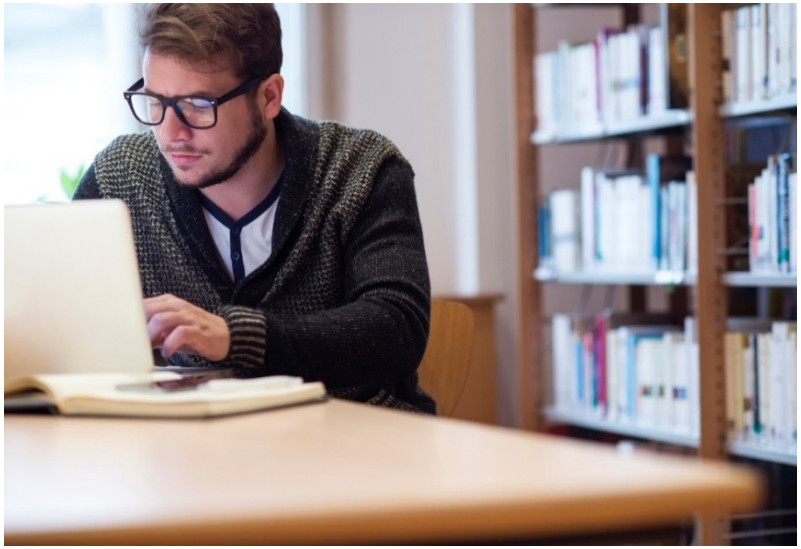
IRIS Invigilation

university of south africa
UNISA

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.

