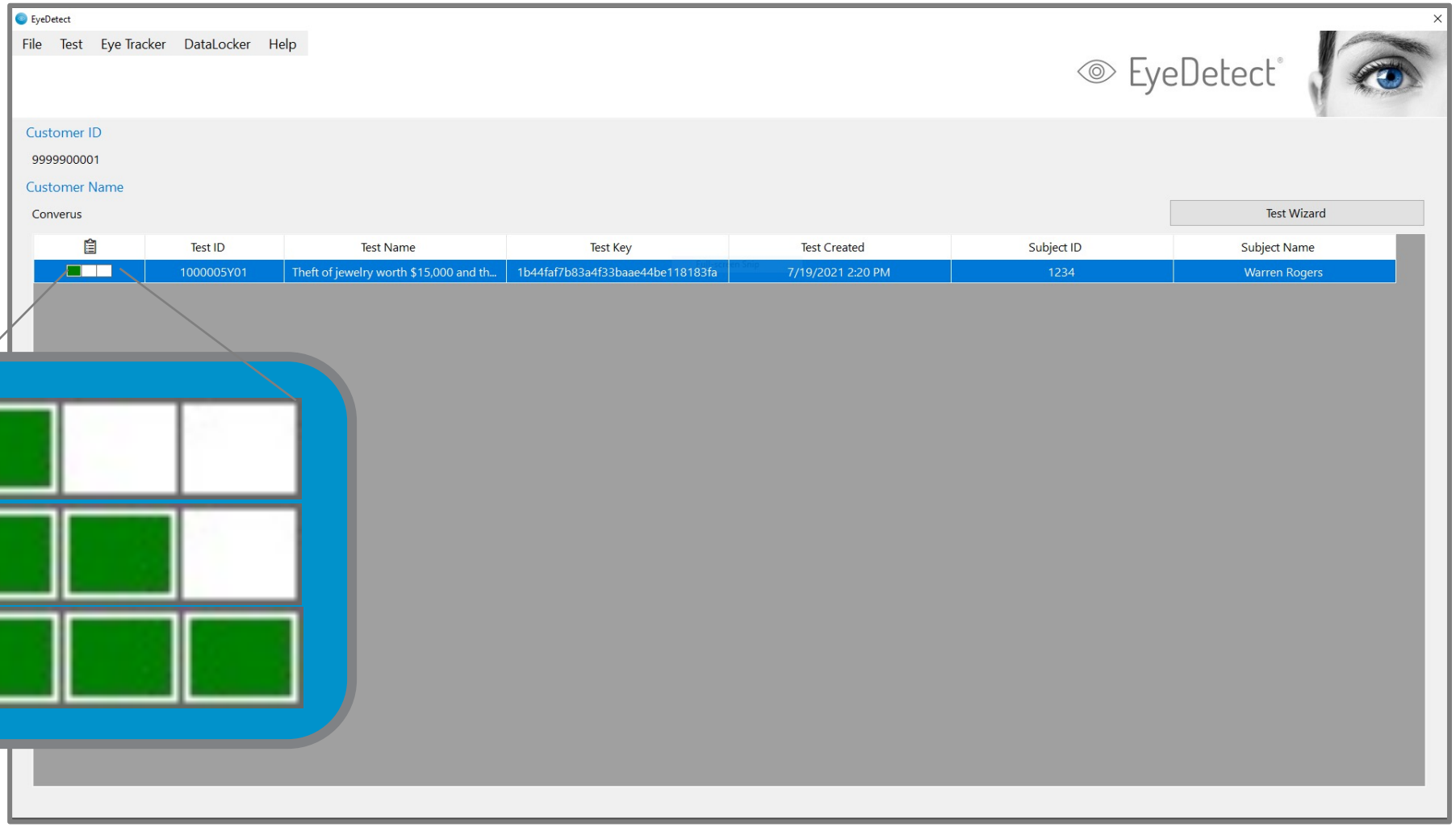
Test Status

- 1 - Created
- 2 - Taken
- 3- Saved



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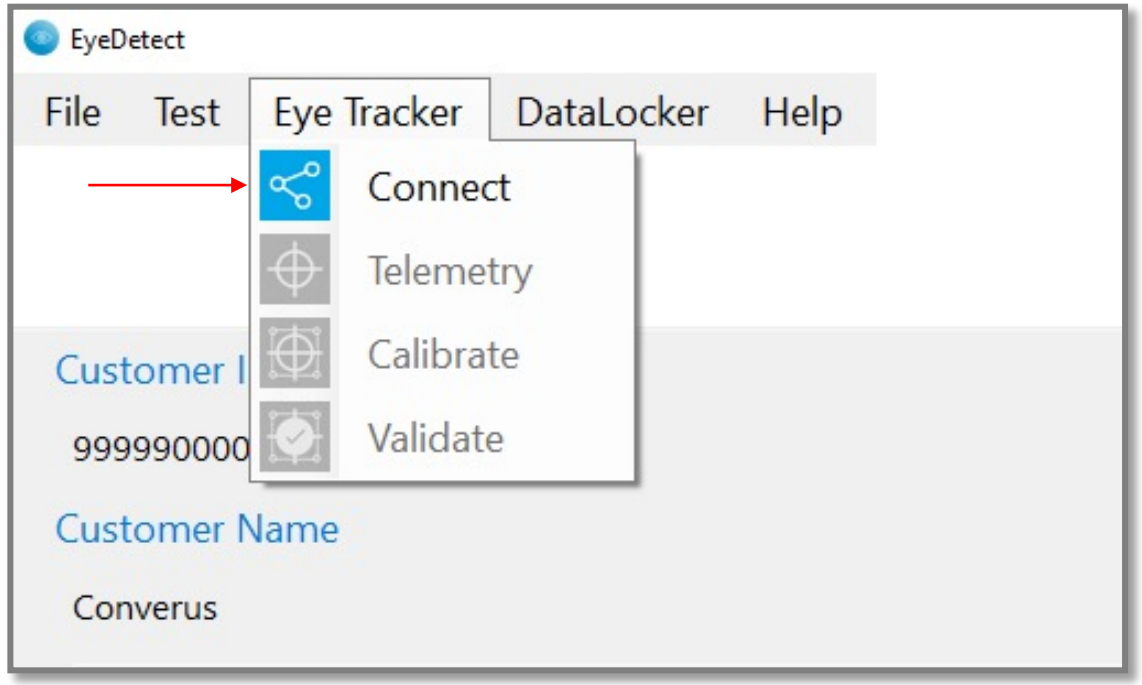
Connect Eye Tracker

Eye Tracker > Connect.

May take 5-10 seconds.



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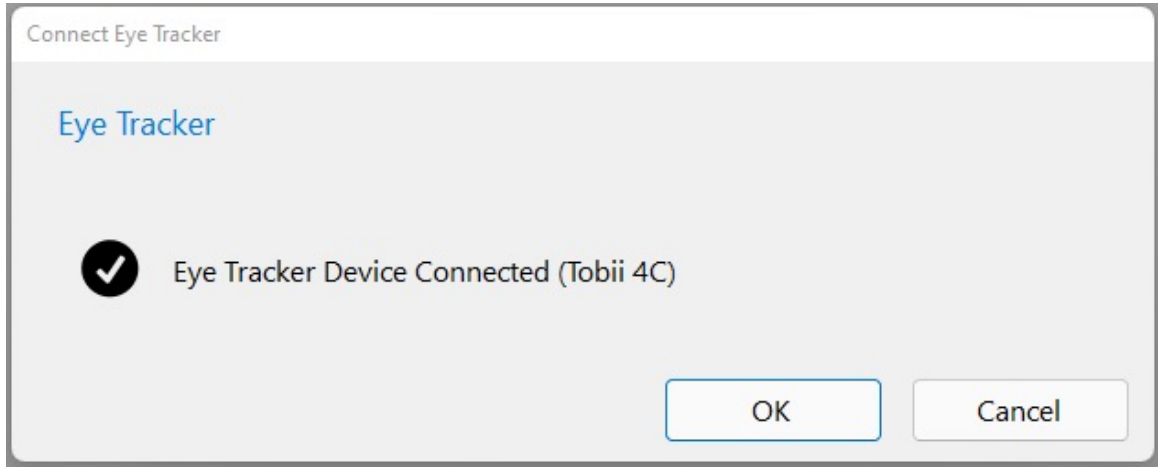
Connect Eye Tracker

Connect Eye Tracker (Continue) then, **OK.**



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Connect Eye Tracker

UPON CONNECTING, RED LIGHTS GO “ON” AT BOTH ENDS OF EYE TRACKER.

INDICATES EYE TRACKER READY

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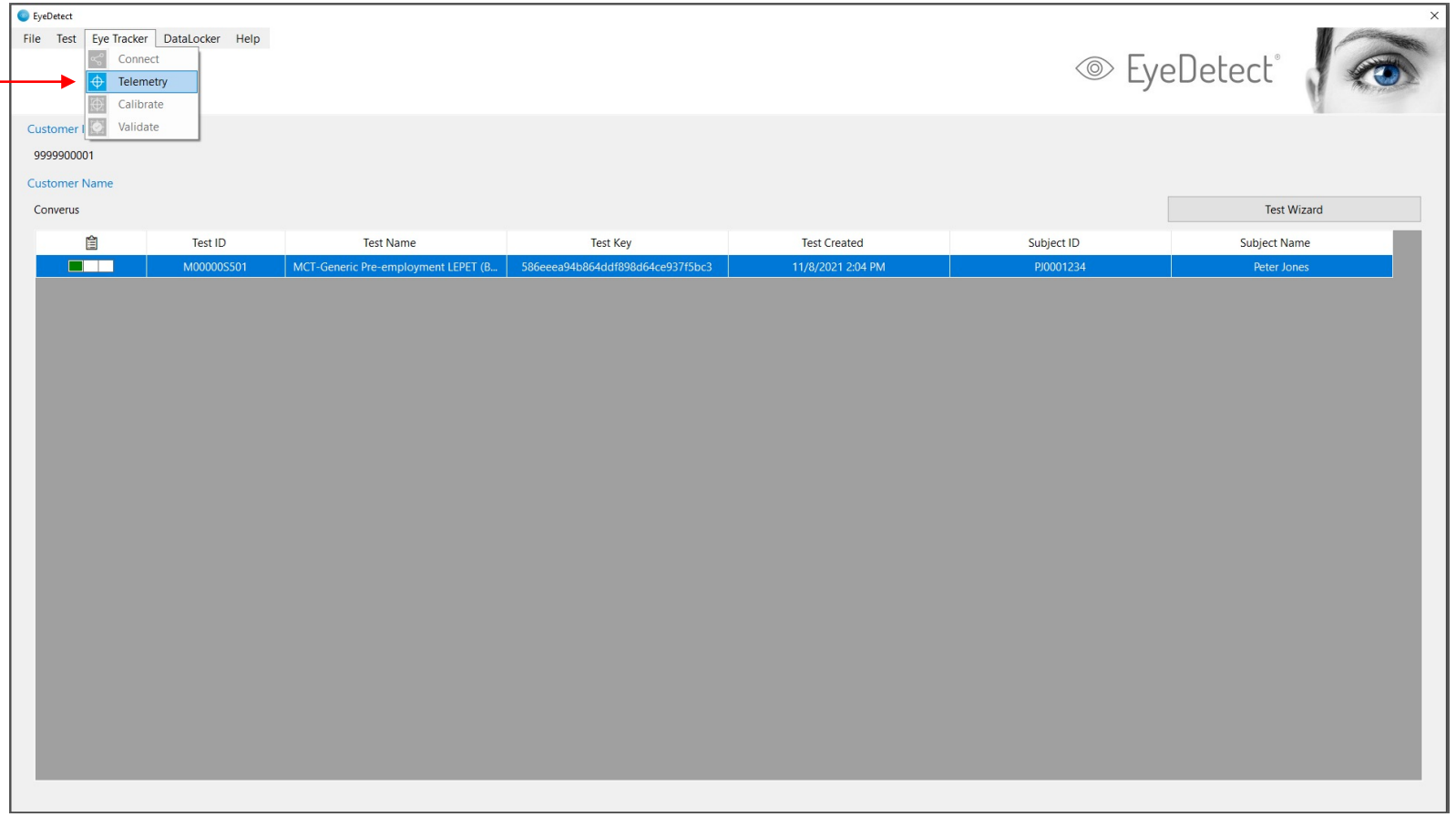
Telemetry

- Telemetry ensures hardware and testing conditions ready.
- Note: Eye Tracker must be “connected” to configure telemetry.



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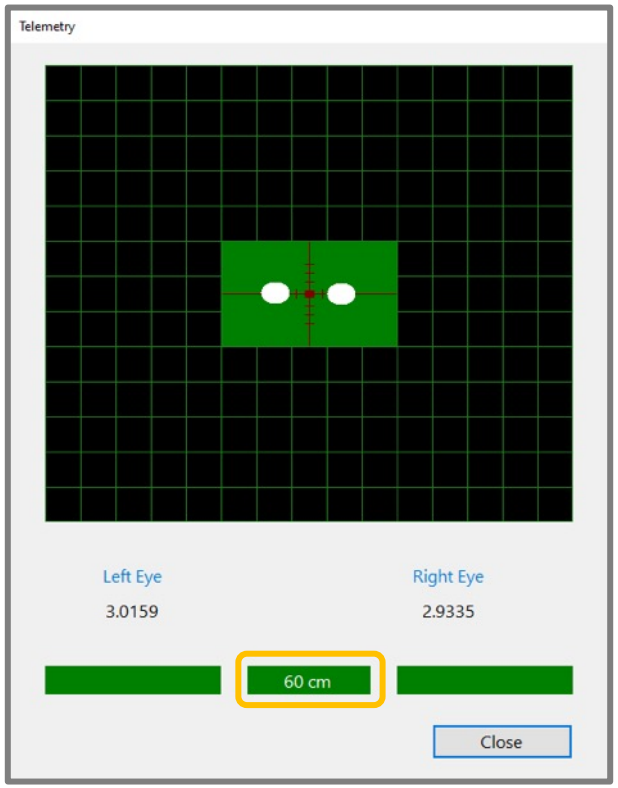
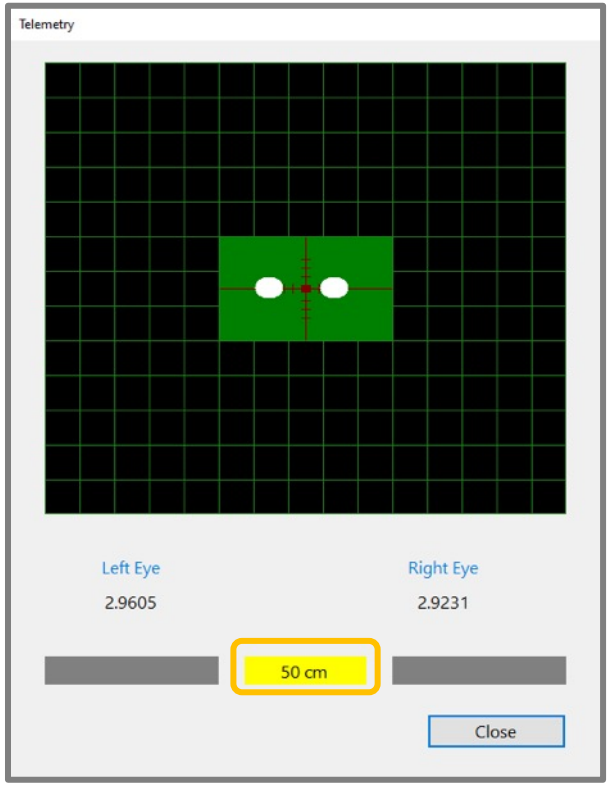
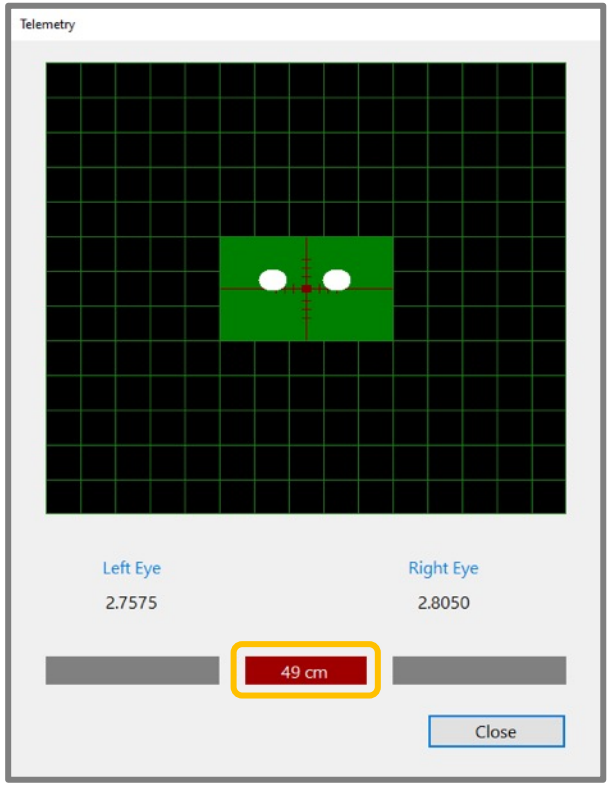
Telemetry

Distance & Signal Strength







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Telemetry Challenges

- Bi-focal, tri-focal or progressive lenses
- Lens glare
- Dark-framed glasses
- Excessive make-up
- Dilated pupils (drugs)
- Dry eyes (sleepy, allergies or anti-histamines)

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Telemetry - Chin rest

- Keep examinee still
- Keep examinee head ideal distance from screen
- Set on the table/desk about 60 cm from screen
- Adjust up/down

