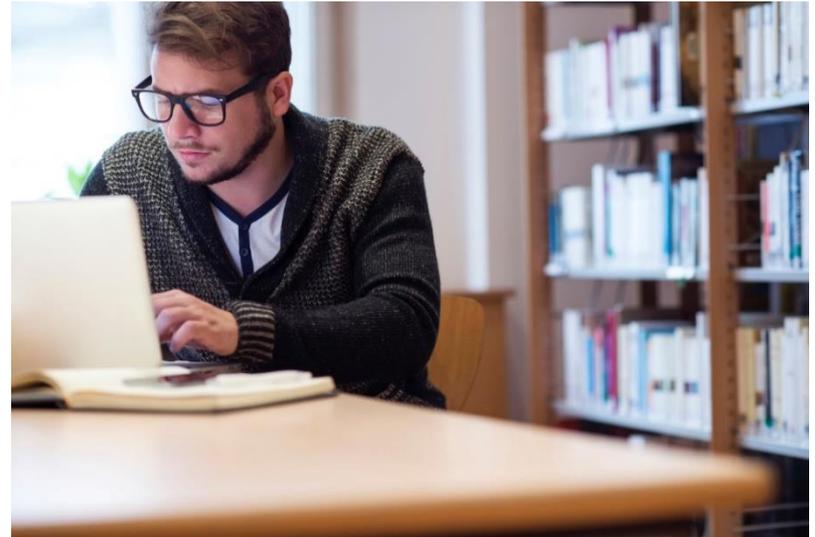
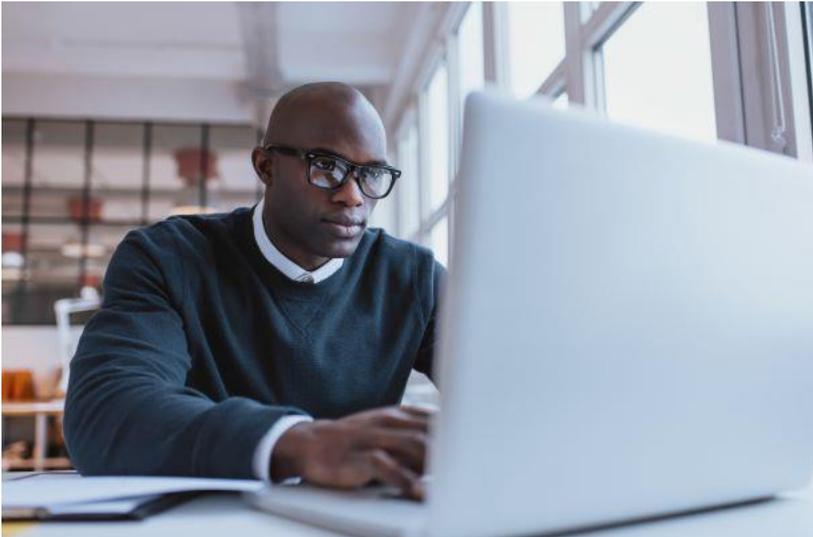


IRIS set up instructions for UNISA students



What is IRIS?

IRIS Invigilation (IRIS) is a software program that helps provide UNISA staff with assurance of assessment integrity during online and remote assessment.

IRIS records audio, video, and computer screen activity for the duration of a test/exam. It analyses this information using machine learning and automatically flags potential academic dishonesty.



How does IRIS work?

When IRIS is active it will be recording a video of you, captured through your computer's web camera. It will also be recording sound from your computer's microphone. Every few seconds it will take a screenshot of whatever is showing on your computer screen.

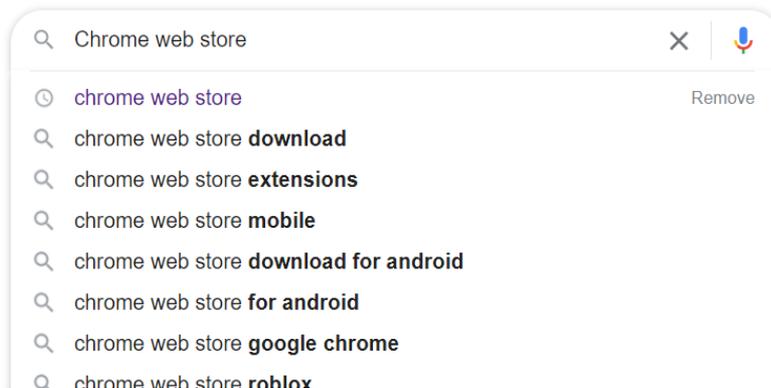
The image shows a screenshot of a web browser displaying the UNISA myExams portal and the IRIS Invigilation Plugin interface. The browser window is titled "myExams : IRIS TEST 2020 : eAssessment" and the URL is "myexams.unisa.ac.za/portal/site/IRIS-TEST-2020/tool/3a02d7c0-f934-49...". The UNISA logo is visible in the top left corner of the portal. The portal navigation menu includes "Home", "New_Test_site", and "IRIS TEST 2020". The main content area shows "EASSESSMENT" and "Module Examination" with a notification: "Assignment has been submitted on 21 Oct 2020 3:48 AM". The IRIS Invigilation Plugin (v4.0.19) is overlaid on the right side of the browser window. It features a red warning icon and text: "Please stay in front of the camera". The plugin displays a timer at "00:59:19" and a message: "You can minimise the window and begin your test... Invigilation has started recording in the background." Below the message are buttons for "Minimise Window" and "Finish Recording". A video feed shows a woman in a patterned top. At the bottom of the plugin, there is a status bar that says "IRIS is sharing your screen." with buttons for "Stop sharing" and "Hide". A note at the bottom right of the plugin says: "(NOTE: these resources open in a new window) What is this? Instructions FAQ".

Necessary equipment

- Stable internet connection
- Laptop or desktop – IRIS does work on a phone or Tablet.
- External or built-in Microphone – NO headset
- Web camera
- We recommend the minimum specifications for your computer to be 4GB RAM and Windows 7 64bit.