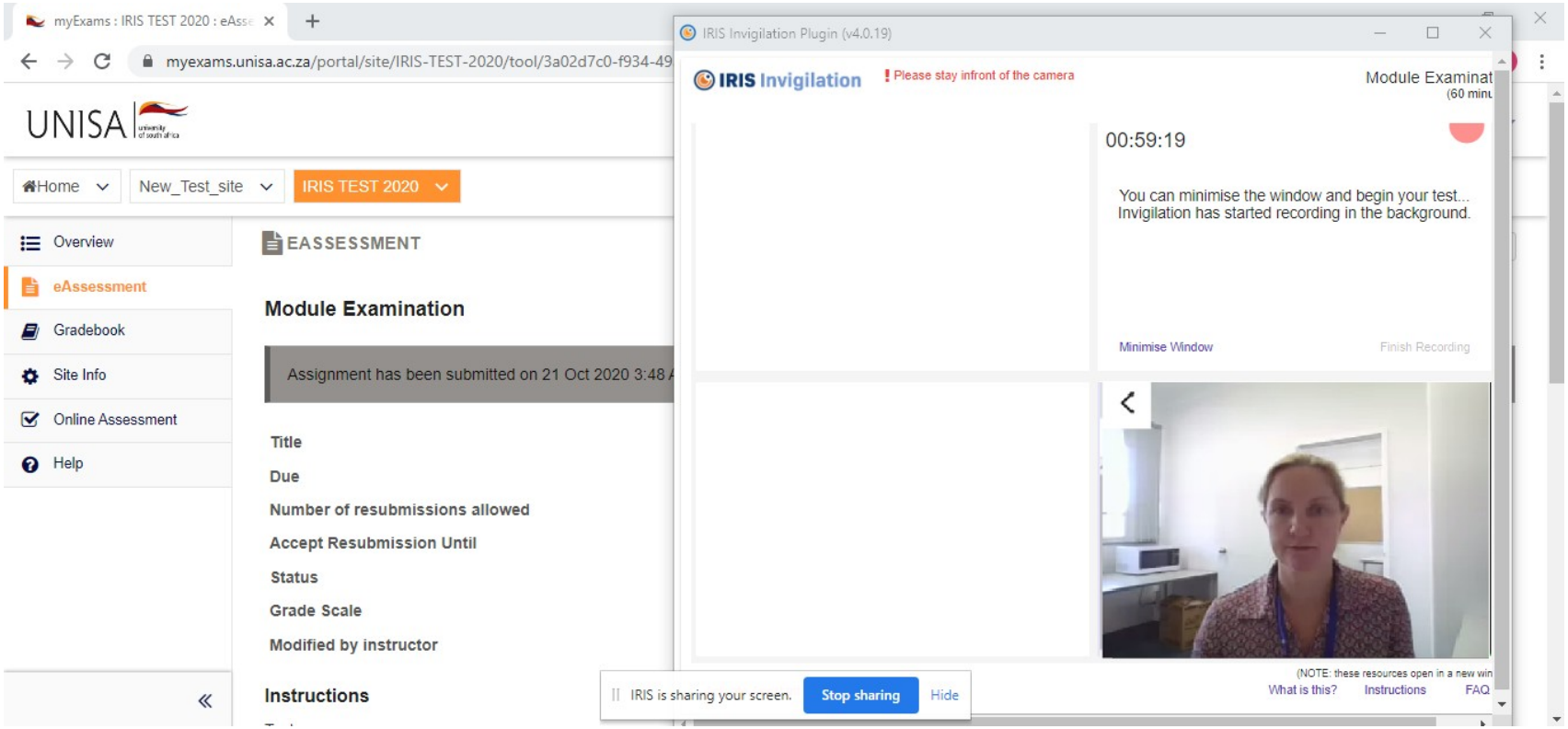


IRIS records audio, video, and computer screen activity for the duration of a test/exam. It analyses this information using machine learning and automatically flags

university of south africa
UNISA

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



university of south africa
UNISA

IRIS Invigilation

Step 1 – Setup IRIS environment

Step 1 – Setup IRIS environment

- What to know before I start
- Necessary equipment
- Download and install plugin

university of south africa
UNISA

What to know before I start

- Make sure your face is clearly visible to the camera
- Make sure you are in a quiet room with limited background noise
- Make sure you use a microphone and speakers - NOT headphones
- Once IRIS is activated you will see a pop-up window showing what is visible to your web camera
- IRIS will draw an outline over your face and begin tracking your position
- If IRIS can’t see your face, a red warning bar will show in the IRIS pop up window

university of south africa
UNISA

Necessary equipment

- Stable internet connection
- Laptop or desktop
- External or built-in Microphone – NO headset
- Web camera
- Well lit room
- Quiet room

university of south africa
UNISA

Download and Install IRIS plugin

- You must have IRIS installed on your laptop or desktop before you can take your exam
- Make sure your Browser is up to date – ONLY Microsoft EDGE or Google CHROME can be used
- Download and install the IRIS plugin from the Microsoft EDGE or Google CHROME Web store

university of south africa
UNISA

IRIS Invigilation

If you are using Microsoft EDGE



Download and Install IRIS plugin MS EDGE

Download the latest MS Edge browser:

- Navigate to https://www.microsoft.com/en-us/edge and follow the installation instructions

Once MS Edge is installed:

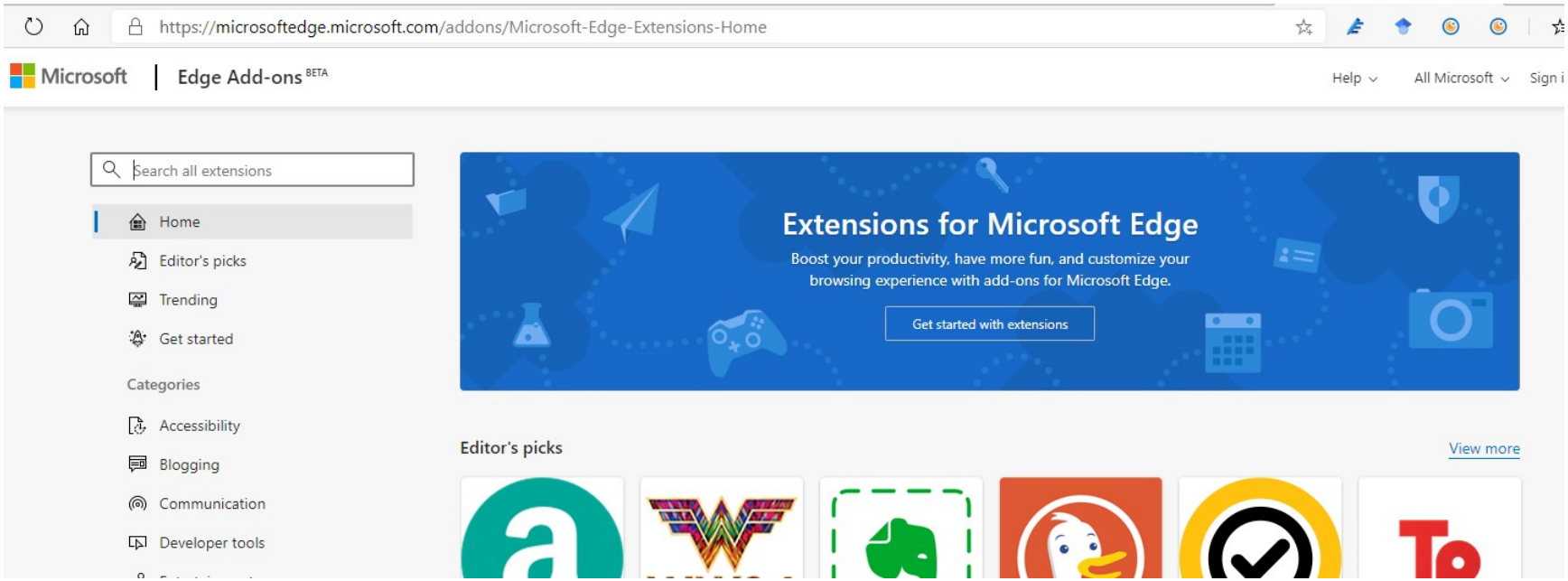
- Launch MS Edge
- Navigate to the MS Edge add-ons store https://microsoftedge.microsoft.com/addons/Microsoft-Edge-Extensions-Home
- Search for IRIS in the search box (upper left of your screen)
- Click on the blue GET button to the right
- Click on the Add extension button on the pop-up box
- You will get an 'Add-on installed' message