- **Optional if using EyeDetect Manager**

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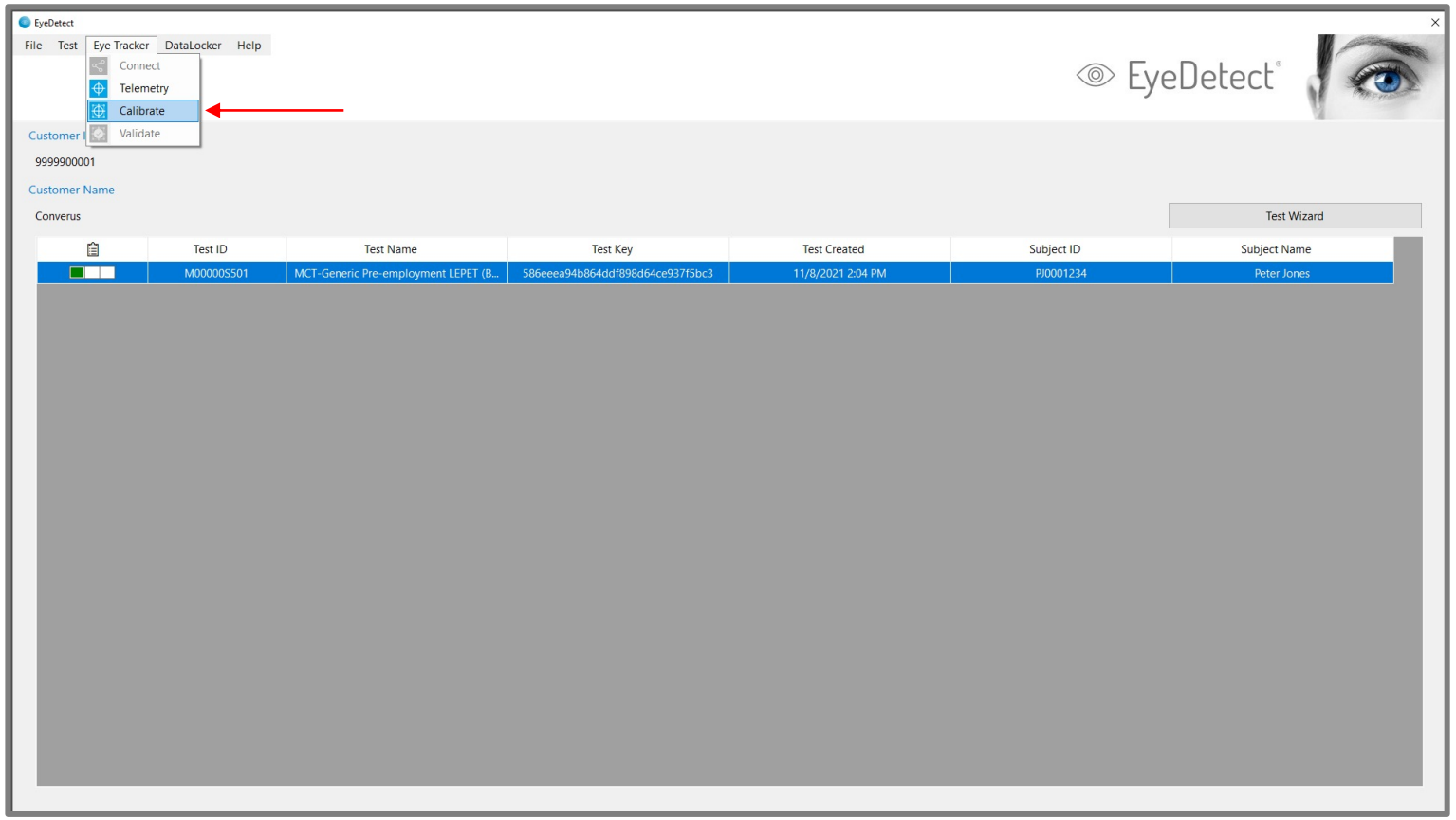
Calibrate



- Ensures Eye Tracker working correctly with current settings.
- Examinee follows dots onscreen with eyes - keep head still.
- Process follows Telemetry step.

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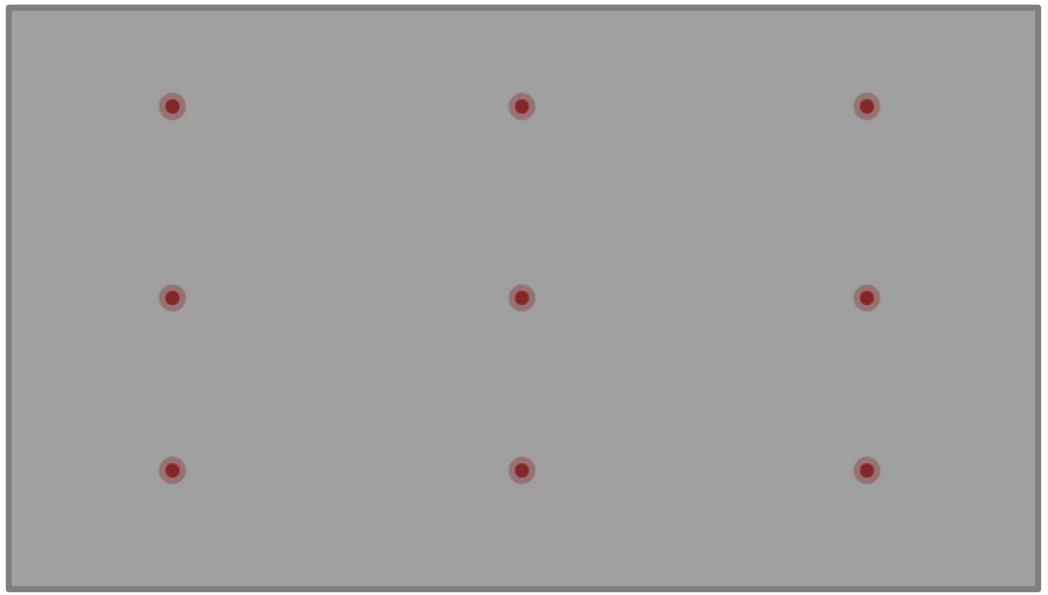
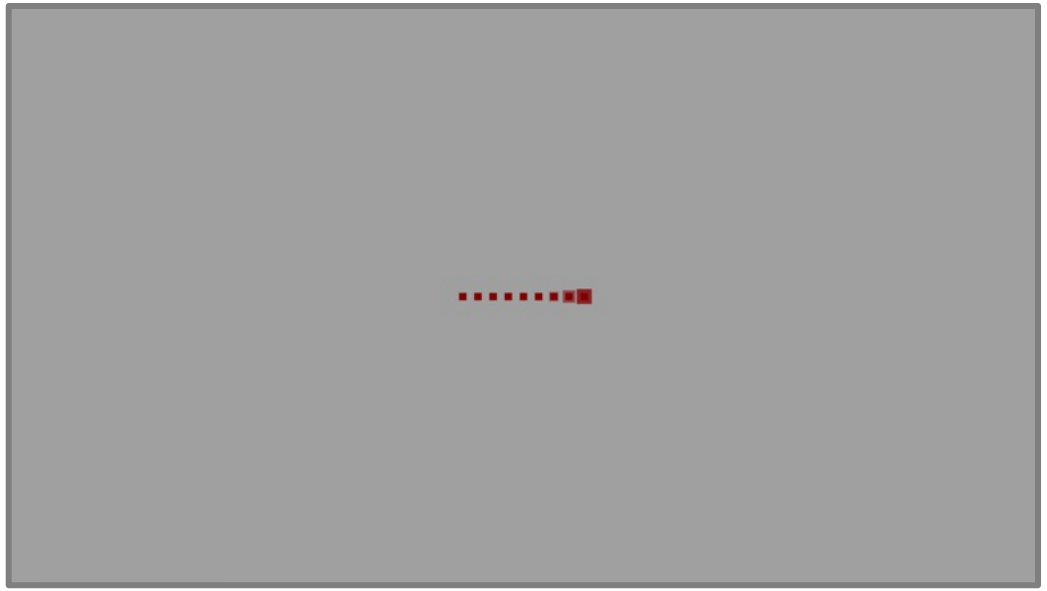
Calibrate



- Dots appears on-screen.
- Follow with eyes, keep head still.
- Focus on dots.
- When pattern complete, calibration screen closes automatically.



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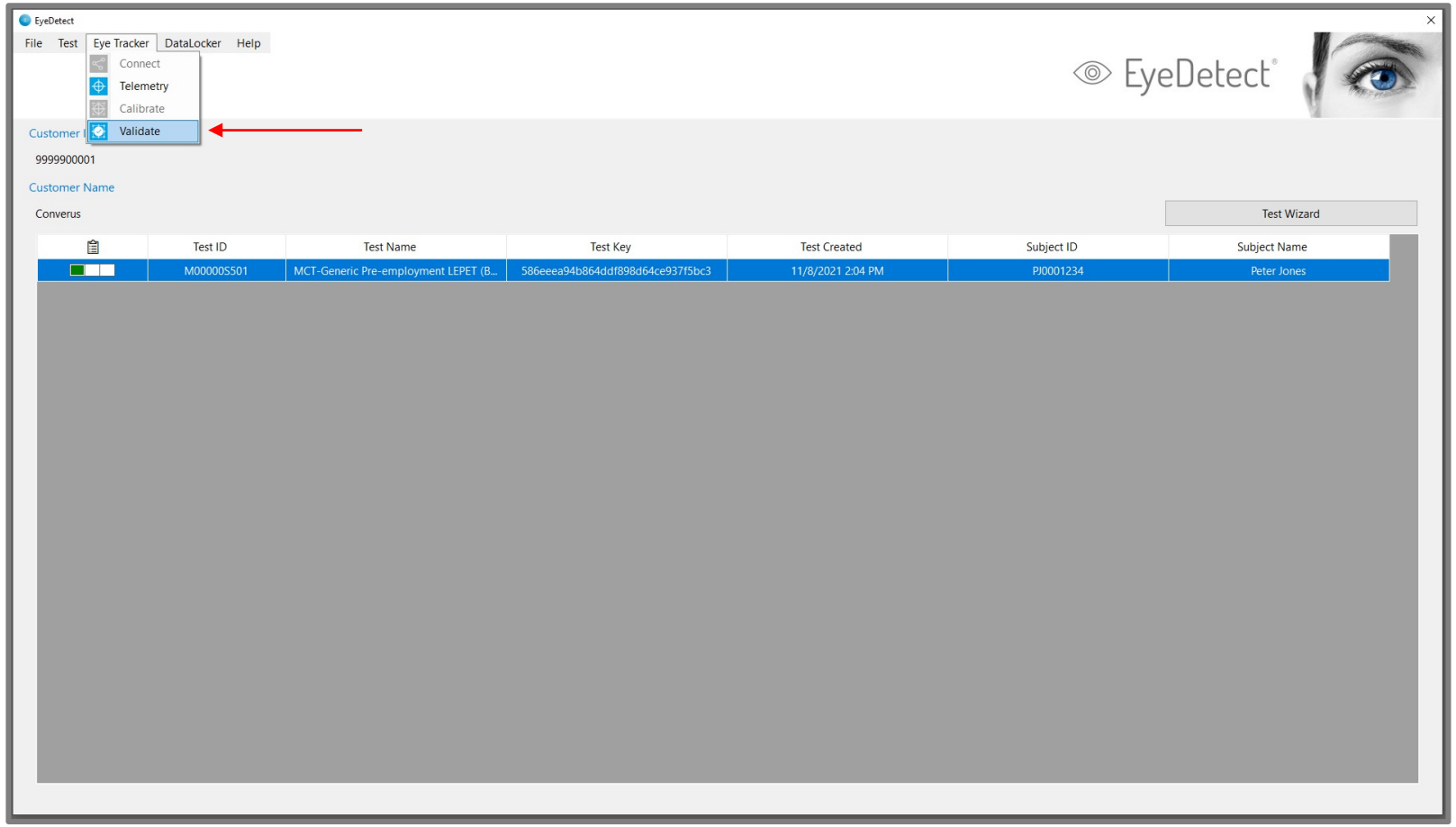
Validate



- Final step to validate settings.
- If Eye Tracker is set up correctly, test proceeds.

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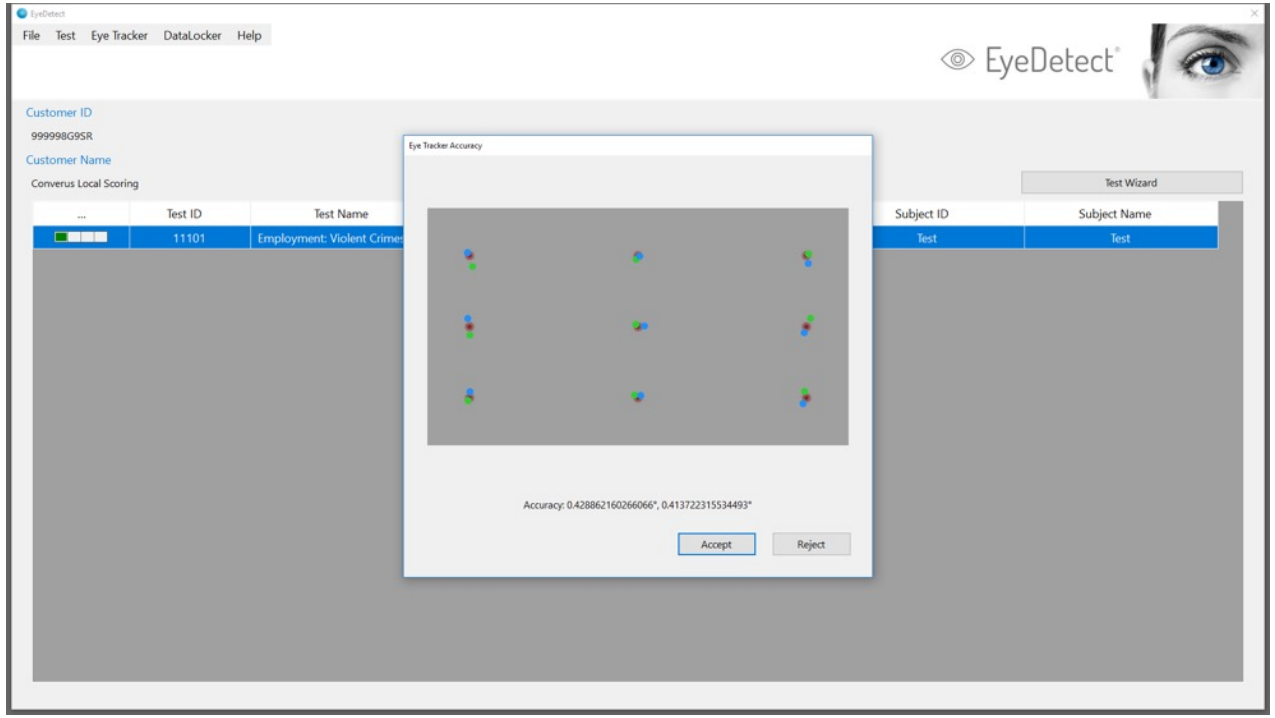
Validate

- Accuracy screen appears with dots and score.
- Blue/green dots should be close to red dots.
- Green and blue dots - examinee eyes.



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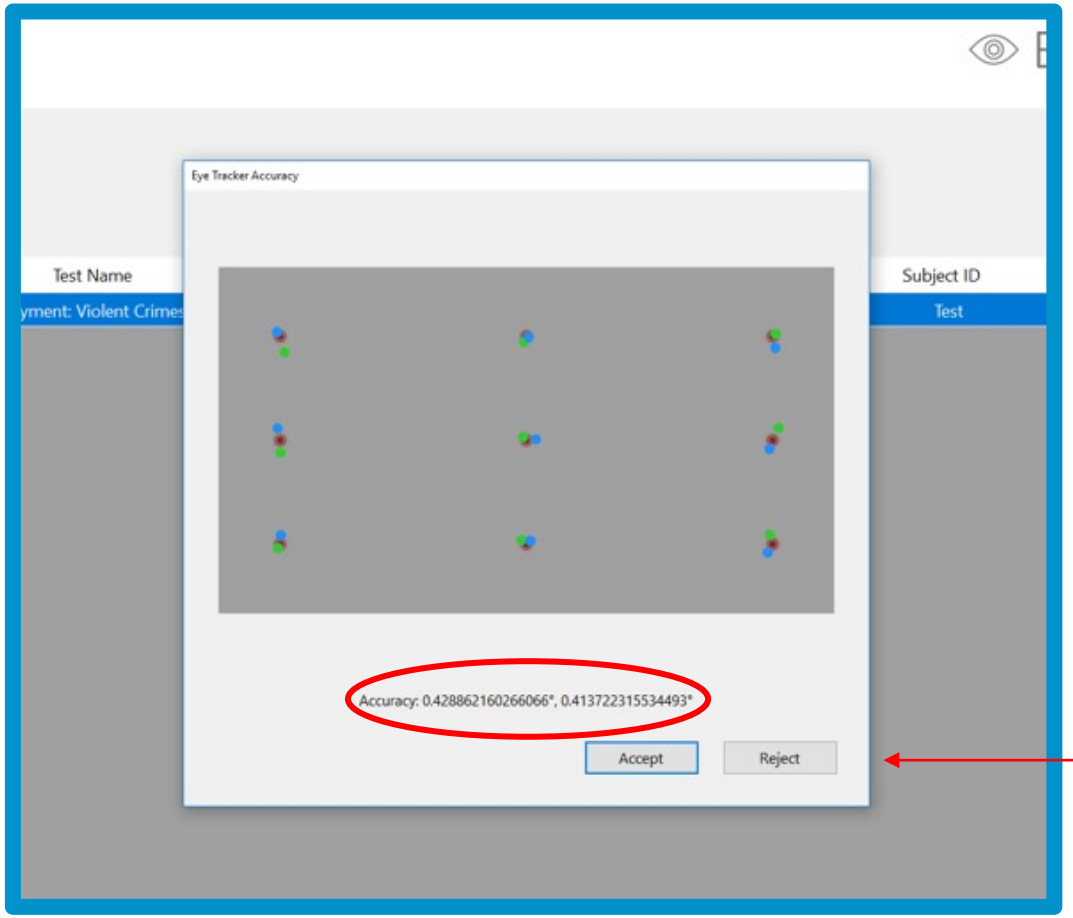
Validate



- Settings up to 1.5 are acceptable.
- 1.5 is the max angle variance measured between the point where eyes should be focused on red dots and the actual focus of eyes.
- Choose **Accept** to continue or **Reject** to repeat.