How to install IRIS

- We recommend you use the latest version of Google Chrome to write your exam.
- Search for the Chrome Web Store.



Navigate to Google CHROME web store



Chrome web store



All

Shopping

Videos

Images

News

More

Tools

About 1 210 000 000 results (0,82 seconds)

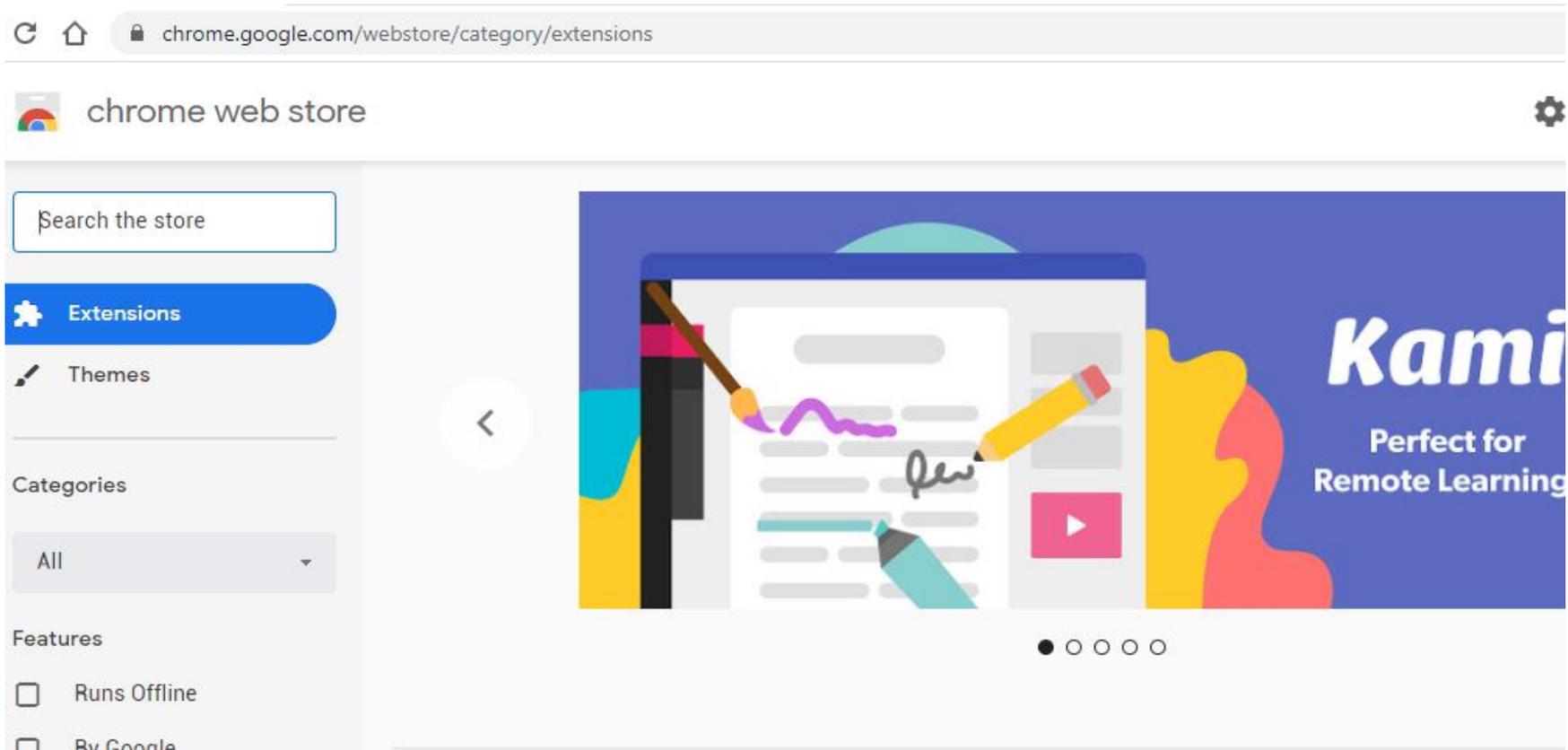
<https://chrome.google.com> › webstore ▾

Chrome Web Store

You can add new features to Chrome by installing extensions. Visit the **Chrome Web Store** on your desktop computer to discover hundreds of thousands of ...

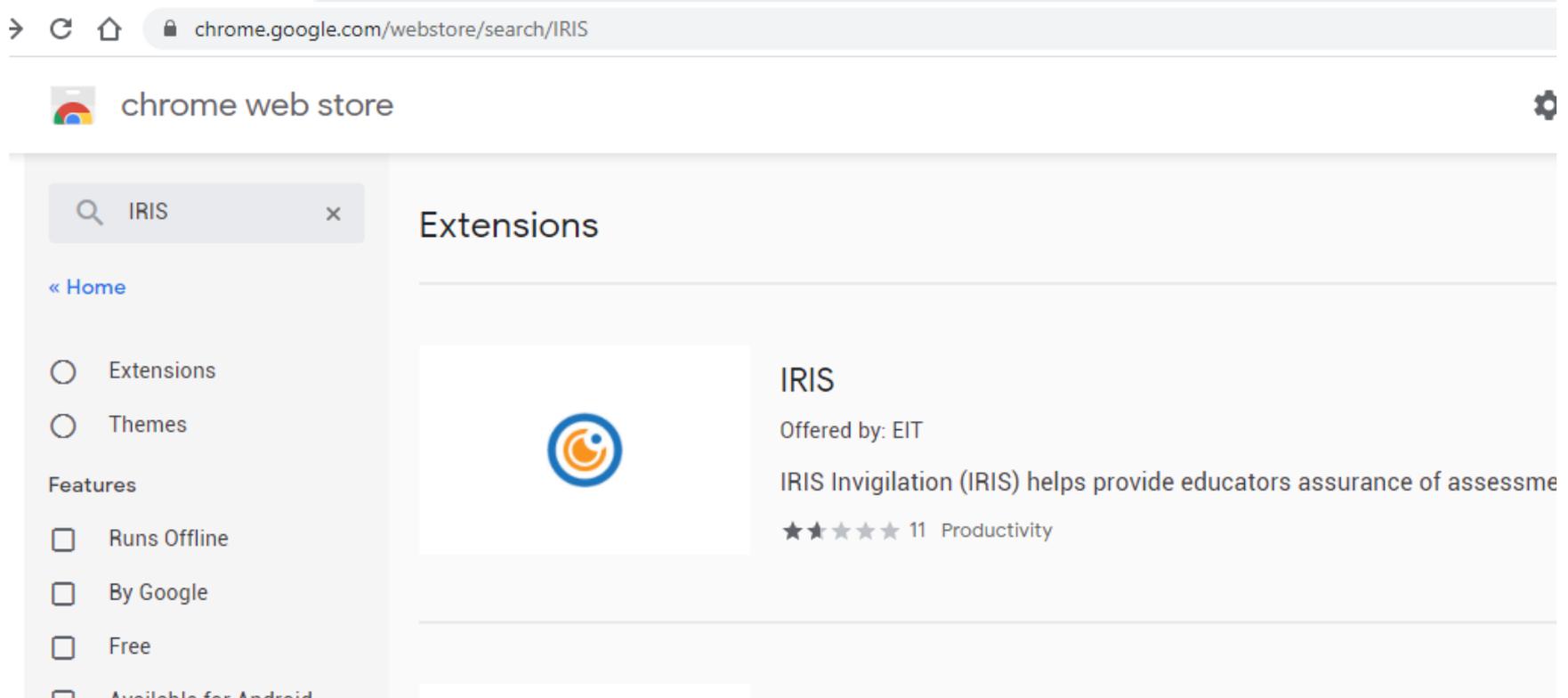
You've visited this page many times. Last visit: 2021/08/24