You are done!

university of south africa
UNISA

MS Add-ons store

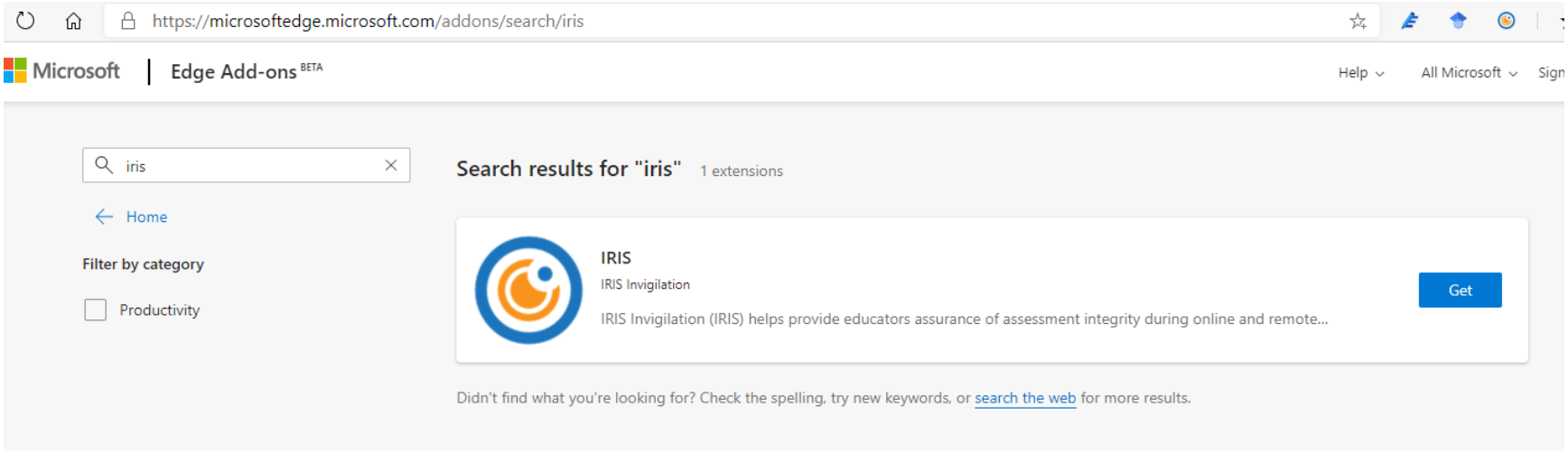
Back to Download and Install IRIS plugin MS EDGE slide



university of south africa
UNISA

Search for IRIS and click on

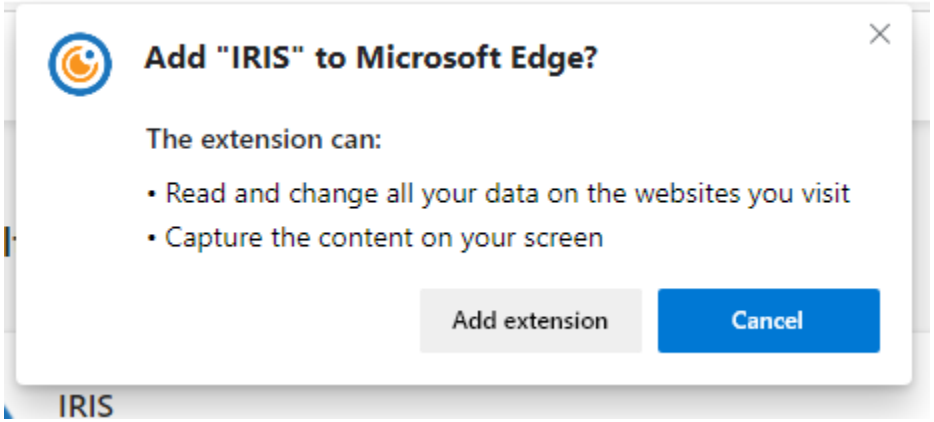
Back to Download and Install IRIS plugin MS EDGE slide