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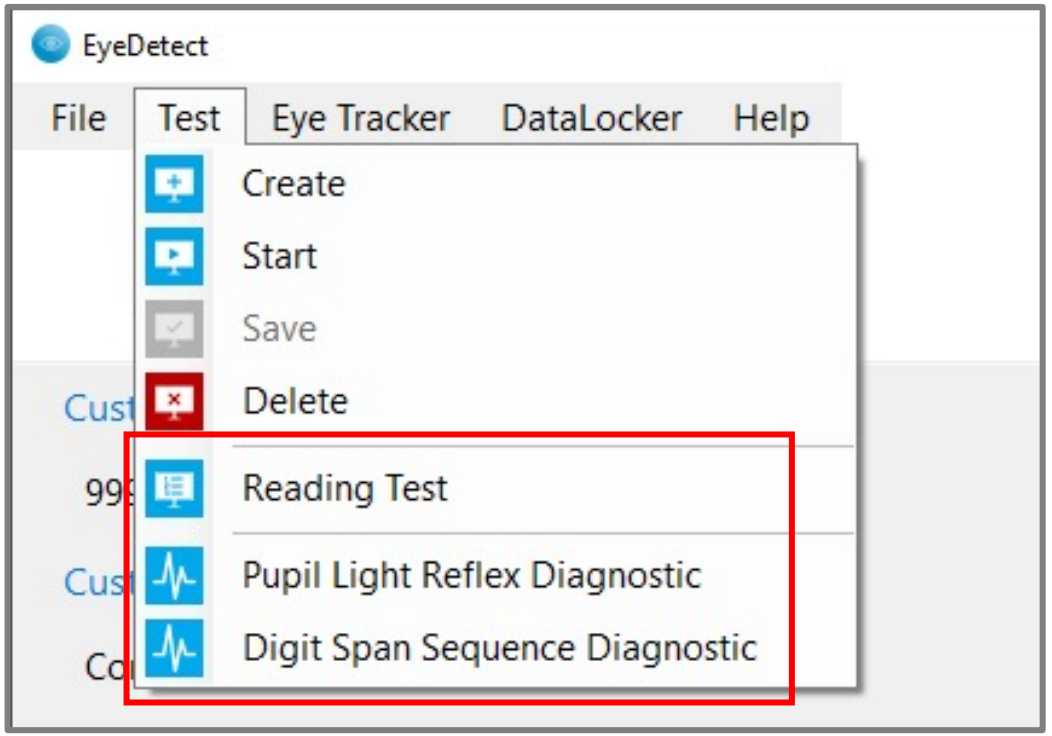
Start Test Diagnostic Tests

Optional tests

- Reading test
- Pupil Light Reflex Diagnostic
- Digit Span Sequence Diagnostic



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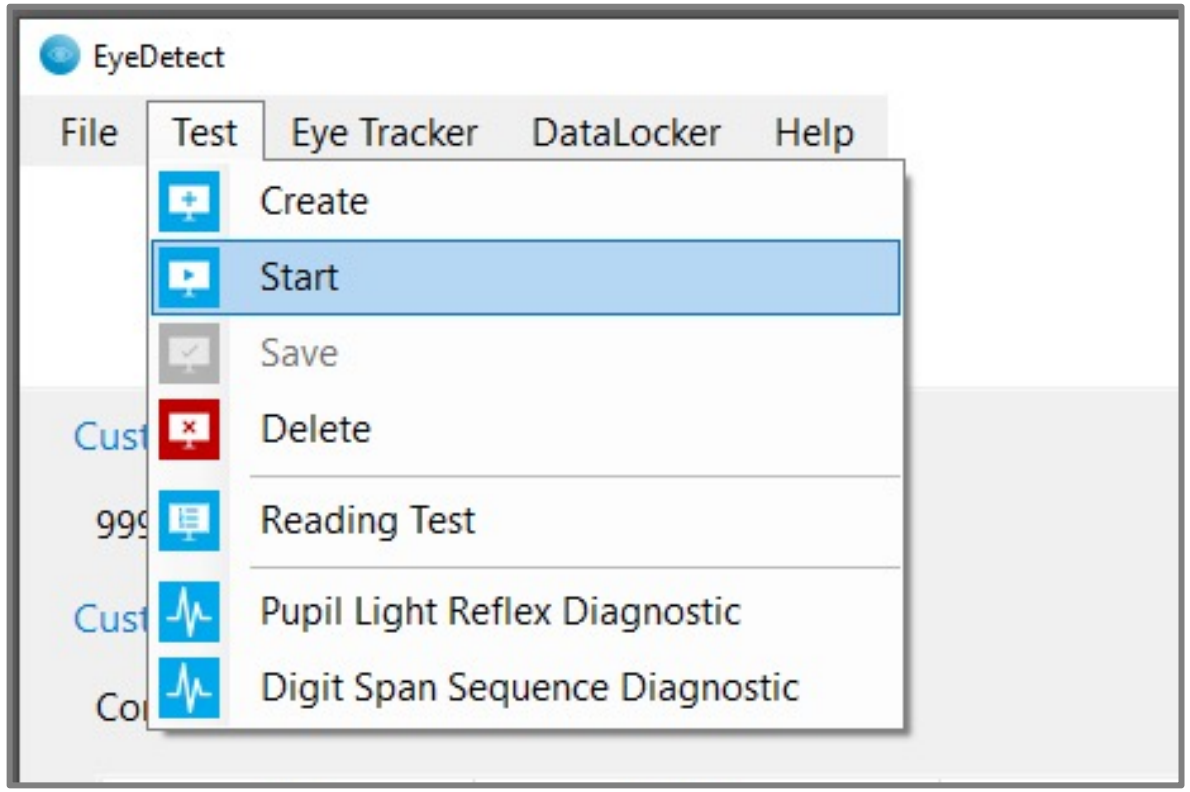
Start Test

- Select Test > Start



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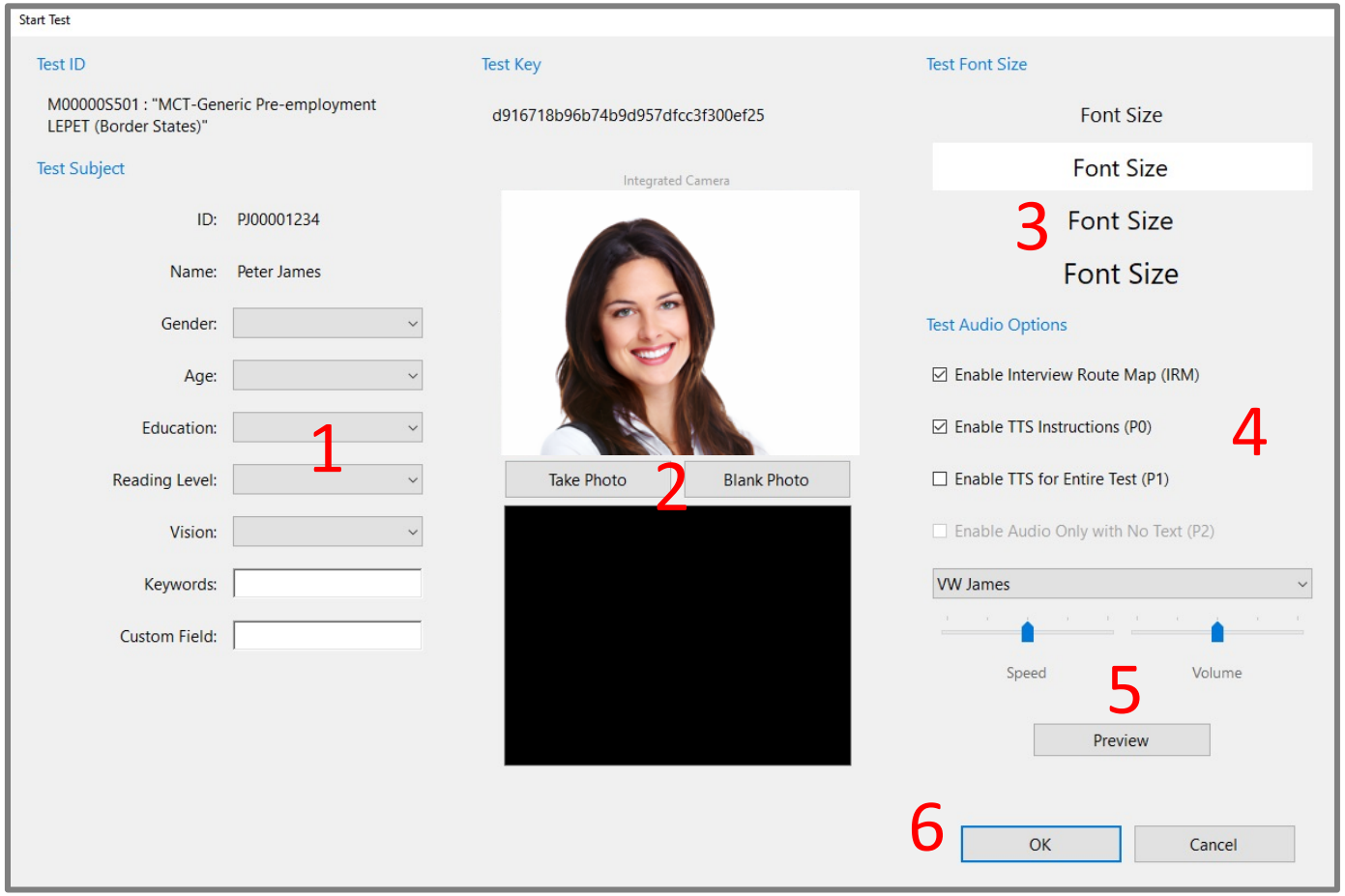
Start Test Dialog Box

1. Optional: age, gender, years of education, reading level, vision
2. Optional: photo
3. Adjust font size
4. Text to speech settings (preset)
5. Select **Preview** to hear sound (headphones on)
6. Click **OK** to start test



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Start Test (Test Wizard)

Start Test – Test Wizard

Automatic Steps

- Create test
- Connect Eye Tracker
- Telemetry
- Calibrate
- Validate
- Start Test

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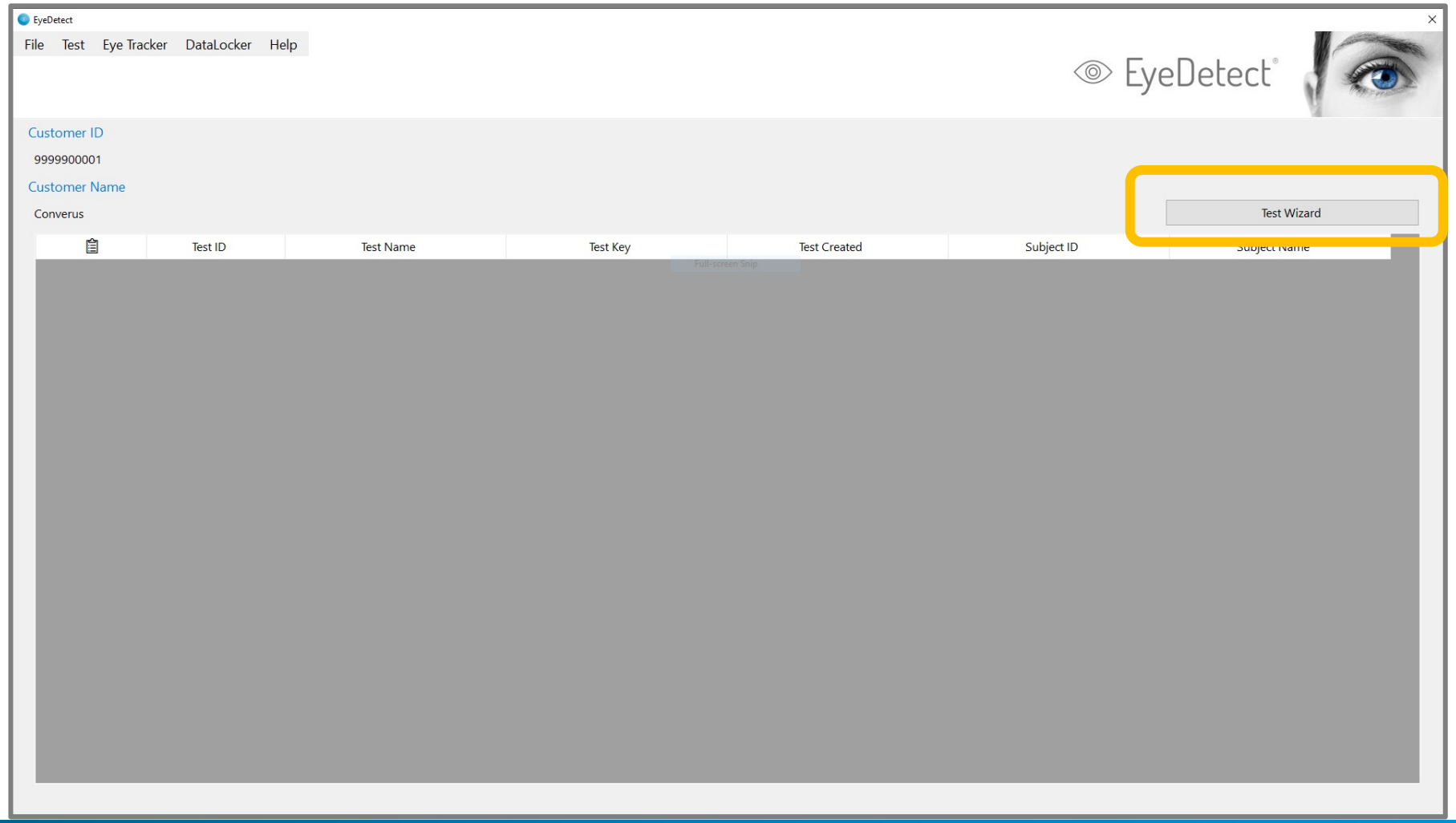
Test Wizard



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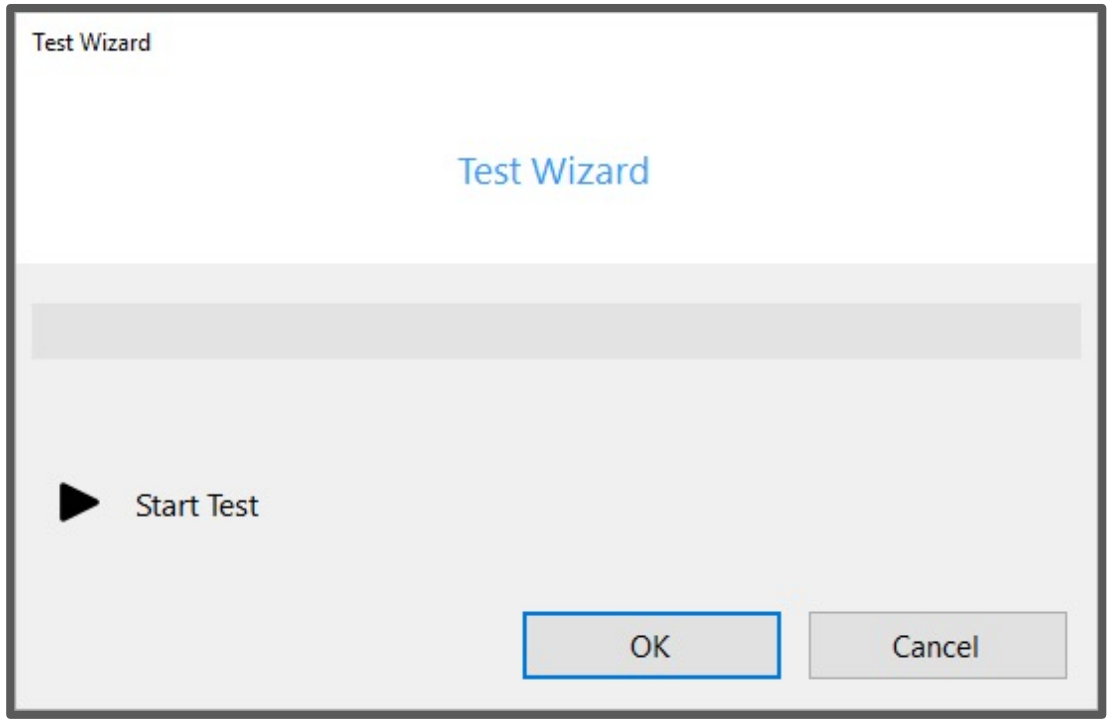
Start Test