Navigate to Google CHROME web store



The screenshot displays the Google Chrome Web Store interface. The address bar shows the URL chrome.google.com/webstore/category/extensions. The page title is "chrome web store" with a gear icon for settings in the top right corner. On the left side, there is a search bar labeled "Search the store". Below it are navigation options: "Extensions" (highlighted in blue), "Themes", and "Categories" (set to "All"). Under "Features", there are checkboxes for "Runs Offline" and "By Google". The main content area features a large banner for the "Kami" extension, which is described as "Perfect for Remote Learning". The banner includes an illustration of a tablet with various drawing tools (pen, highlighter, eraser) and a play button icon. A left arrow and a series of five dots (with the first one filled) are positioned below the banner.

Search for IRIS – click on IRIS in results



The screenshot shows a web browser window with the address bar displaying `chrome.google.com/webstore/search/IRIS`. The page title is "chrome web store". A search bar contains the text "IRIS". On the left, a navigation menu includes "Home", "Extensions", "Themes", and "Features" with sub-options like "Runs Offline", "By Google", "Free", and "Available for Android". The main content area is titled "Extensions" and displays a search result for "IRIS". The result includes a circular logo with a blue and orange swirl, the text "IRIS", "Offered by: EIT", a description "IRIS Invigilation (IRIS) helps provide educators assurance of assessment", and a rating of five stars with 11 reviews in the "Productivity" category.