university of south africa
UNISA

Click on Add extension

Back to Download and Install IRIS plugin MS EDGE slide



university of south africa
UNISA

IRIS Invigilation

If you are using Google CHROME



Download and Install IRIS plugin Google Chrome

Download the latest Google CHROME browser:

- Navigate to https://www.google.com/chrome/and follow the installation instructions

Once Google CHROME is installed:

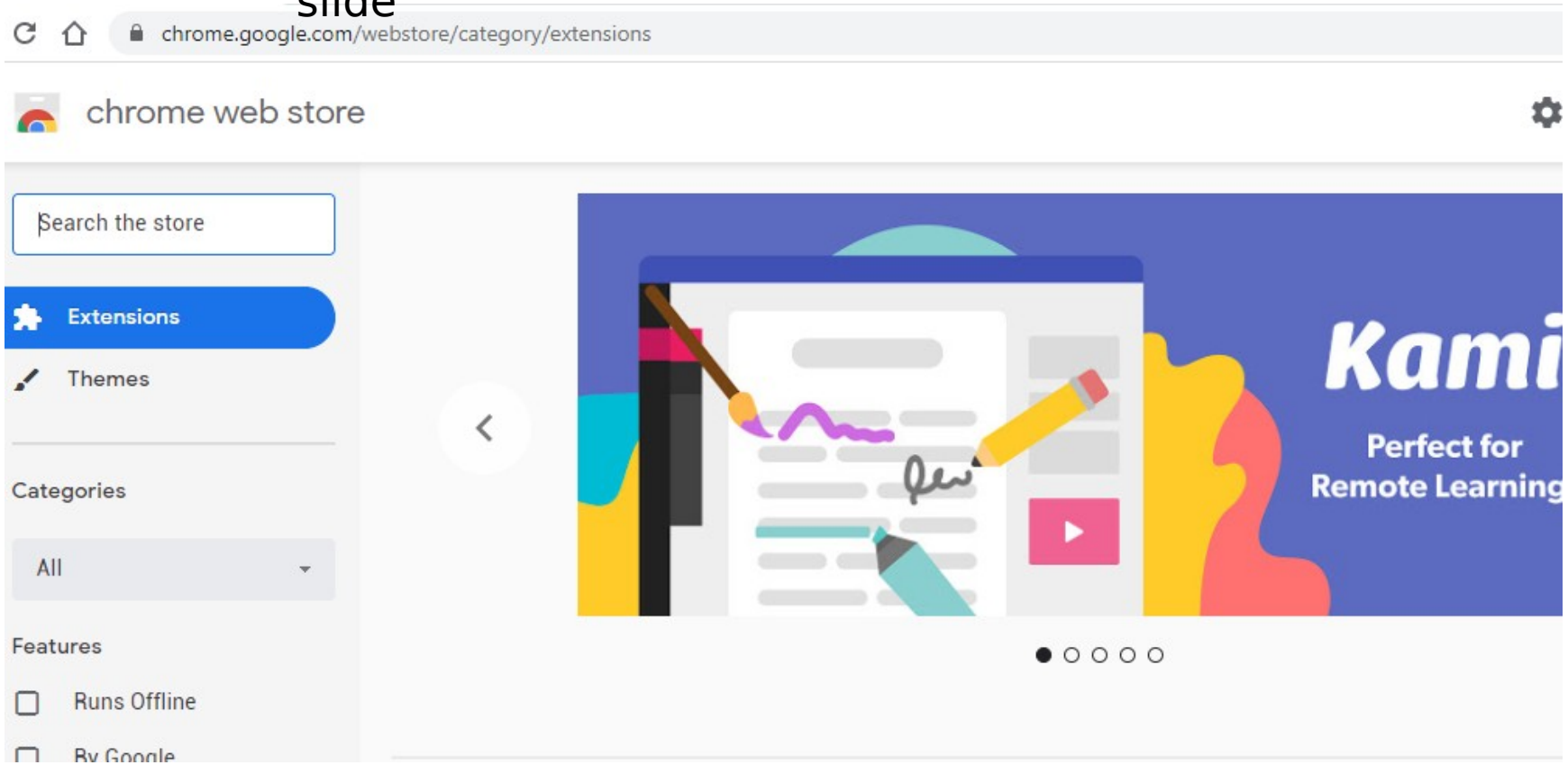
- Launch Google CHROME
- Navigate to the Google CHROME web store https://chrome.google.com/webstore/category/extensions
- Search for IRIS in the search box (upper left of your screen)
- Click on IRIS in the search results
- Click on the Add to Chrome button
- Click on the Add extension button on the pop-up box
- You will get an ‘IRIS added to Chrome’ message