- Automates entire process: Test Create, Connect, Telemetry, Calibrate, Validate



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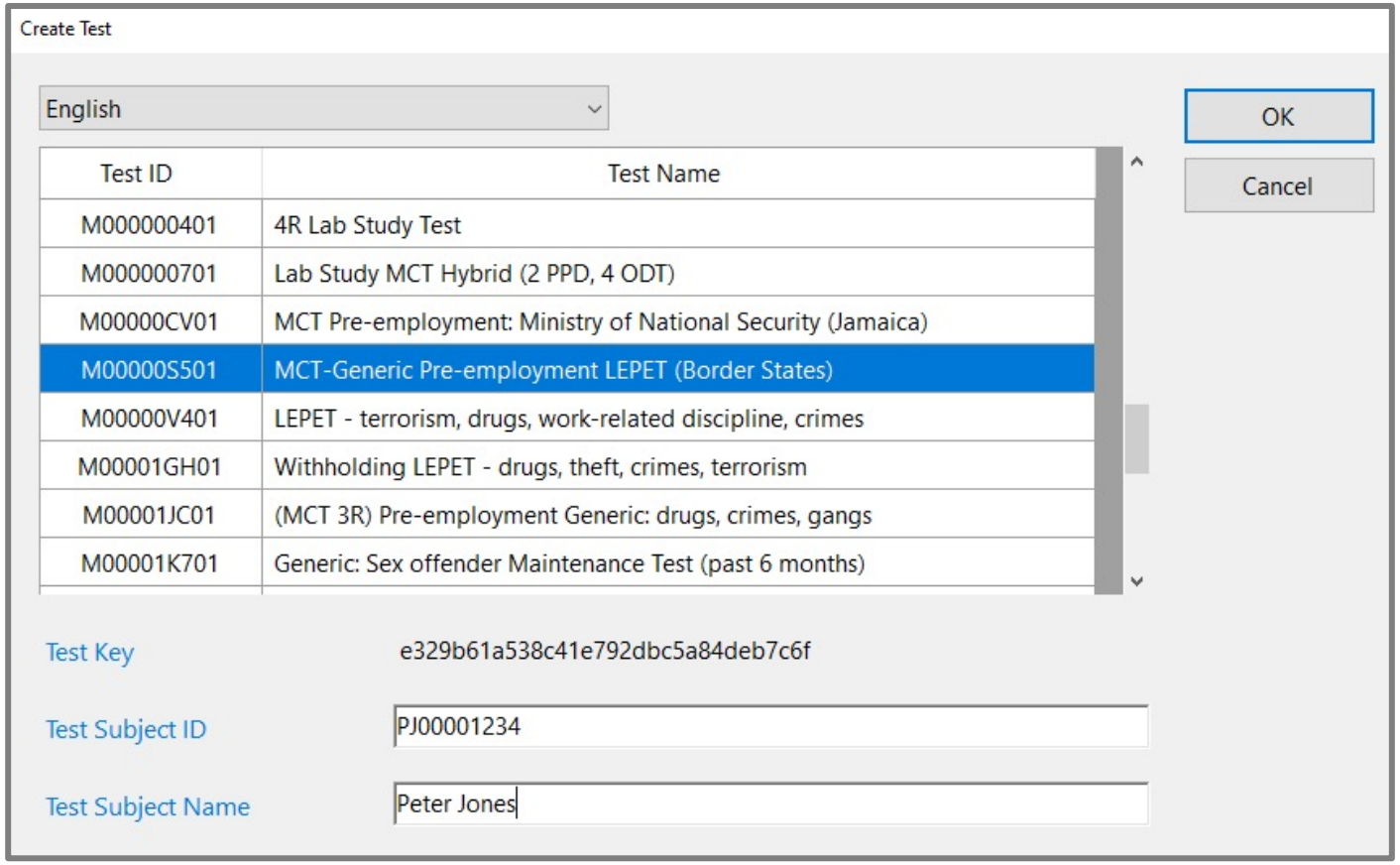
Create Test

- Select test
- Enter Subject ID
- Enter Subject Name
- Select OK



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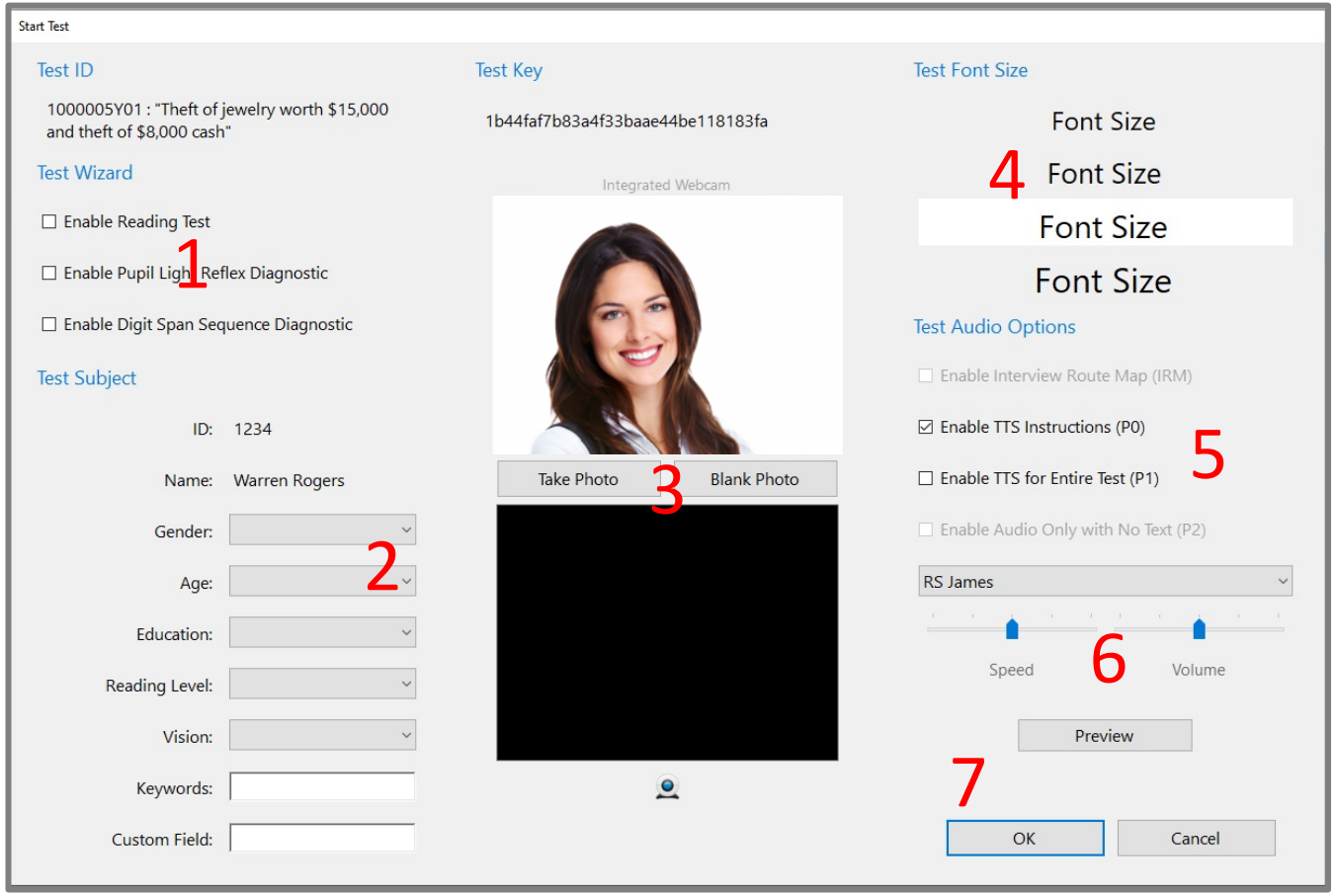
Start Test Dialog Box

1. Diagnostic Tests
2. Optional: age, gender, years of education, reading level, vision
3. Optional: photo
4. Adjust font size
5. Text to speech settings (preset)
6. Select **Preview** to hear sound (headphones on)
7. Select **OK** to continue



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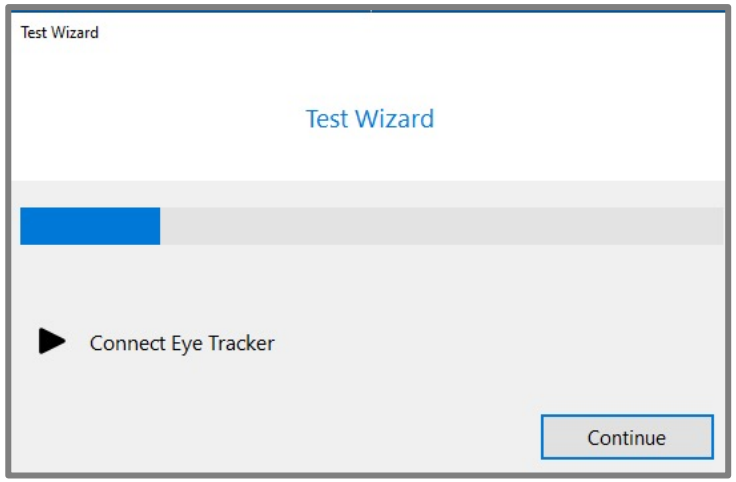
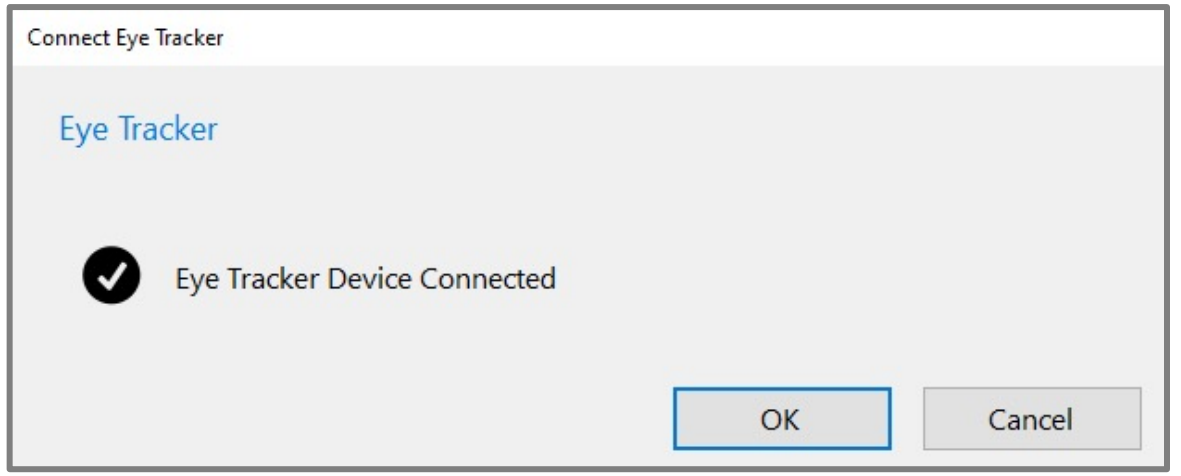
Connect Eye Tracker

May take 10 seconds.





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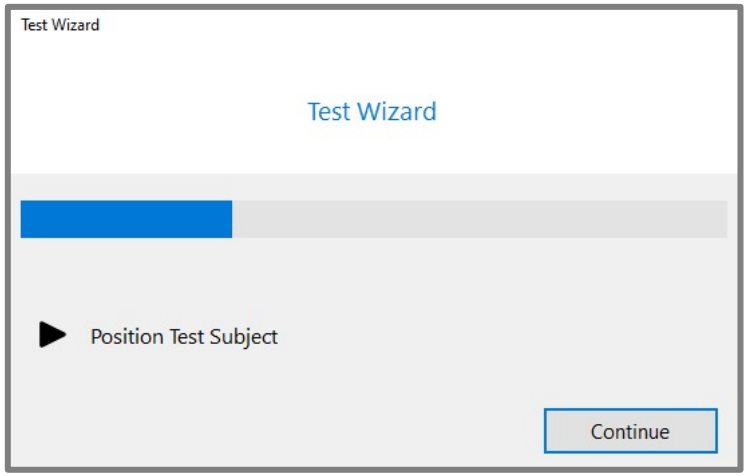
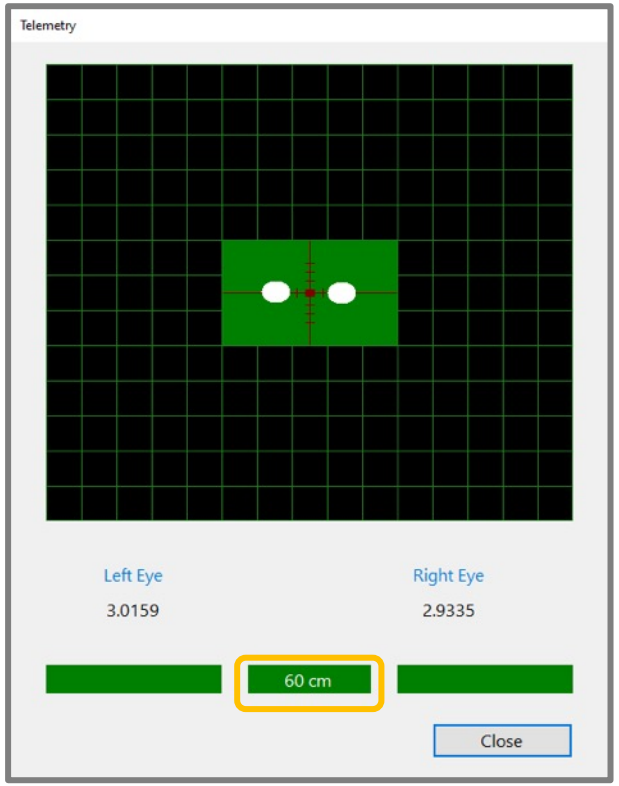
Telemetry

Position examinee and adjust distance





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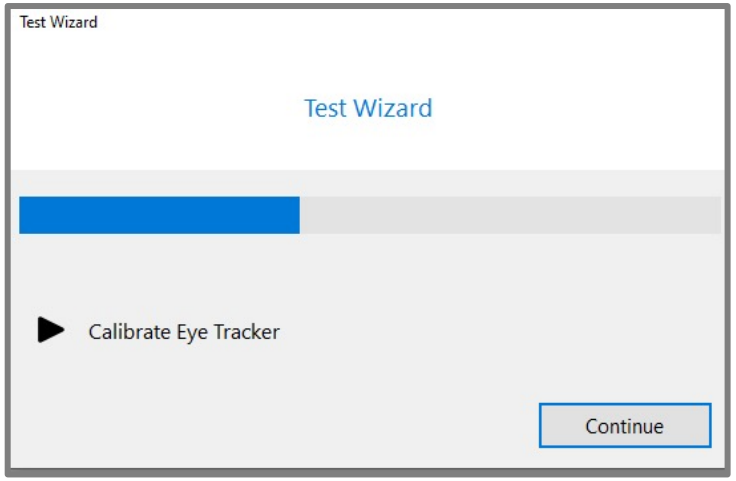
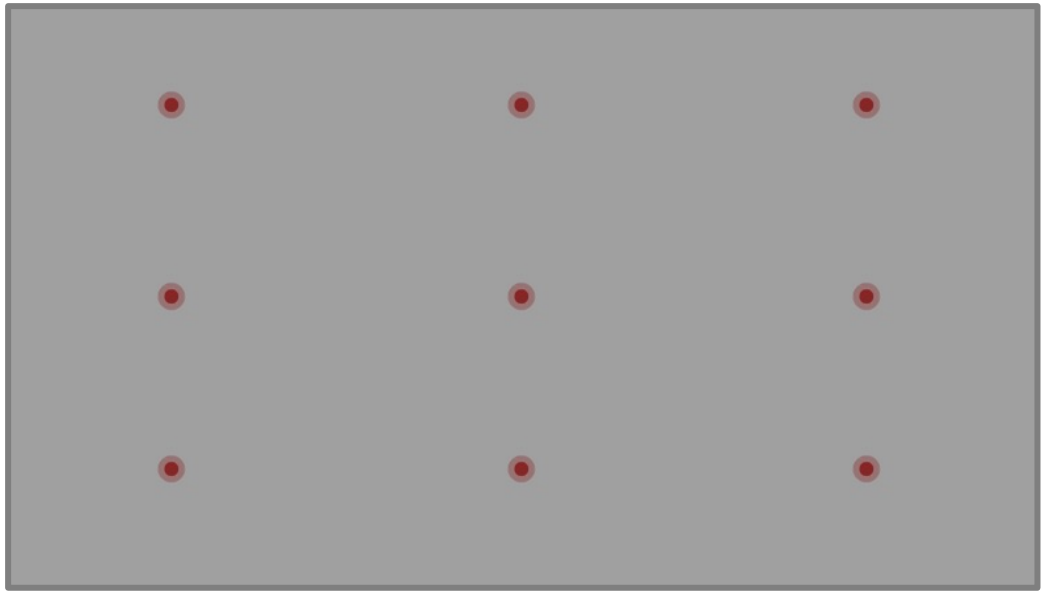
Calibrate Eye Tracker

Have examinee follow the dots, keep head still.