chrome.google.com/webstore/search/IRIS

chrome web store

IRIS

Extensions

« Home

Extensions

Themes

Features

Runs Offline

By Google

Free

Available for Android

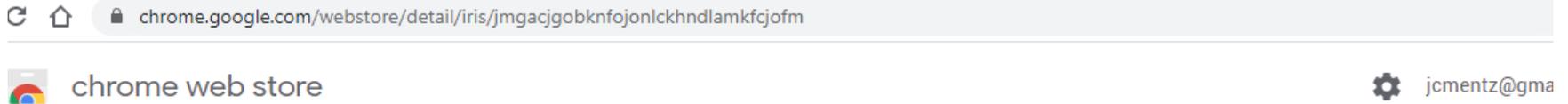
IRIS

Offered by: EIT

IRIS Invigilation (IRIS) helps provide educators assurance of assessment

★★★★★ 11 Productivity

Click on Add to Chrome



[Home](#) > [Extensions](#) > IRIS



IRIS

Offered by: EIT

★★★★★ 11 | [Productivity](#) | 7,000+ users

Add to Chrome

Overview

Reviews

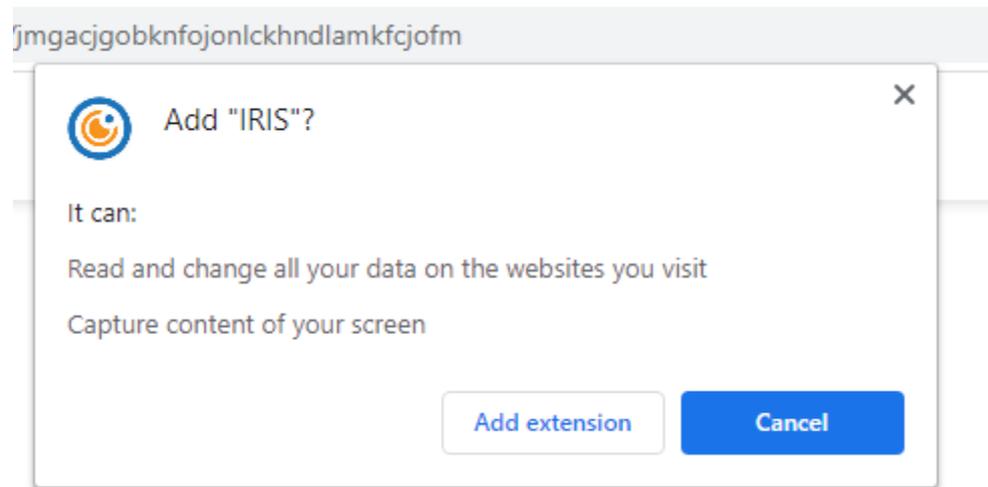
Support

Related

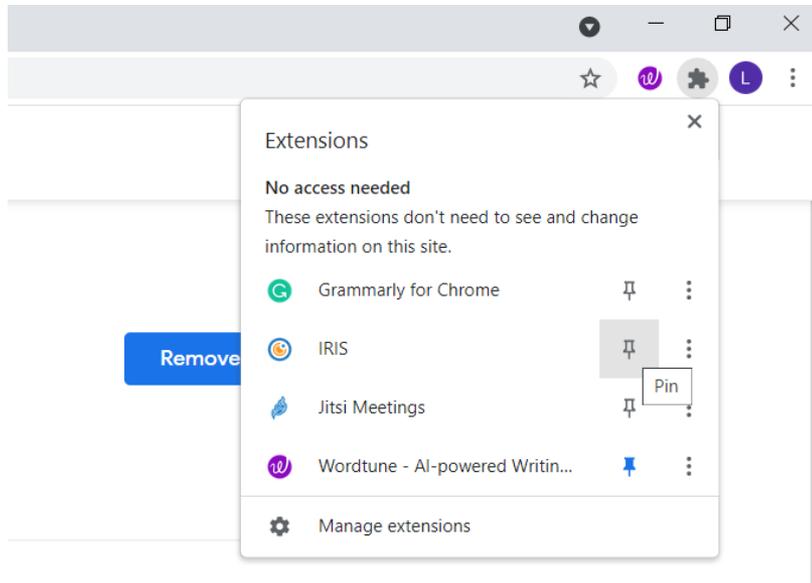


Click on Add extension

Back to [Download and Install IRIS plugin Google Chrome](#) slide

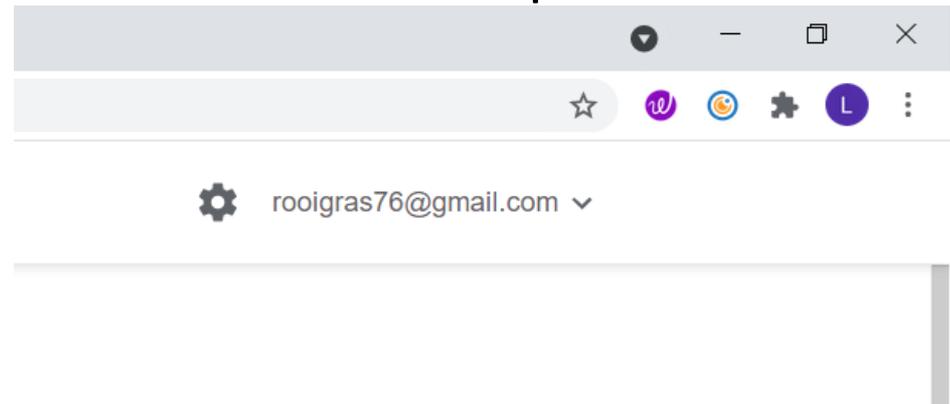


Pin IRIS to your taskbar



The IRIS icon will appear on the chrome taskbar.

- We recommend pinning IRIS to your taskbar.
- Click on the Puzzle Piece Icon
- Then click on the pin



Follow UNISA instructions to write your exam

- Start your preferred browser (Google Chrome)
- Navigate to the myExam platform -
<https://myexams.unisa.ac.za/portal/login>
- Logon with your myunisa username and password
- Click on your exam link
- Choose your exam module tab
- Then click on online assessment or e-assessment
- For online assessments IRIS will pop up as soon as you have clicked on online assessment.
- For E-assessments(take home exams) IRIS will pop up when you open the exam, after you have clicked on EAssessment
- Follow the IRIS instructions carefully
- Start your exam and wait for IRIS upload when you are done

Follow IRIS instructions

IRIS Invigilation IRIS Demo Quiz
(20 minutes)

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 * **1** **Click this link and read the Terms & Conditions and Privacy Policy for using the plug-in** ?

Please enter your student ID number * ?

Next

2 **You can only proceed once you agree by ticking this box**

Usage Agreement

Welcome to IRIS. To use this plugin you must first agree to our [Terms & Conditions and Privacy Policy](#).

Agree to Terms & Conditions and Privacy Policy

Consent for use of data for research and product improvement

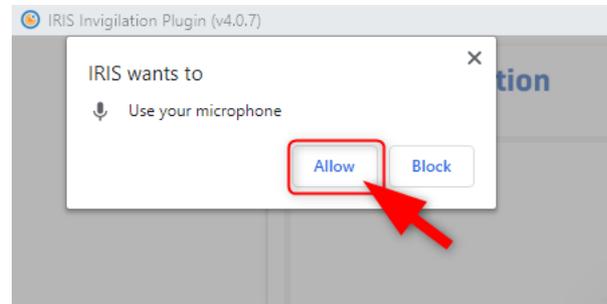
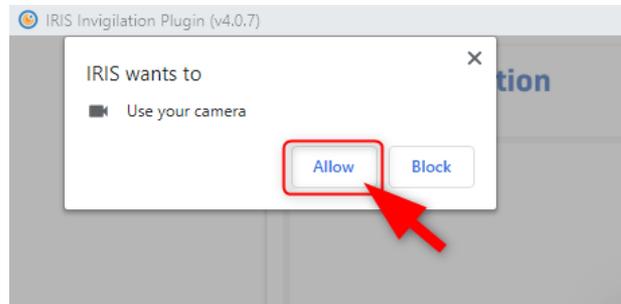
Need help using this plugin? [Click here](#) to view instructions.

3 **Click "Continue" to proceed**

3 **Optionally, chose to give your consent for the use of data for research and product development**

Follow IRIS instructions

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



Follow IRIS instructions

An IRIS video will start playing to guide you through 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. At the top left is the logo "IRIS Invigilation" and at the top right is "IRIS Demo Quiz (20 minutes)". On the left, there is a "TEXT VERSION" checkbox and a cartoon illustration of a woman's face. A red arrow points from the text "IRIS (audio/text guide)" to this illustration. On the right, there is a "Step 1" form with a progress indicator showing "Step 1" selected. The form contains the following fields: "Please enter your name, student ID and select your video and audio devices", "Webcam:" with a dropdown menu showing "HP Wide Vision HD Camera (05c8:03bc)", "Microphone:" with a dropdown menu, "Please enter your full name here *", and "Please enter your student ID number *". A "Next" button is at the bottom right of the form. A red arrow points from the text "Device setup and user information form" to the form area. Below the form is a "Webcam feed" showing a live video of a woman with long blonde hair in front of a brick wall. A red arrow points from the text "Webcam feed" to the video. To the right of the video is a vertical "Audio volume meter" bar. A red arrow points from the text "Audio volume meter" to this bar. At the bottom of the interface, there is a note: "(NOTE: these resources open in a new window)" and three links: "What is this?", "Instructions", and "FAQ".