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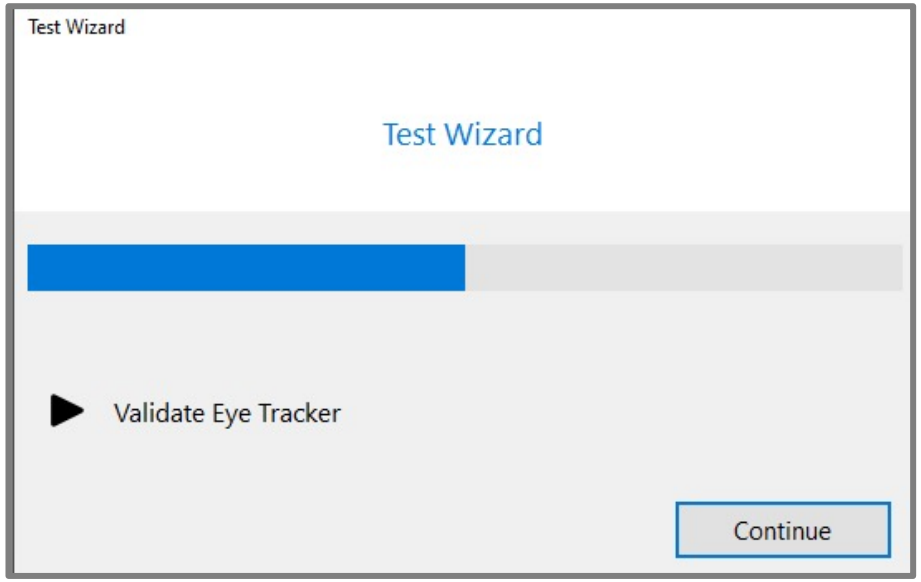
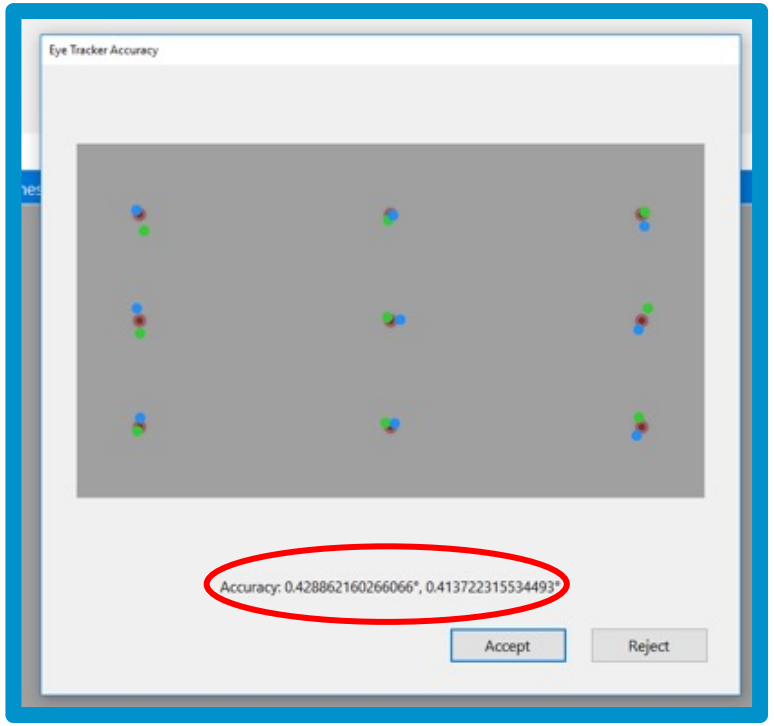
Validate

Choose to **Accept** or **Reject** validate score (below 1.5)





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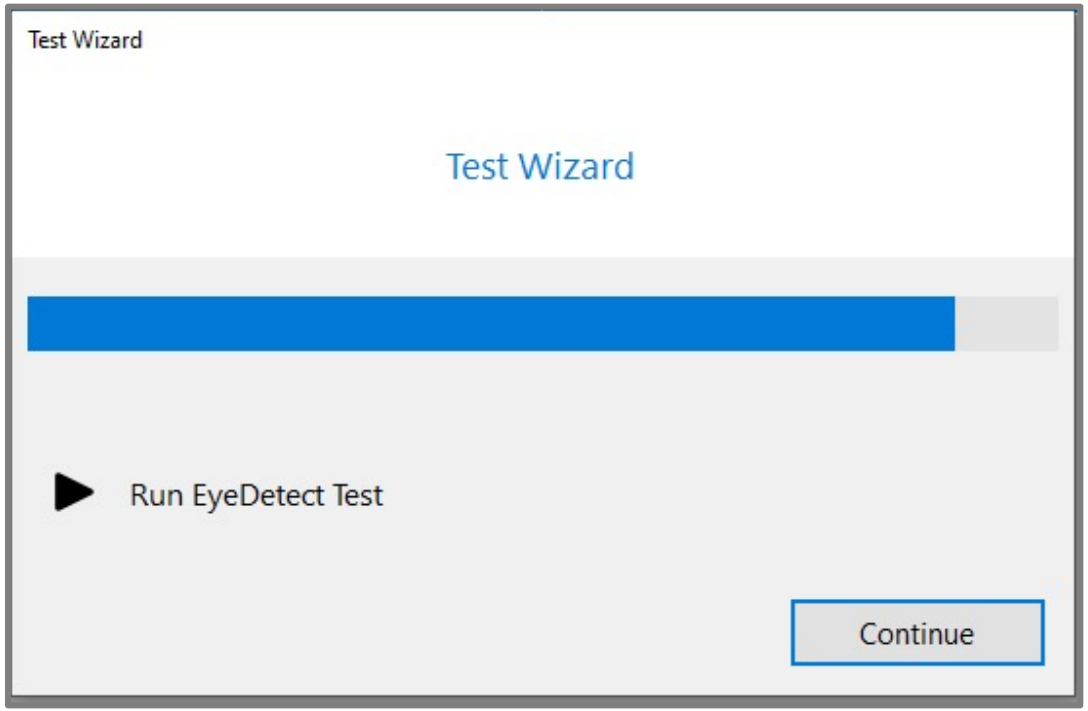
Start Test

Select **Continue** to start the official test



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Test Structure

Test Process

Examinee will

- Hear pre-test instructions
- Take practice test
- Take credibility assessment test

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Test Questions

- RCT - 318 questions
- MCT - 280 questions
- Audio MCT - 208 questions
- DLC - 135 questions
- HMCT - 156 questions
- HDLC/DLC2 - 43 questions

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Rest Periods

- MCT, Audio MCT, and RCT = 9 sessions
- HMCT = 11 sessions

- DLC = 3 sessions
- HDLC and DLC2 = 3 sessions

- Examinees may move, stretch, or stand up.
- Those actions may cause examinee to move out of correct position.

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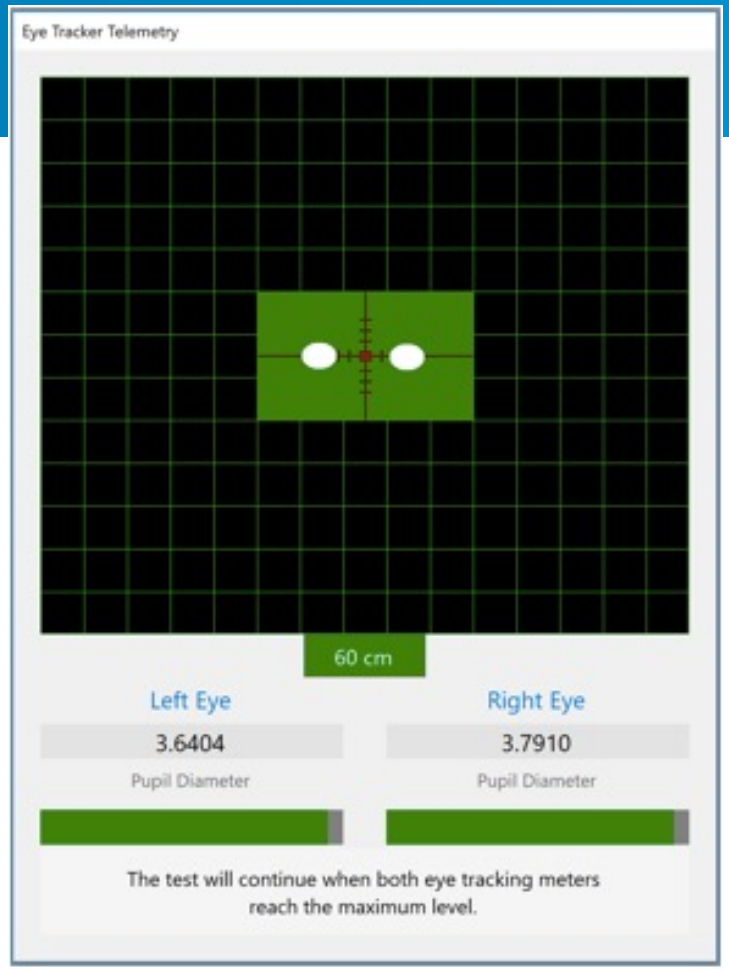
Rest Periods

After each rest period, another telemetry step occurs.



Test continues automatically when Meter reaches maximum levels.

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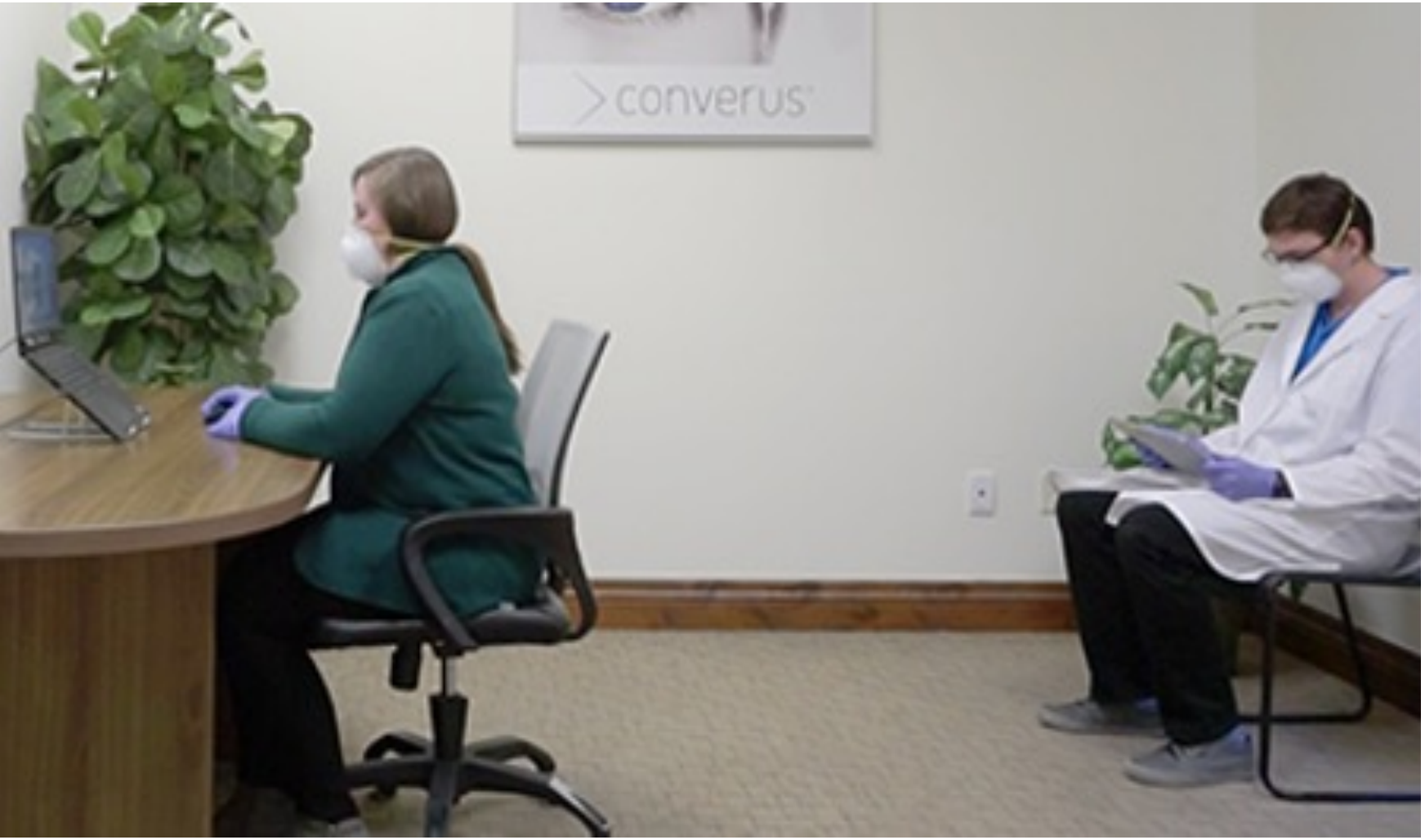
EyeDetect Manager

Monitor Examinee



- Monitor examinee — in room or with EyeDetect Manager.
- Sit behind examinee, out of direct view.

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EyeDetect Manager

- Required: tablet or PC with Windows 8 or higher (Windows 10 or above preferred)
- Wireless adapter or ethernet connection required
- Screen Resolution: 1200 x 800 minimum
- EyeDetect Manager and EyeDetect must be logged on the same wireless or wired network.
- You can use a Router not connected to the Internet.

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EyeDetect Manager

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EyeDetect Manager

Optional

- Headphones
- Chin rest

- Clean the mouse

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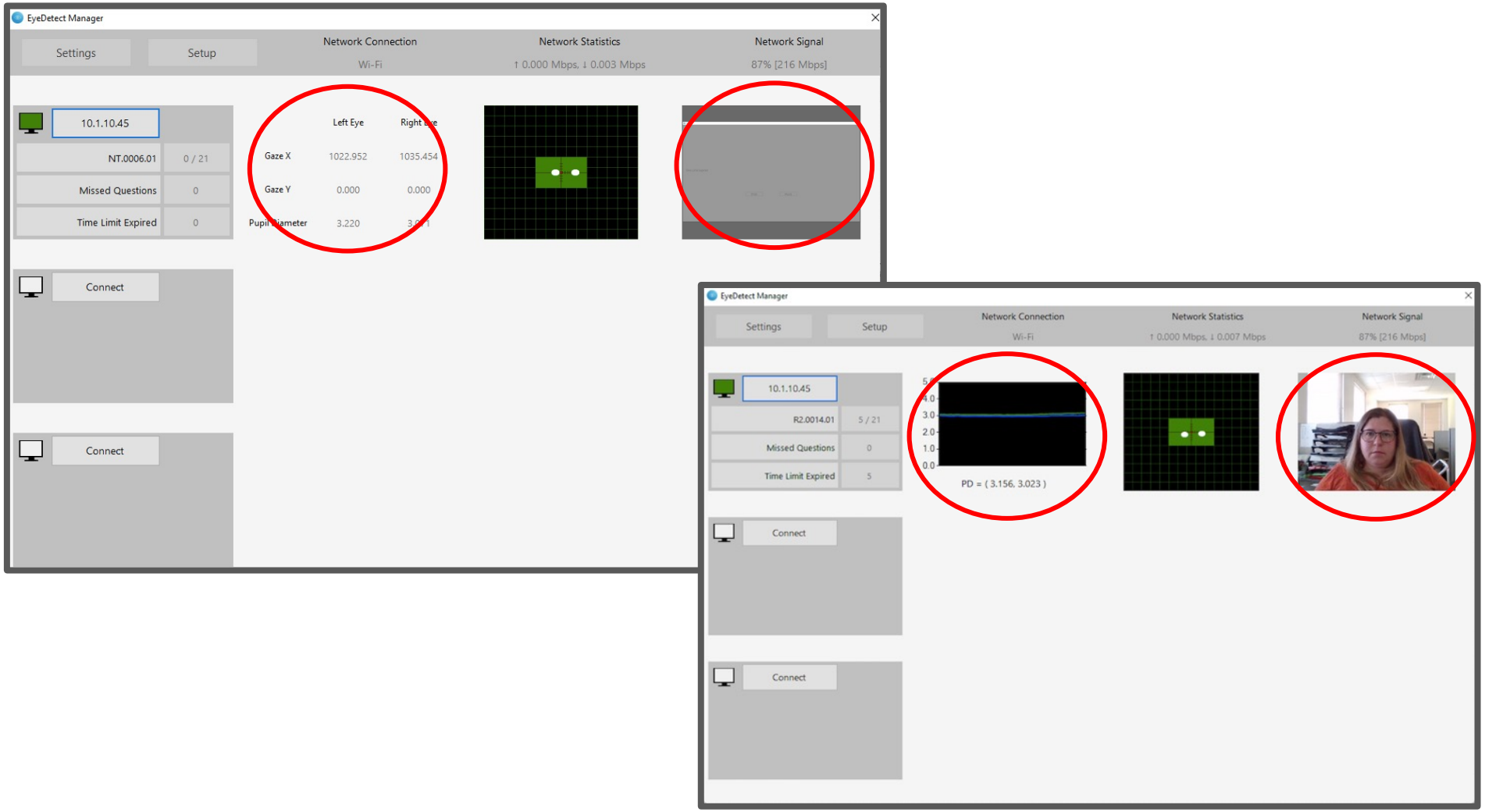
EyeDetect Manager