Follow IRIS instructions

- You will be asked to hold your student cards or drivers license or ID book or passport clearly in front of your webcam
- Click on the “Capture ID Card” button. Once you have successfully taken a clear picture of your Student ID Card/photo ID, 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

IRIS Invigilation

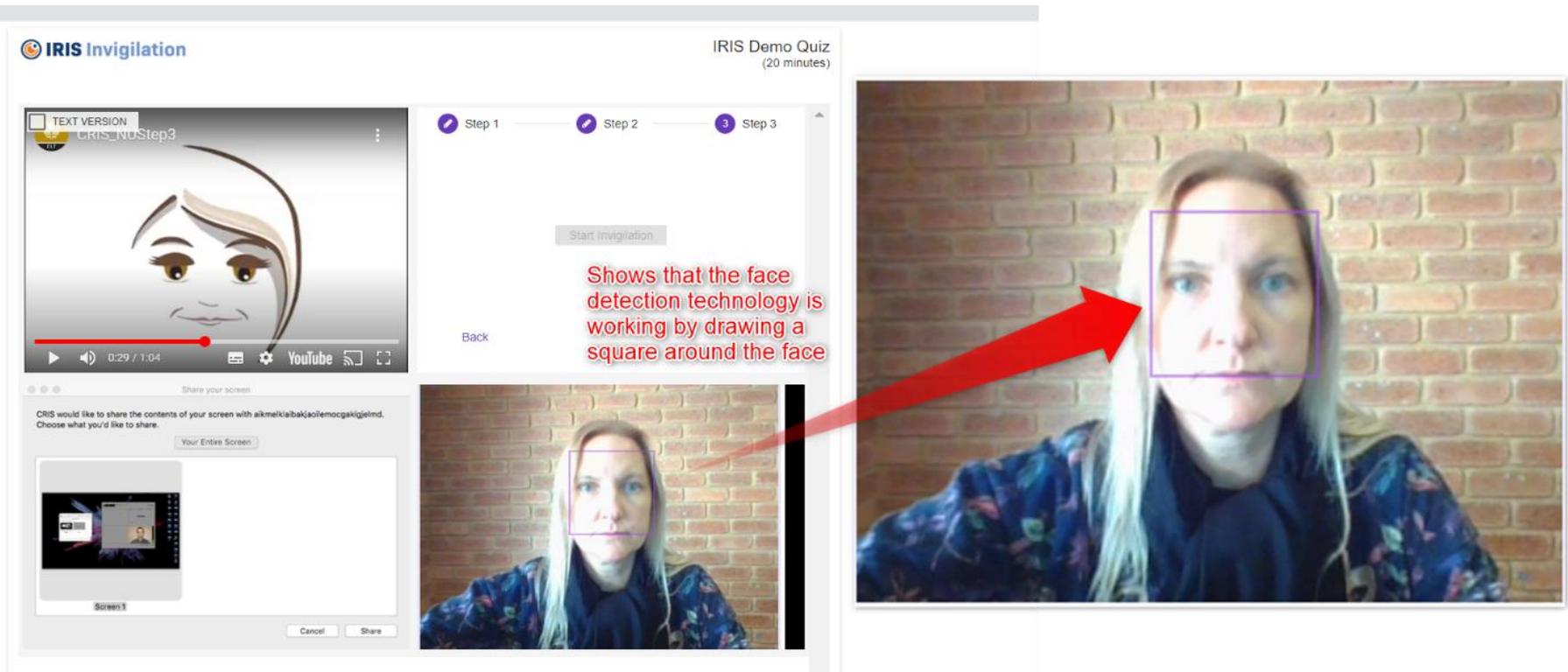
STUDENT

Student Name
44006943 Issue No: 02

Barcode and QR code visible on the ID card.

Follow IRIS instructions

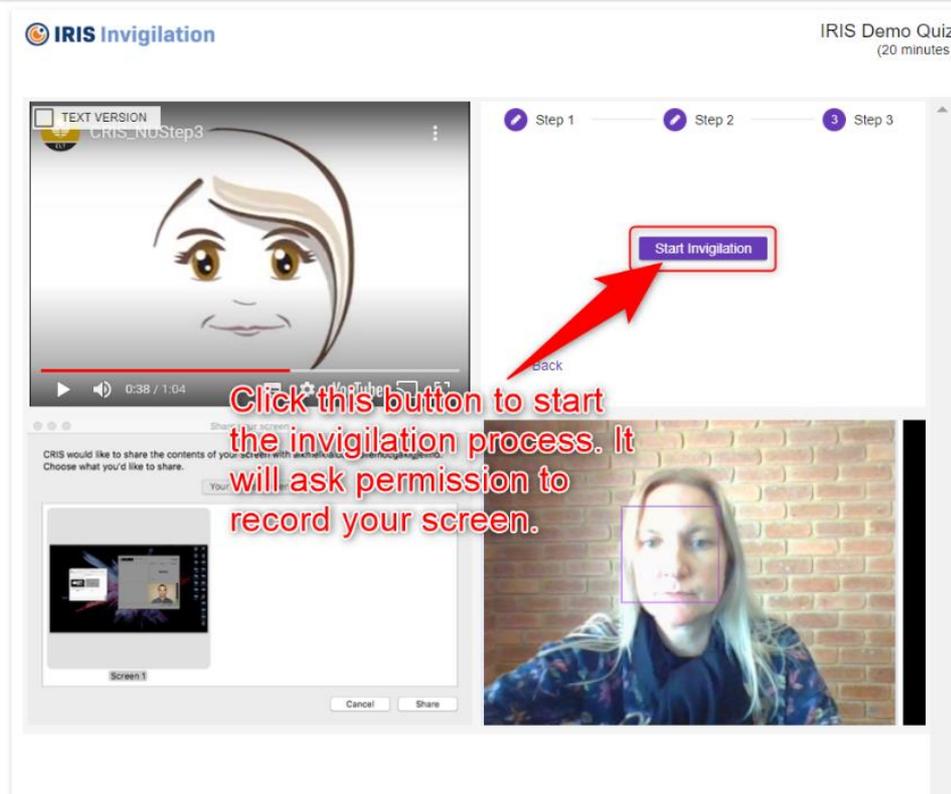
IRIS will give more instructions and show you that the face detection technology is working by drawing a square around your face.



The screenshot displays the IRIS Invigilation interface. On the left, a video player shows a cartoon illustration of a woman's face. The video player includes a progress bar at 0:29 / 1:04 and a 'Share your screen' dialog box. The dialog box shows a preview of the current screen and a 'Share' button. On the right, the 'IRIS Demo Quiz' progress bar shows three steps, with Step 3 being the active step. Below the progress bar is a 'Start invigilation' button and a 'Back' button. A red arrow points from the 'Start invigilation' button to a camera feed on the right, which shows a woman's face with a purple square drawn around it. A red text box with a white border is overlaid on the camera feed, containing the text: 'Shows that the face detection technology is working by drawing a square around the face'.

Follow IRIS instructions

- Your setup is completed, click the Start Invigilation button

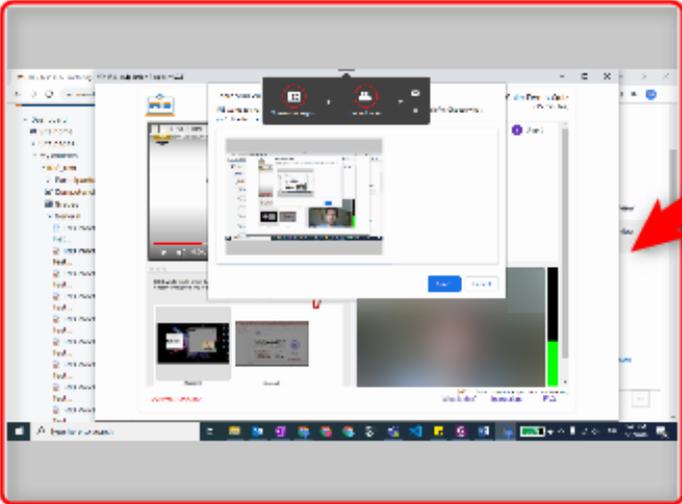


Follow IRIS instructions

IRIS will ask you to share your screen and you will begin to be invigilated.

Share your entire screen

IRIS wants to share the contents of your screen with jmgacjgobknfojonlckhndlamkfcjofm. Choose what you'd like to share.



1 Click the screen that is going to be shared

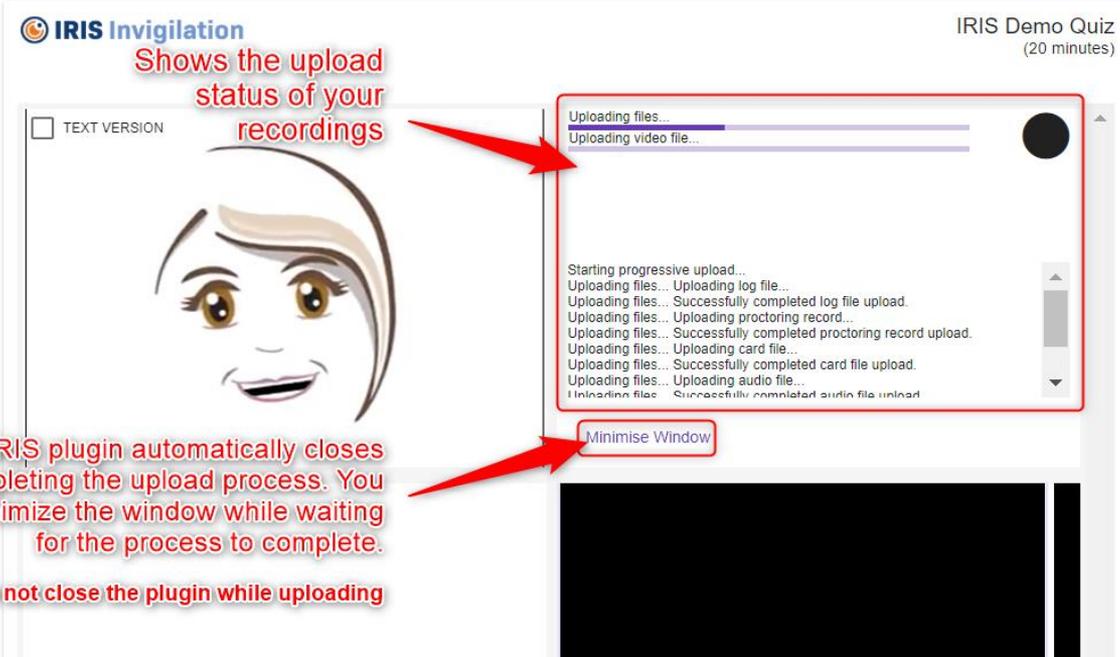
2 Start Sharing

Share Cancel

The image shows a Windows desktop environment. A red rectangular box highlights the desktop area, which contains several application windows. A red arrow points from the number '1' to this box. Below the desktop preview, there are two buttons: 'Share' and 'Cancel'. A red arrow points from the number '2' to the 'Share' button.

Follow IRIS instructions

- When you are done with your exam IRIS will stop recording
- IRIS will now automatically upload some files
- Do not close the window until IRIS has finished uploading.