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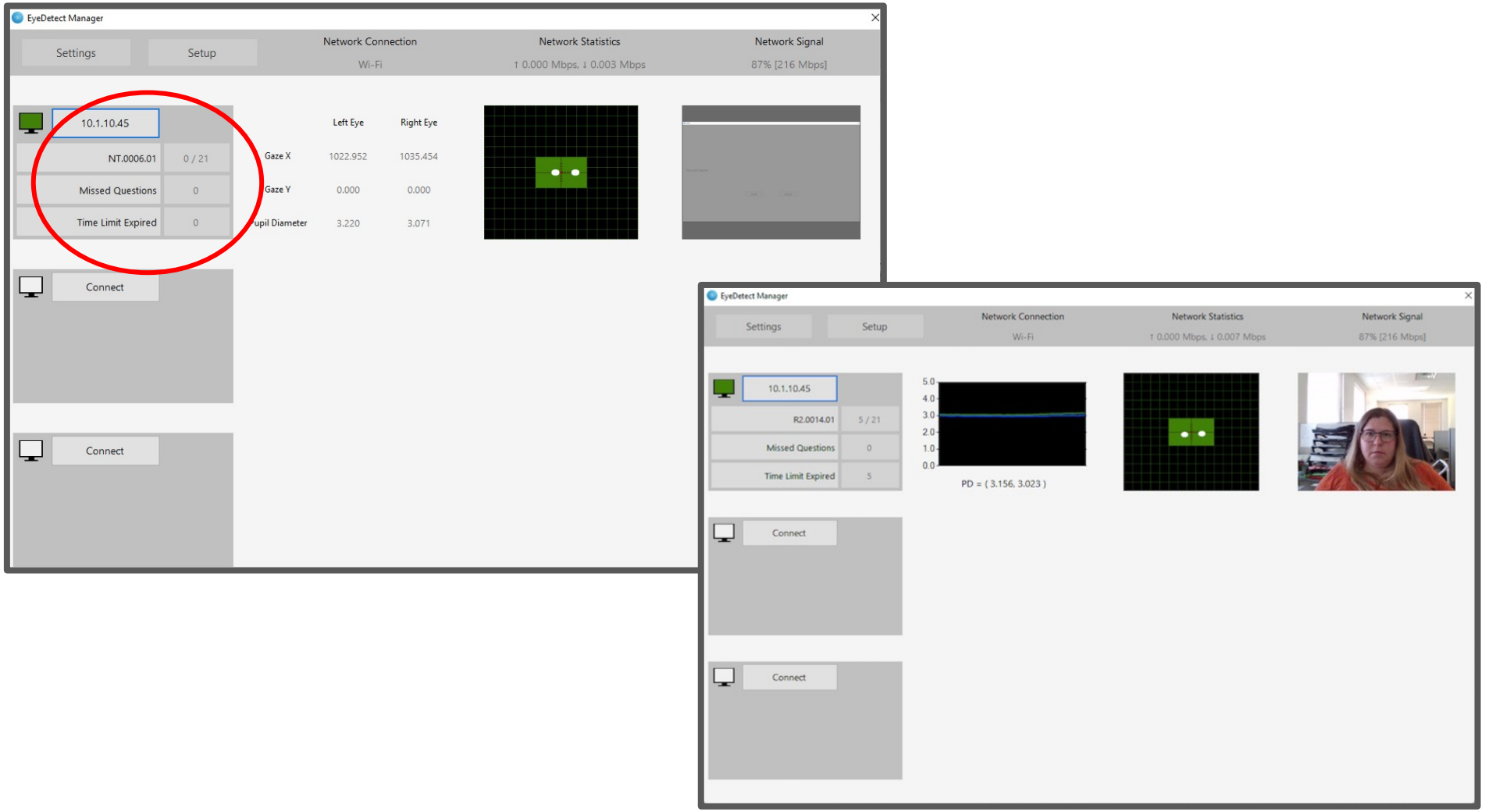
EyeDetect Manager



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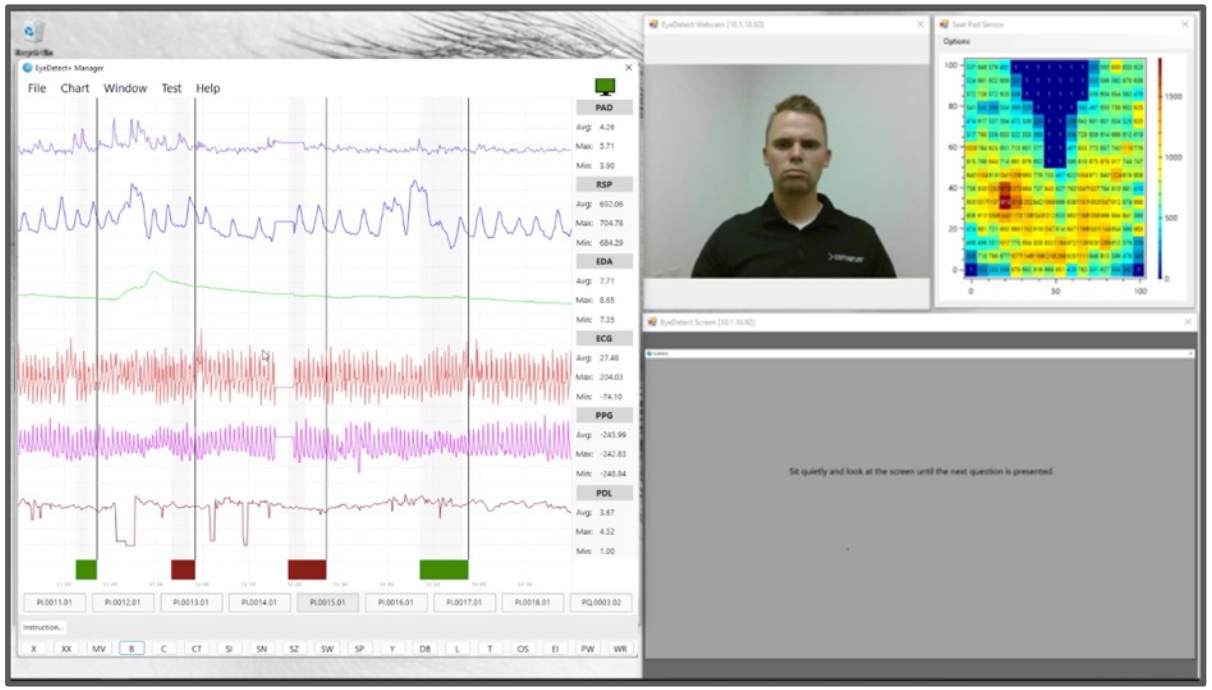
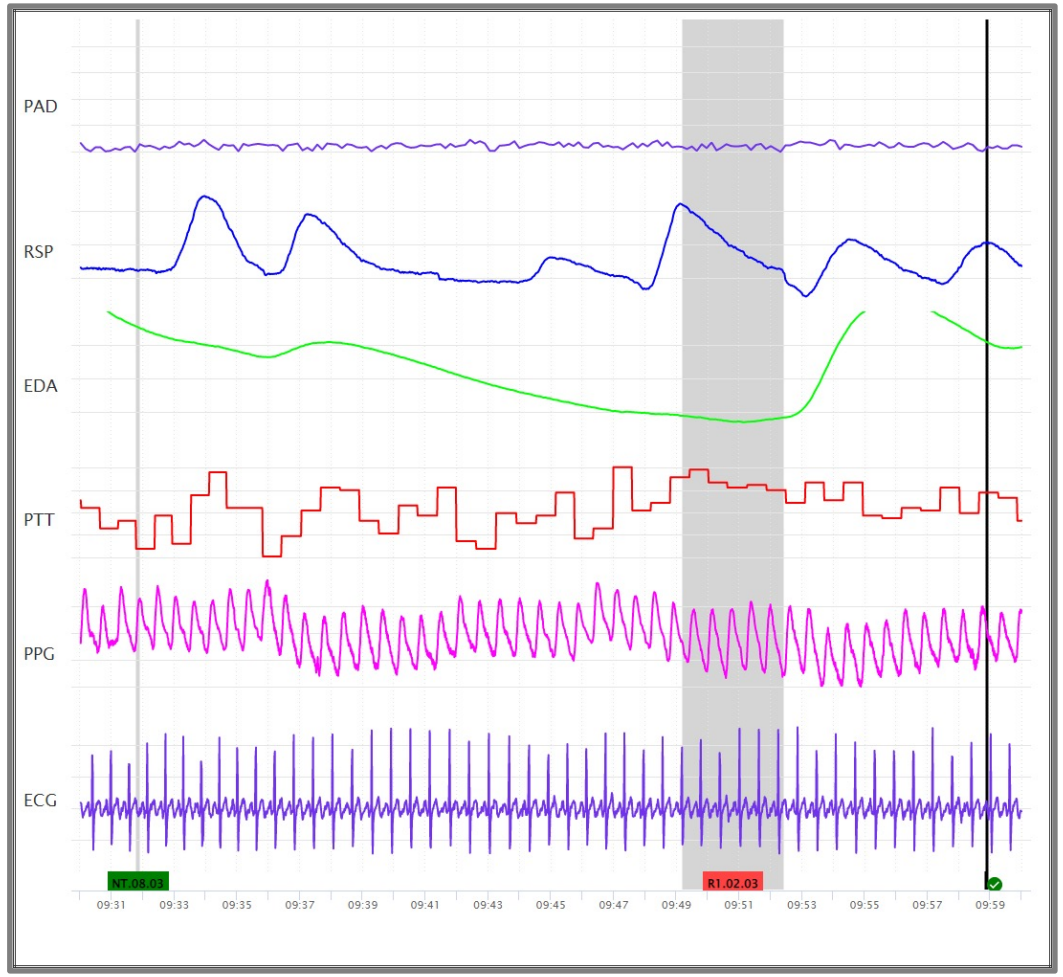
EyeDetect+ Manager

Use with EyeDetect v3 or v4
Station and Physio Tracker v2





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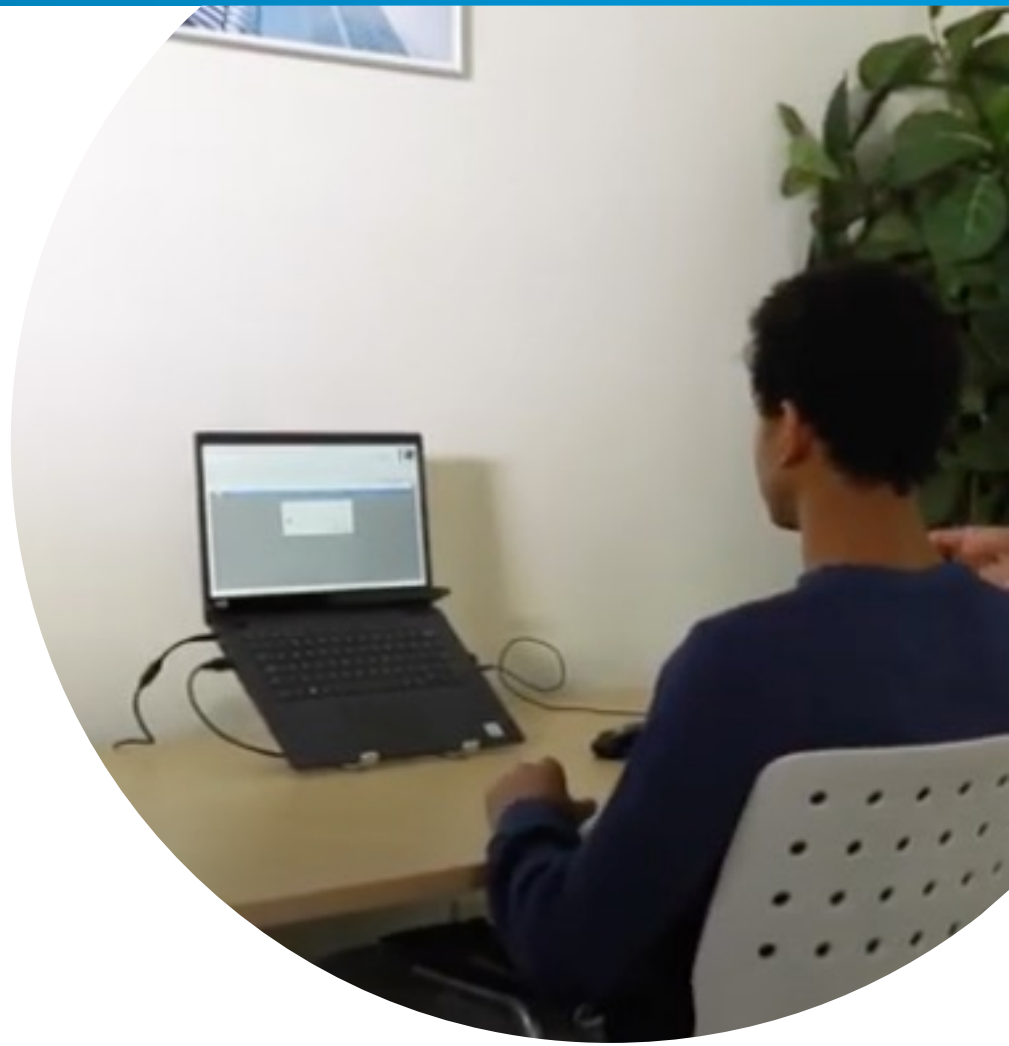
Interruptions

Interruptions

- If interrupted for any reason beyond normal resting periods, examinee should retake test from beginning.

- Interruptions:
  - power failure
  - computer crashes
  - examinee goes to bathroom



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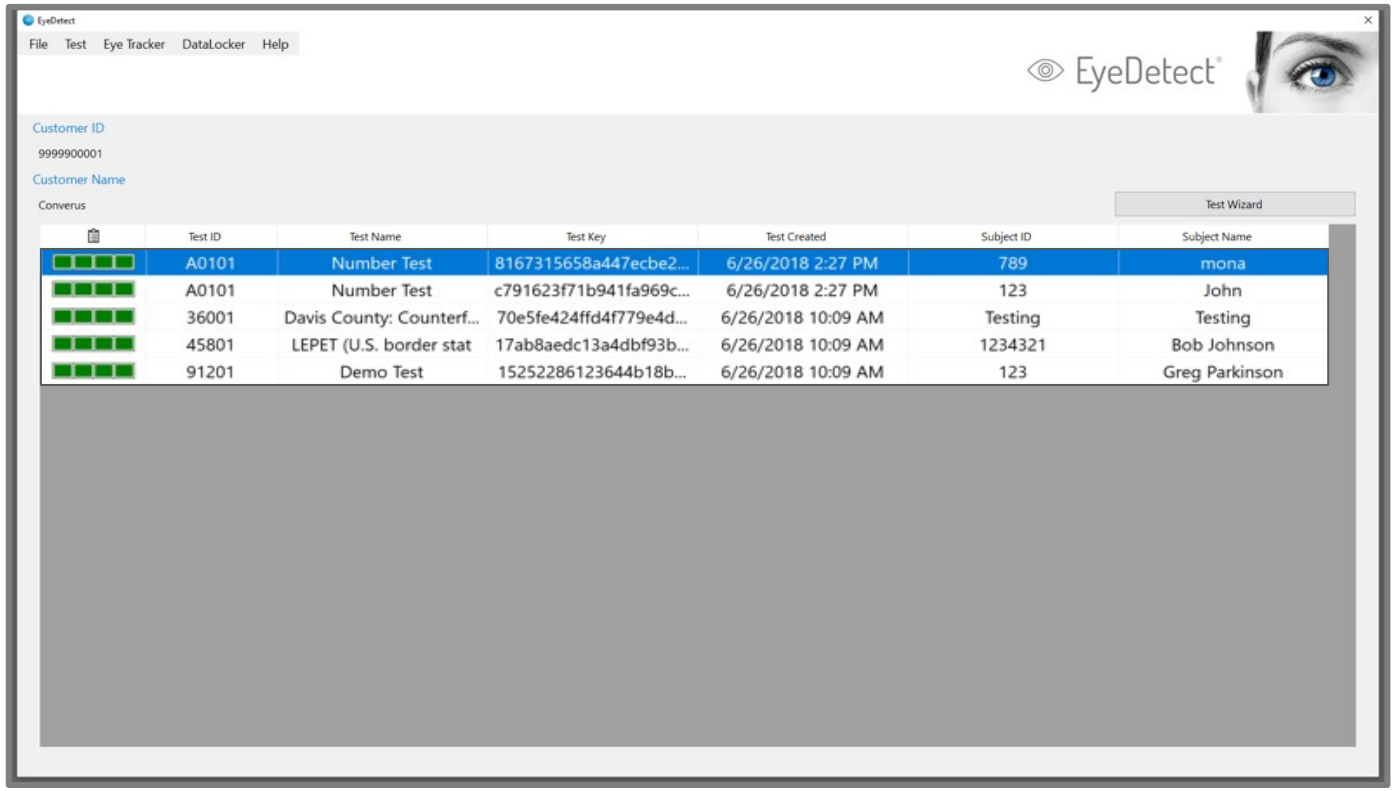
Interruptions

- Stop test = press Fn-F10
- Restart test from grid
- Run Test Wizard



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Save Test

Save Test

After examinee completes test:

- Escort examinee out of testing room.
- Press Fn-F10 to end test and save.