The screenshot shows the IRIS Invigilation interface. On the left, there is a cartoon character and a checkbox labeled "TEXT VERSION". On the right, there is a window titled "IRIS Demo Quiz (20 minutes)" which contains a list of upload progress bars and status messages. A red box highlights the upload progress section, and a red arrow points to it from the text "Shows the upload status of your recordings". Another red box highlights the "Minimise Window" button, and a red arrow points to it from the text "The IRIS plugin automatically closes after completing the upload process. You can minimize the window while waiting for the process to complete." Below the screenshot, there is a red text box that says "**Do not close the plugin while uploading".

Shows the upload status of your recordings

The IRIS plugin automatically closes after completing the upload process. You can minimize the window while waiting for the process to complete.

****Do not close the plugin while uploading**

When Does IRIS Pop – up?

For Online Assessments IRIS pops-up when you click on Online Assessment.

For eAssessments IRIS pops-up when you open the exam.

The screenshot shows a vertical navigation menu on the left side of the interface. The menu items are: Overview (highlighted in orange), Announcements, eAssessment, Online Assessment, Statistics, Site Info, Gradebook, Additional Resources, Calendar, and Help.

The screenshot shows the 'EASSESSMENT' page. At the top, there is a breadcrumb trail: Home > Exam Preparation OCT 2021. The left navigation menu is visible, with 'eAssessment' highlighted. The main content area is titled 'Assignment List' and contains a message: 'Select an assignment to view details, start working or edit your previous work.' Below this message, there is a pagination control showing 'Viewing 1 - 1 of 1 items' and a 'Show 200 items...' dropdown. At the bottom, there is a table with one row of data.

	Assignment Title
	IRIS Practice TakeHome Examination

CSET Exam Site

- All CSET students have been added to an IRIS Practice Site
- Go to : <https://cset.myexams.unisa.ac.za/portal>
- Click on log in on the top right-hand corner of the page.
- Use your myunisa username and password to login.
- Then click on Sites on the top right-hand corner-next to your name.
- Now click on Exam Preparation October 2021.
- Read the information on the overview page.

CSET Exam Site

This is what the IRIS Practice Site looks like. There is also a link where you find IRIS training videos and a Yammer Discussion Group link.

The screenshot displays the IRIS Practice Site interface. At the top, there are navigation tabs for 'Home' and 'Exam Preparation OCT 2021'. The main content area is titled 'OVERVIEW' and contains a 'Site Information Display' section. This section includes a 'Dear Students' message, a description of the site's purpose, technical requirements for using IRIS (a PC with a microphone and camera, and the latest version of Google Chrome), and a list of additional resources such as a training presentation, a FAQ document, and a video on how to install IRIS. To the right of the overview is a 'Calendar' widget for September 2021, showing a grid of dates with the 1st highlighted. Below the calendar is a 'Recent Announcements' section with an 'Options' button.

Home | Exam Preparation OCT 2021

Overview

Announcements

eAssessment

Online Assessment

Statistics

Site Info

Gradebook

Additional Resources

Calendar

Help

OVERVIEW

Site Information Display

Dear Students

This site has been created to help you with the technical aspects of online examinations. You will find information here regarding the myexams platform and the IRIS Invigilation Proctoring Tool used in CSET.

IRIS is an online invigilation tool used for some assessments. Your lecturer will inform you if an assessment is going to be IRIS invigilated or not. You will need a pc with a microphone and a camera to write an IRIS invigilated assessment. IRIS only works best on the latest version of Google Chrome.

Under additional resources you will find the following:

An IRIS training presentation : **IRIS PowerPoint - UNISA Instructions.pptx**

A FAQ document that will help with difficulties you may experience during the examination: **IRIS PowerPoint - UNISA_ FAQs.pdf**

Video on how to install IRIS on Google Chrome. **How to install IRIS.mp4**

List of IRIS invigilated modules: **IRIS_Invigilated_Modules.pdf**

After you have downloaded IRIS you can test if it works correctly by attempting the two practice exams on this site. There is both an Online Assessment practice test and an EAssessment Practice test. You will find two videos on how to use IRIS on these two types of assessments at this location: [IRIS Videos and Presentations](#)

Calendar

Options | Publish (private)

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Recent Announcements

Options

FAQ -Access Denied/PasswordError

Sometimes you may see the following screen if you try to access and MCQ/Online Assessment exam. Go to the next page to see how this error is fixed.

The screenshot shows a web browser window with the following details:

- Address bar: <https://myexams.unisa.ac.za/portal/site/ICT3722-21-EX01/tool/d0079896-707c-40fe-8794-e98204a1e9b1/jsf/delivery/beginTakingAssessment>
- Browser tabs: myAdmin, unisa.ac.za, myExams : ICT3722 Exam Ja..., myexams.unisa.ac.za
- Page header: UNISA university of south africa, Sites, DALISU NAMISA
- Navigation: Home, ICT3722 Exam Jan 2021
- Left sidebar menu: Overview, Announcements, Online Assessment (selected), Site Info, Additional Resources, Calendar, Help
- Main content area: ONLINE ASSESSMENT, Access Denied, The username or password you have entered is incorrect. Please contact your instructor if you have any questions. Return

IRIS MCQ/Samigo Exams – Password error

For MCQ Samigo Online Assessments a password is required for you to access your exam. This password is auto populated by IRIS. IRIS must activate as soon as you click on the online assessment tab, and you must then complete all the steps correctly to start the invigilation process. If IRIS was activated and the process was completed correctly then the password will be auto-populated and you will have access to your exam.

If for some reason the password was not filled in, or you get access denied error even though the password was filled do the following:

- If IRIS is open then close it.
- Logout of my exams
- Clear your Browser cache. .(Hold down CTRL+SHIFT+DEL and the click Clear Data)
- Close your browser.
- Open your browser and start your exam again.
- Complete all instructions, ensure your screen is shared and Start Invigilation
- Do not change the password, or enter your own password . Tick the honor pledge box and start the assessment.

FAQ -Take Home Assessments – IRIS Does not pop up

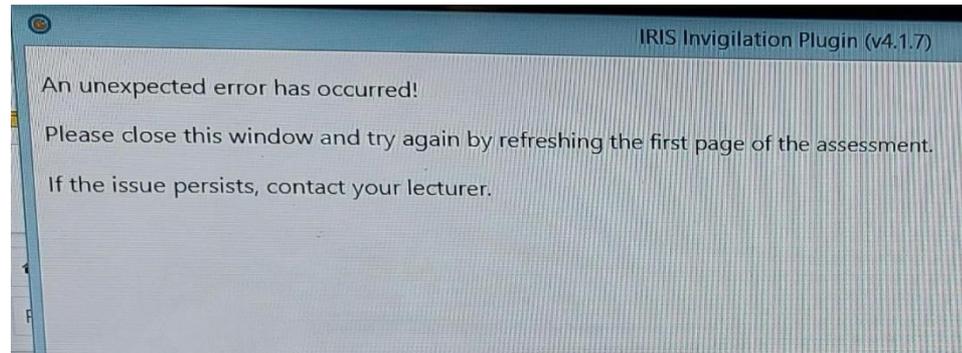
Take home examinations do not have a password linked to it so you will be able to access the exam without using IRIS. According to UNISA policy you have to ensure that IRIS is running for an IRIS invigilated examination. In some instances IRIS may not pop-up when you open an exam. This is most often due to network load and many students accessing the exam at the same time.

If IRIS does not pop up when you open a take home exam then you have to do the following:

- Logout of my exams
- Clear your Browser cache.(Hold down CTRL+SHIFT+DEL and the click Clear Data)
- Close your browser.
- Open your browser and start your exam again.
- Complete all instructions, ensure your screen is shared and Start Invigilation

You may have to do this a few times. You exam is open 15min before the start time, make use of this so that you can resolve any issues you may have with IRIS.

FAQ-Unexpected Error has occurred



If your network connection is not good, the above message may pop up while you are writing your exam. You can close IRIS and reload/refresh the examination page again using the reload option on your browser. You will continue from where you left off with the exam. If the problem persists, please continue with the exam and send screen shots of your error to your lecturer.

IRIS Does Not Close

- When you are done with your exam IRIS will start automatically uploading some files.
- Do not close the window until IRIS has finished uploading.
- IRIS will close automatically when it is done.
- IRIS should not take more than 15 minutes to upload.
- You can let IRIS run for 15 mins after the exam has finished. If IRIS has not closed by then you can close IRIS and finalise recordings by “right clicking “ on the iris icon on the top of the browser, choose finalise recordings and then click on the submit button on the pop – up window.
- If you get an “unexpected error has occurred” message when you click on submit, then please do not worry about this. Send a screen shot of the error to your lecturer and then close IRIS.

IRIS window just says loading

- If after you have opened IRIS the window simply says loading then the most likely cause is your internet connection, please check the speed of you connection.
- If your connection is fine then, restart your pc.
- Open necessary applications only.
- You can also try removing the extension and re-installing.

I am using Windows, IRIS does not recognise my mic and or webcam

This is likely to be a Chrome or Edge browser permissions issue. Sometimes users click “do not allow” accidentally or on purpose while the browser is asking for permission to use mic or webcam. Follow these steps:

- Type this into the Chrome or Edge address bar to get to the mic and camera permissions: <chrome://settings/content> or <edge://settings/content>
- Click on either Camera or Microphone
- Chrome – Ensure IRIS is in the Allow list and not Blocked
Edge – Make sure your site permissions for camera and mic are set to “Ask first” and not set to “Blocked”.

My mic and or webcam is still not being detected by IRIS

You can try following solutions for general mic and or webcam issues irrespective of the Operating System you are using:

- General issues with audio/video/desktop feeds can be encountered during all steps of the setup wizard as the inputs start receiving data. If all of a sudden, you see the error screen, it might again be due to the mic/cam permissions. If it's not that, then another thing to check is that you can use your mic/cam in a 3rd party Chrome webpage. This is a good tool to use: <https://webcammictest.com/>.
- If still having issues with the cam/mic, check if your camera and mic works using a 3rd party program such as Skype, this is a good way to rule out cam/mic issues. Around 95% of the mic/cam issues are due to the users' mic/cam permissions either in browser or set by OS for MAC users.
- Sometimes, 3rd party programs lock access to the cam and mic. You can try restart the machine/computer. When you log back in, only open the necessary programs they need to run the plugin. This might free up access to use the cam/mic.

Finalise Recordings

- If our student's session was recorded but not successfully uploaded, then we advise our student to "Finalize recordings".
- Open the web browser that was used for the IRIS-invigilated exam (Chrome or Edge)
- Login to myExams at <https://myexams.unisa.ac.za/portal/login>
- Right-click on the IRIS icon on the top right of the browser window and choose "Finalise Recordings"
- Click the submit button and wait for the recordings to upload.

The screenshot shows a web browser window displaying the myExams portal. The top navigation bar includes the UNISA logo and several dropdown menus for exams (IRIS 2020 NOV, MAT2691 Exam Oct 2020, FMM3701 Exam Oct 2020, New_Test_site). A right-click context menu is open over the IRIS icon, with 'Finalise Recordings' selected. Below the menu, the main content area displays a 'Welcome to the UNISA Online Examination Site' message. A second window, titled 'IRIS Invigilation Plugin (v4.1.7)', is overlaid on top. This window shows a 'Finalise Mode' interface with a video player on the left and a control panel on the right. The control panel includes a 'Submit (Upload)' button, a 'Backup Download' button, and a 'Delete' button. A progress bar indicates that 4 sessions need to be finalized. The video player shows a cartoon character's face.

Technical Support

Contact the Student Communication Service Centre (SCSC) on 080 000 1870 ,email Examenquiries@unisa.ac.za or CSETexams@unisa.ac.za (cc your lecturer) as soon as you encounter an error or discover a problem with your online exam/assessment submission.

Do not PANIC – You will be allowed extra time if necessary.

Please remember....

It is your responsibility to demonstrate integrity by reading and following the instructions and completing your exam without assistance.

Good luck
with your
exam