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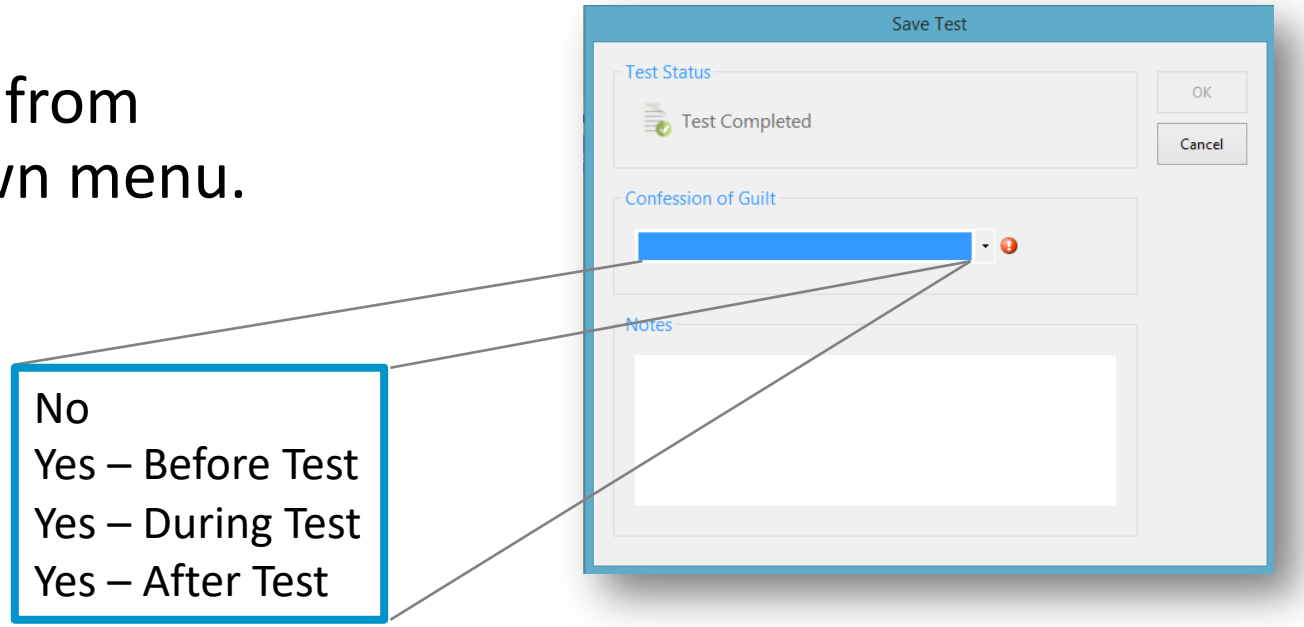
Save Test Automated By Wizard

At conclusion of test…

- Select appropriate response from **Confession of Guilt** dropdown menu.
- Record any **Notes**.
- Click **OK**.



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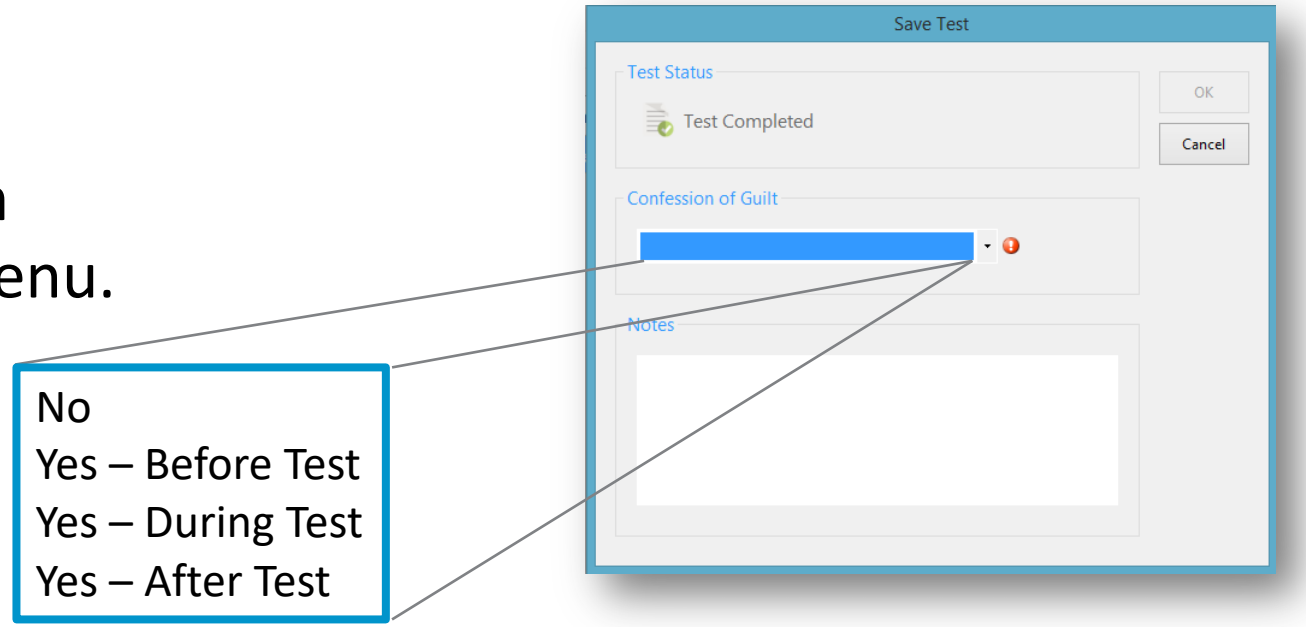
Save Test (Manually)

To manually save the test…

- Select the test in the test grid.
- Select **Test** > **Save**
- Select appropriate response from **Confession of Guilt** dropdown menu.
- Record any **Notes**.
- Click **OK**.



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Confessions

- If an examinee confesses to a testing behavior **before** testing and you still wish to test them, then examinee should be given a "**withholding information**" test.

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Confessions

- If examinee makes admissions during or after the test, you should stop testing. Thank examinee for their honesty and escort them out of room.
- Press fn-F10 key to exit the test
- Save the test and record the confession

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Save Test Notes

- Examinee notes: add information about a confession or any unusual activities — in test environment or examinee — that may potentially impact results.

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Save Test Notes

Example Notes:

If examinee got sick, moved head repeatedly, or record if test was restarted due to power outage, or similar issues that may affect test outcome.

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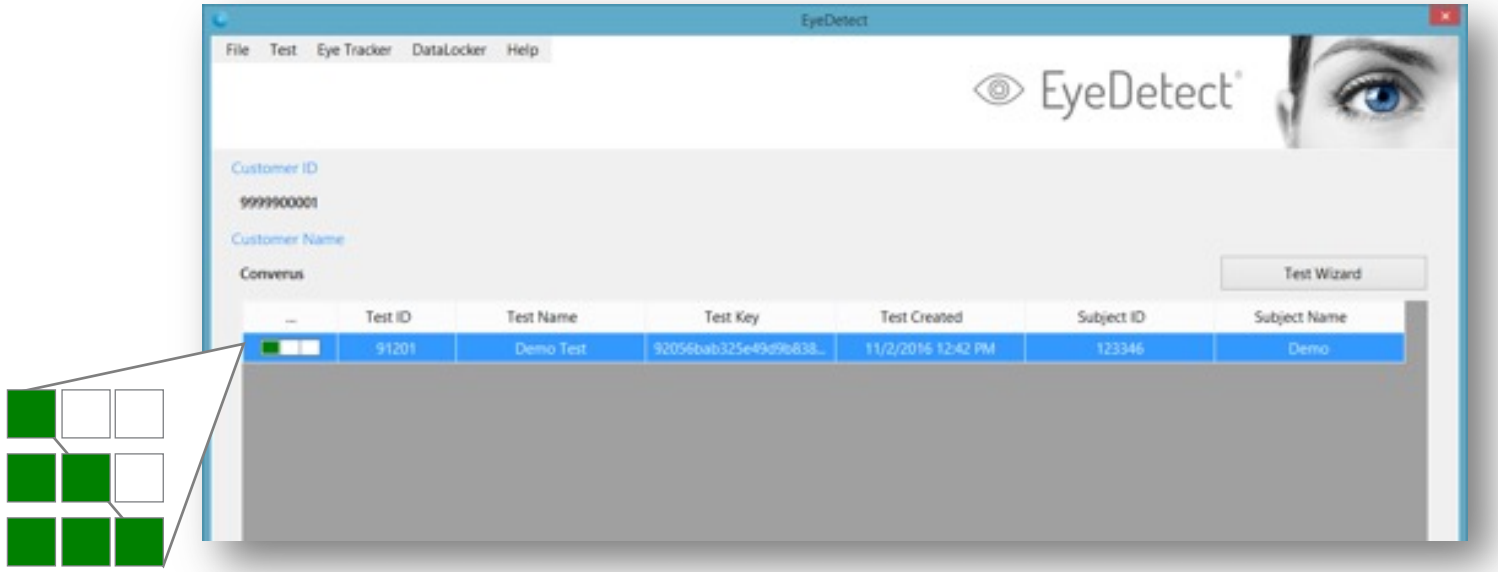
Saved Test

- Click on test in Test Grid to highlight.
- Progress bar has advanced, showing test completed.

Test created
Test completed
Test saved



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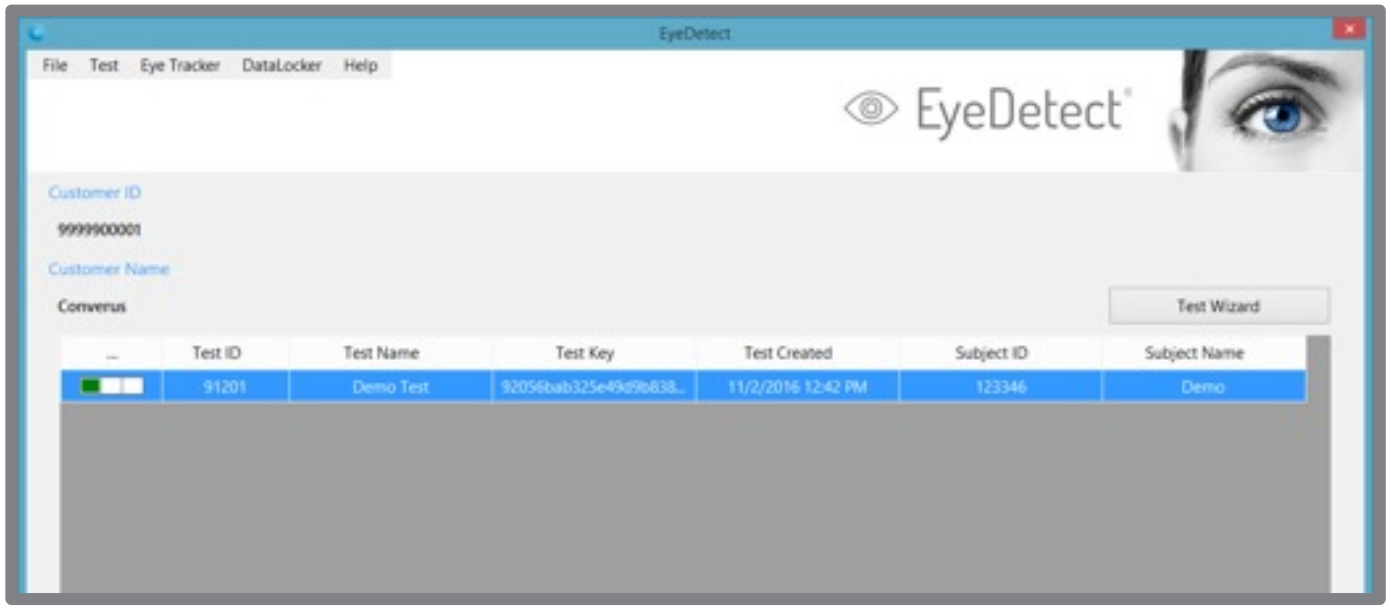
Sync

Upload Test Data



- Submit test data to Converus web server between tests or end of testing session.
- Choose **DataLocker>Sync**
- Internet connection required.

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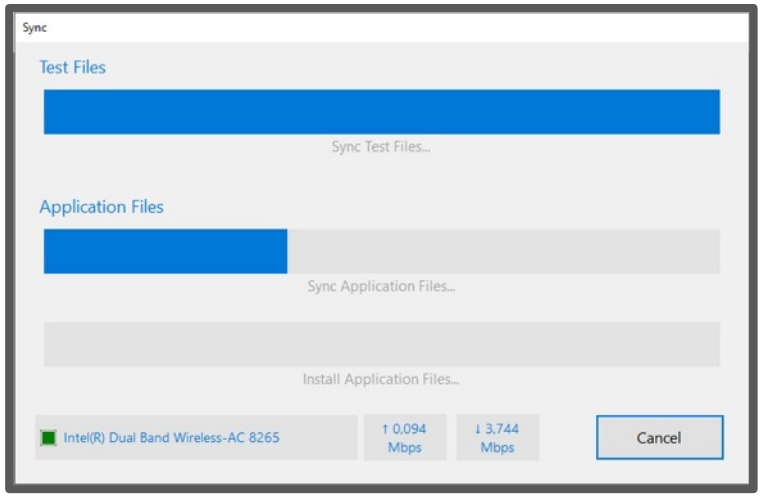
Upload Test Data

- Process: upload then download.
- Slow or intermittent connection OK



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Upload Test Data

- Encrypted test data uploaded from DataLocker to secure, web server.
- Once received and verified, test files removed from computer and from EyeDetect Test Grid.

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Upload Test Data

- Sync process accommodates slow and intermittent Internet connections.
- Allow process to complete before closing dialog box.

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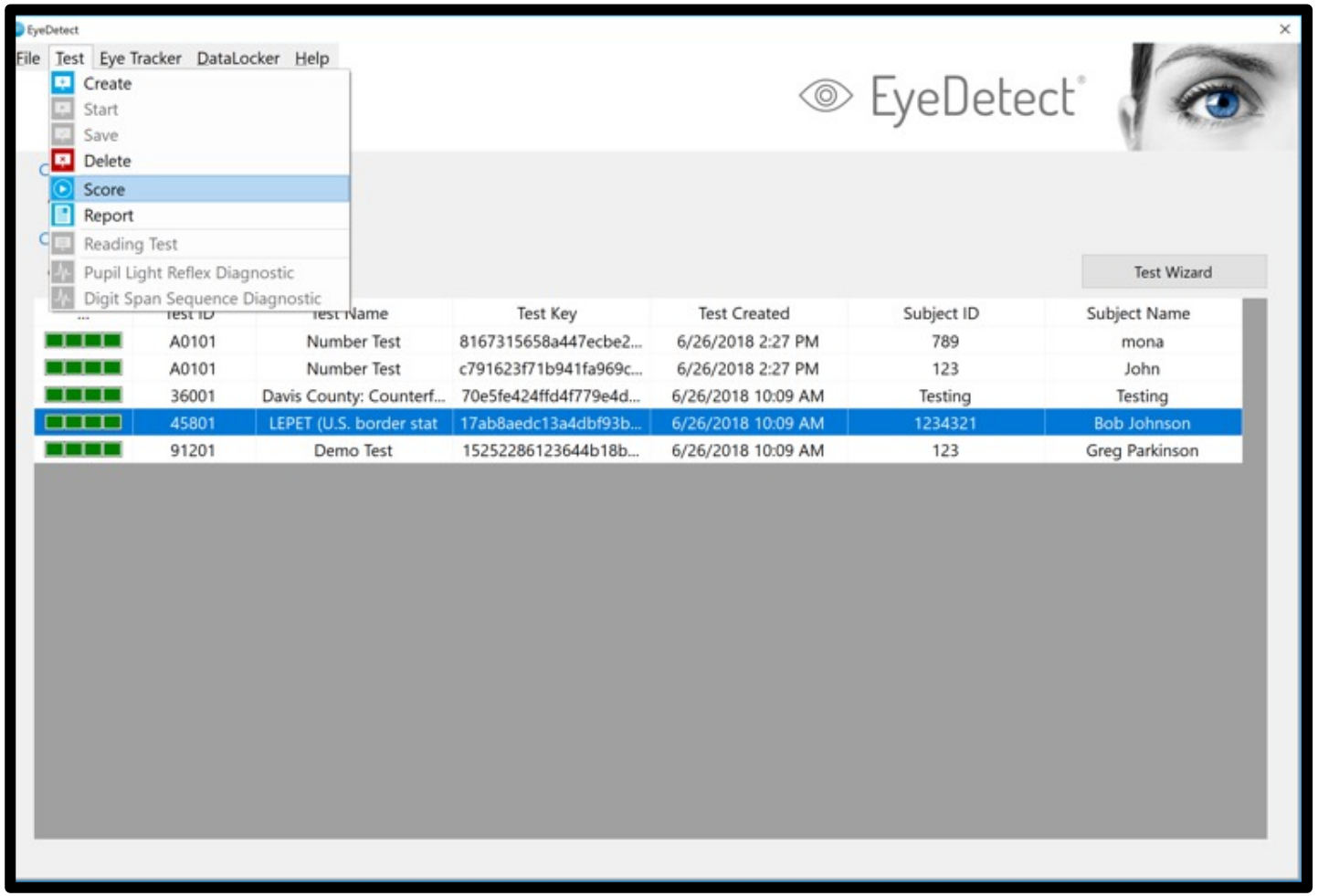
Delete Test

Delete Test



- If necessary, you may delete a test.
- Deleting tests removes them from EyeDetect Software and removes all test data.
- Deleted tests cannot be restored.

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Why Delete a Test?

- You created test to evaluate system at new location.
- You ran demo test and do not want a score.
- Examinee did not show up for testing.

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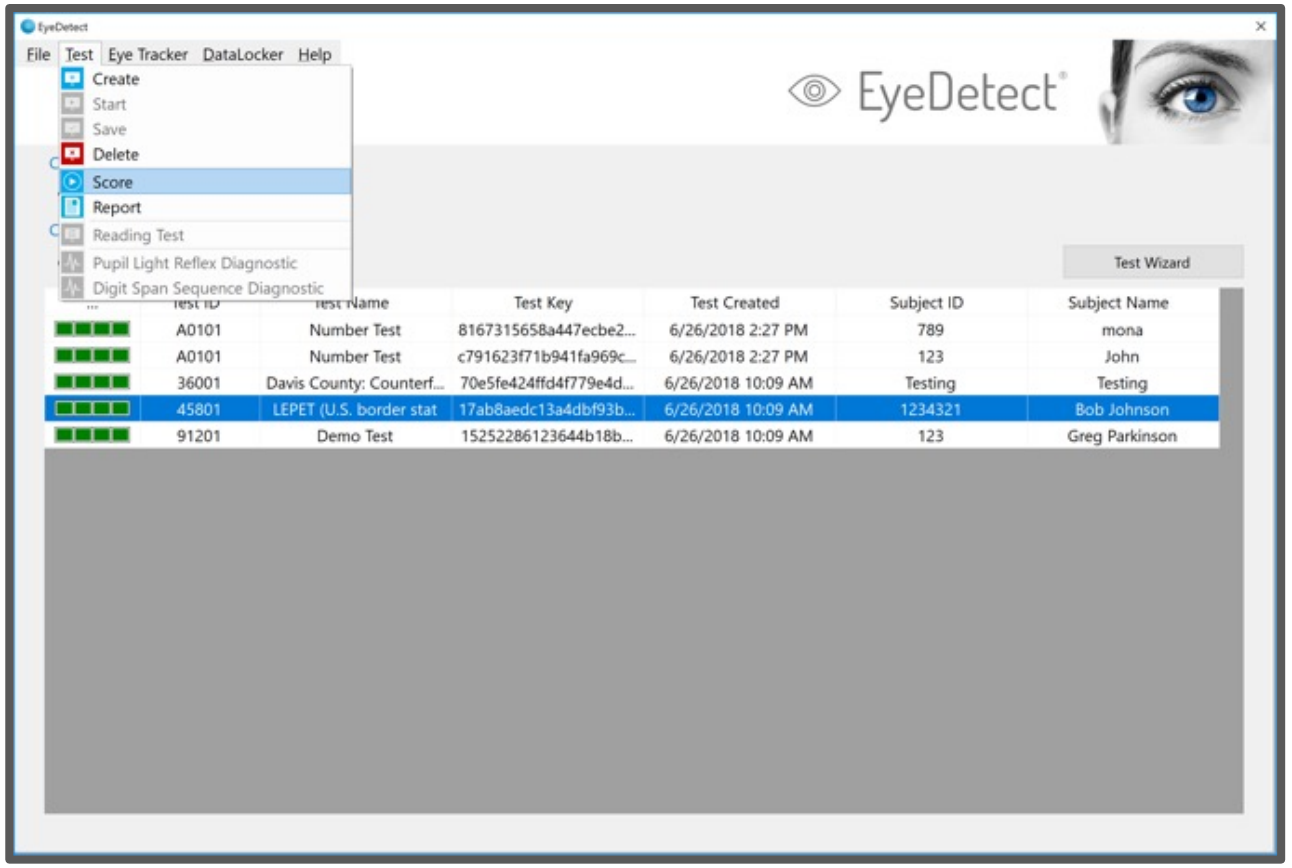
Delete Test

- Click on test from Test Grid.
- Test appears highlighted.
- Choose **Test > Delete**.
- When prompted, choose **Yes** to delete.



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Time Between Tests

IMPORTANT NOTE:

- If an examinee is scheduled to take more than one test the same day, it is recommended the examinee take a one-hour break between tests.

- The examinee can spend the time between tests with a task that is not mentally challenging, such as going to lunch, playing a video game, reading a magazine.

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Video record

Video Record

- All test video recorded by default.
- Only records video.
- Folder **C:/DataLockerVR**
- Recorded tests stored in same folder.

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Video Record

- File is about 100 MB.
- Most recent 100 files stored.
- Oldest files deleted first.
- Move files on a regular basis.

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Number Test

Number Test

- **Stim** or **acquaintance** test
- 92% accurate
- Approx. 8 minutes
- Show accuracy.

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Number Test

Instructions

- Choose number between 2 and 9.
- Write it down and spell it.
- This is a directed lie test – examinees *MUST* lie.
- Offer a reward (money or gift card).
- Examinees must cooperate.

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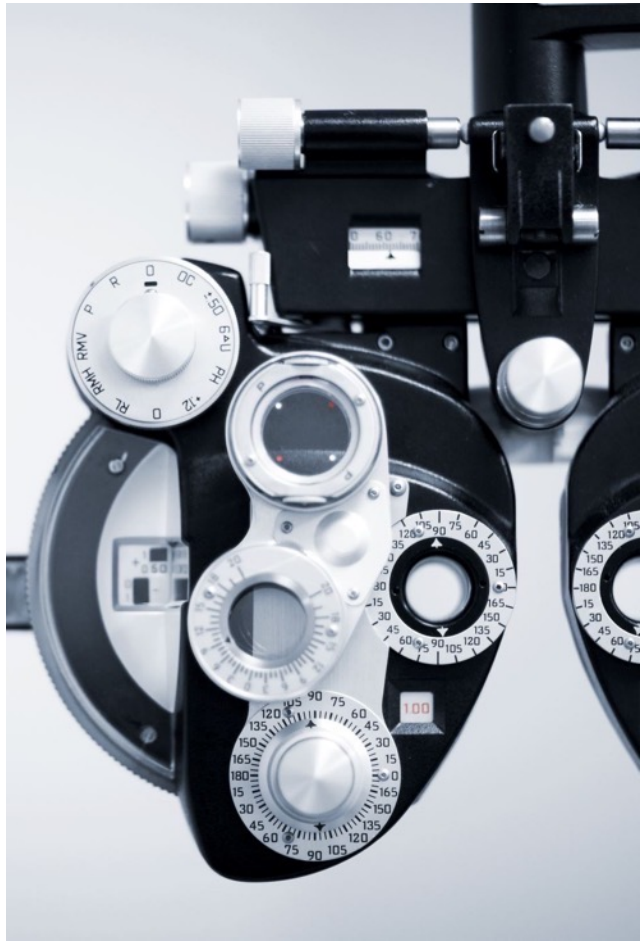
Number Test

- Rehearse with examinee
  - Lie about your number.
  - Deny picking other 9 numbers.
  - Essentially deny picking all numbers.
- Watch the examinee
  - If they make many mistakes, stop test.
  - Rehearse again.
  - Start test (use same number).



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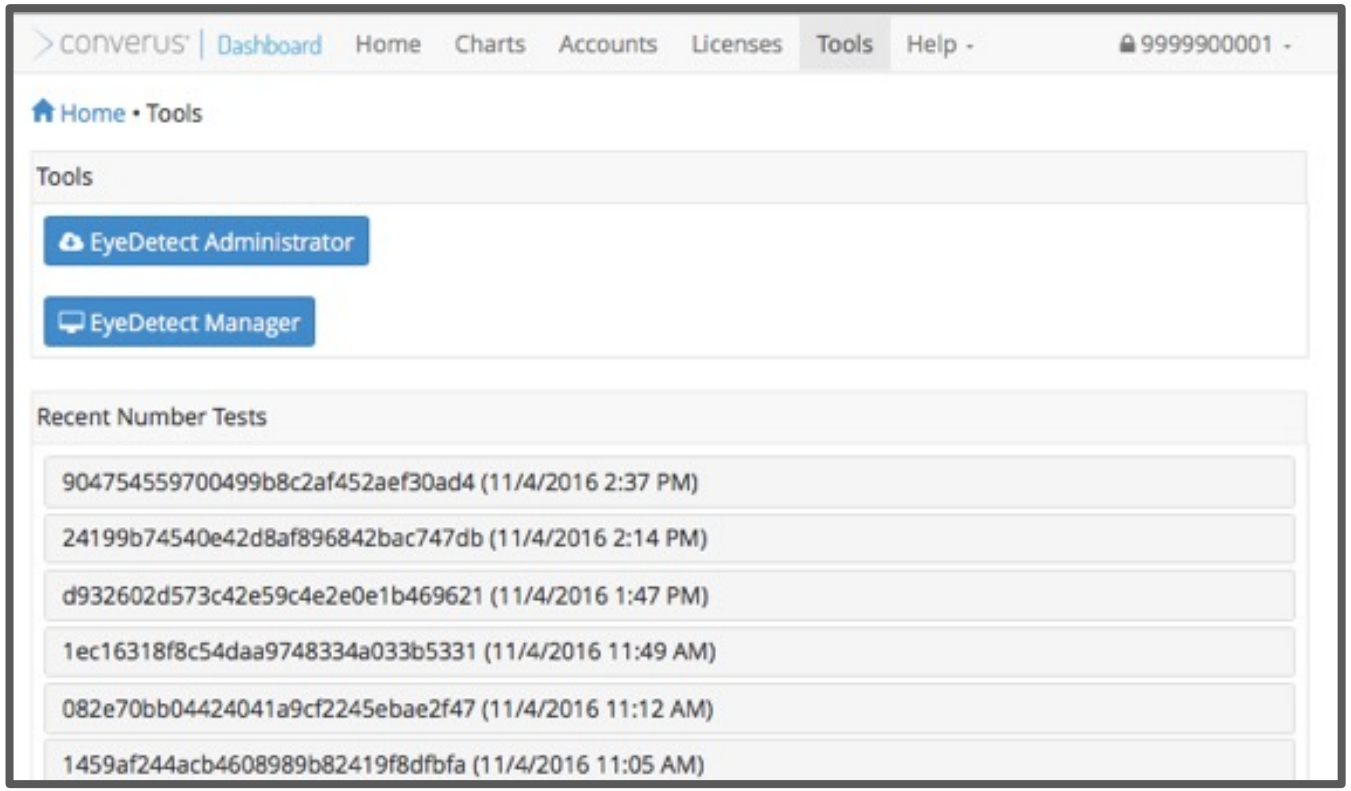
Number Test

Results found in **Dashboard > Tools**



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Number Test

Top three most deceptive numbers listed

Examinee: a

Test Results

Rank	Number(s)
1	6
2	9
3	7

Examinee's Number

6

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Number Test

Record examinee's number

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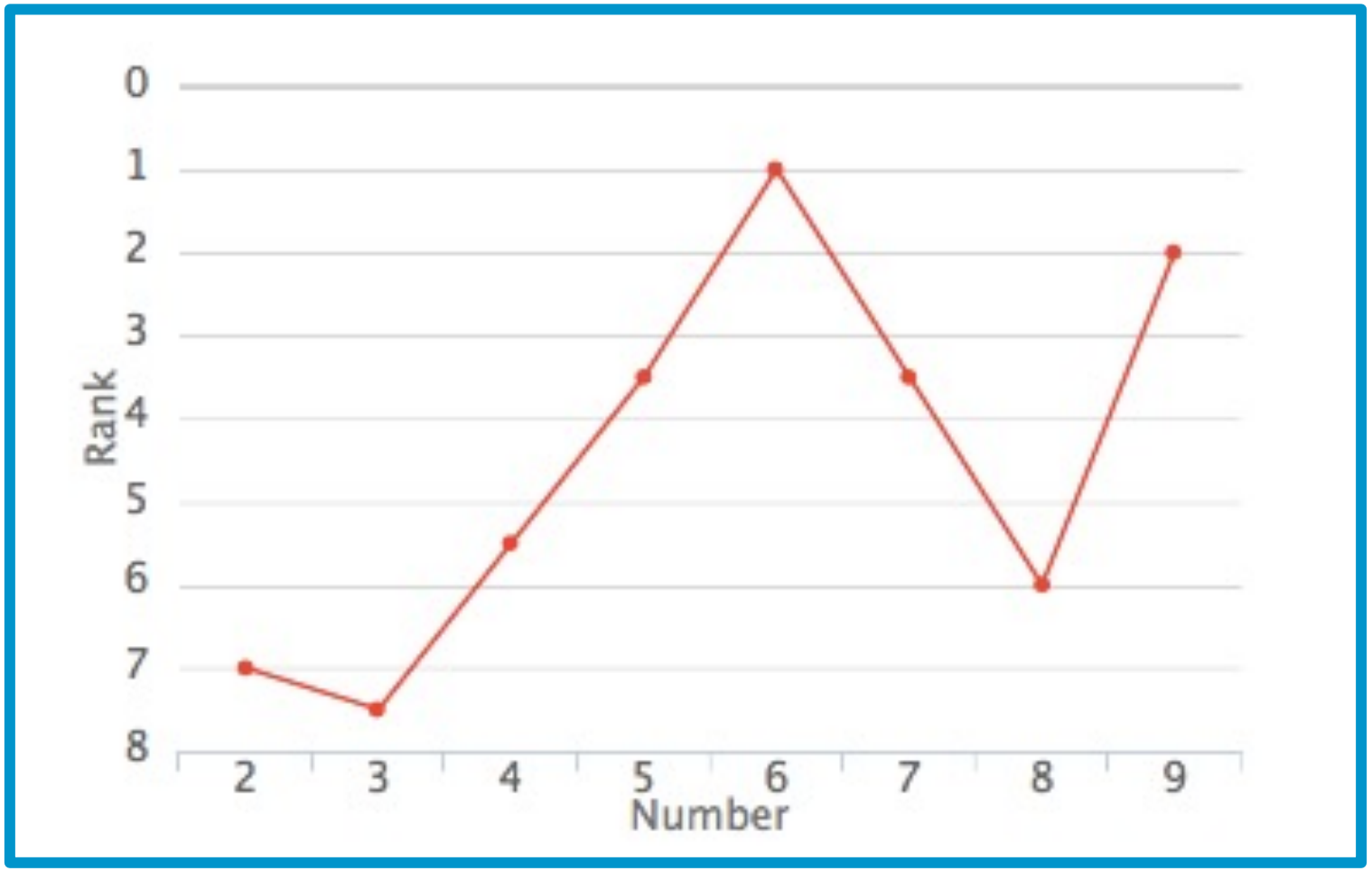
Number Test



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Number Test

- 16.7% = 1 incorrect response.
- 33.3% = 2 incorrect responses.

Test Detail

Number	Answered Incorrectly
1	16.7%
2	16.7%
3	33.3%
4	16.7%
5	16.7%
6	33.3%
7	0%
8	0%
9	0%
10	0%

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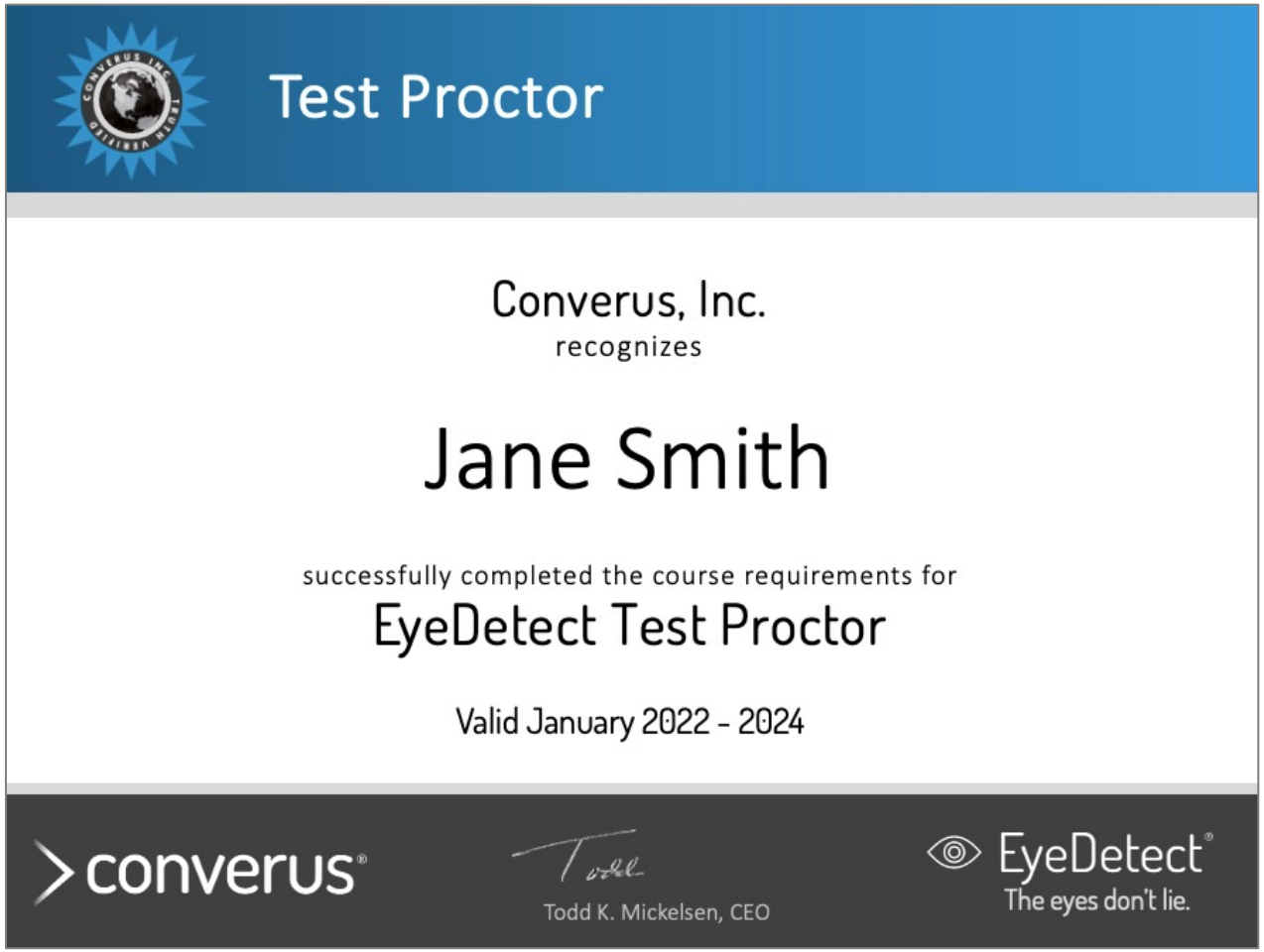
Training Certificate



- **Test Proctor** course
- **Test Proctor+** course
- **Administrator** course
- Free
- Online test
- 55/40/65 questions each
- Must score 90% or higher
- Certificate of completion provided

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Thank you!