You are done!

university of south africa
UNISA

Navigate to Google CHROME

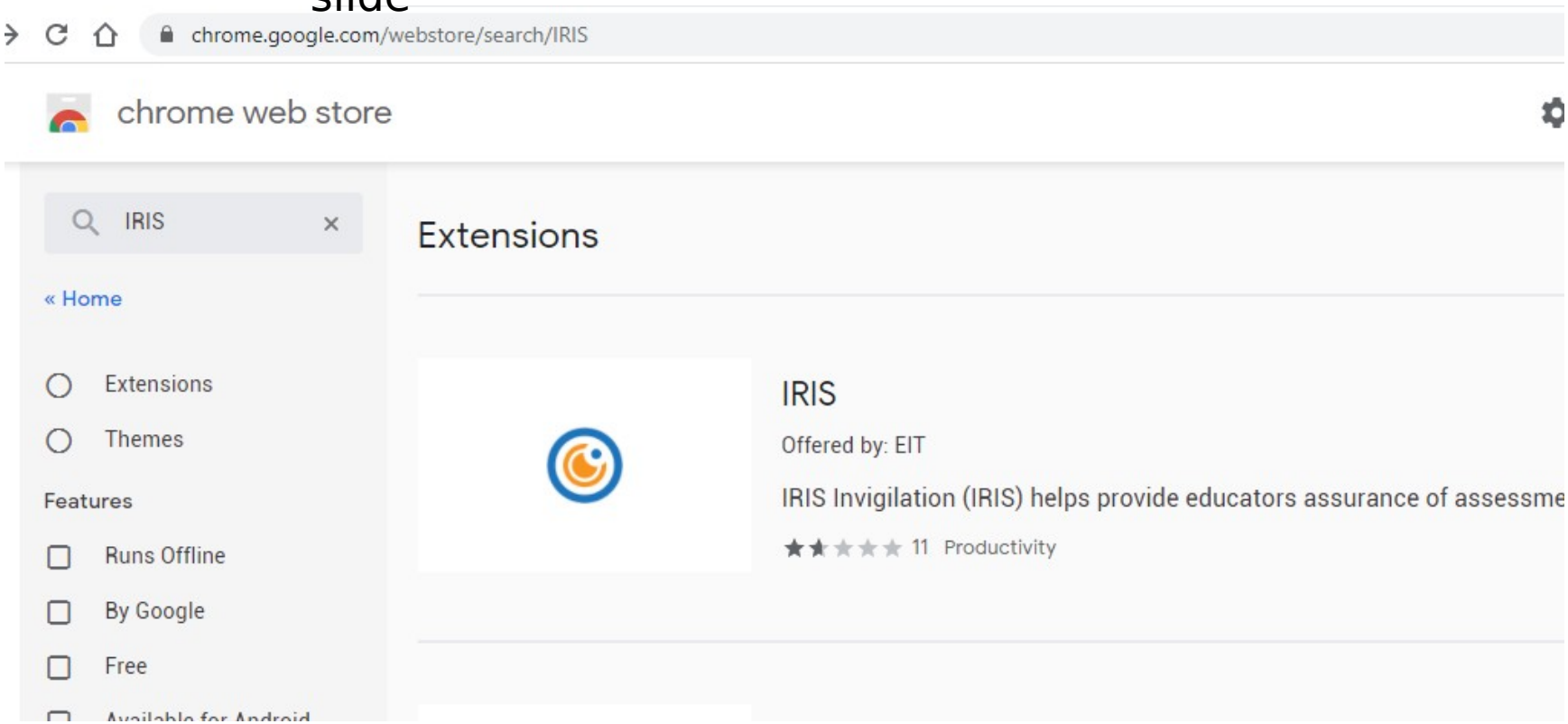
Back to
Download and Install IRIS plugin Google Chrome slide



university of south africa
UNISA

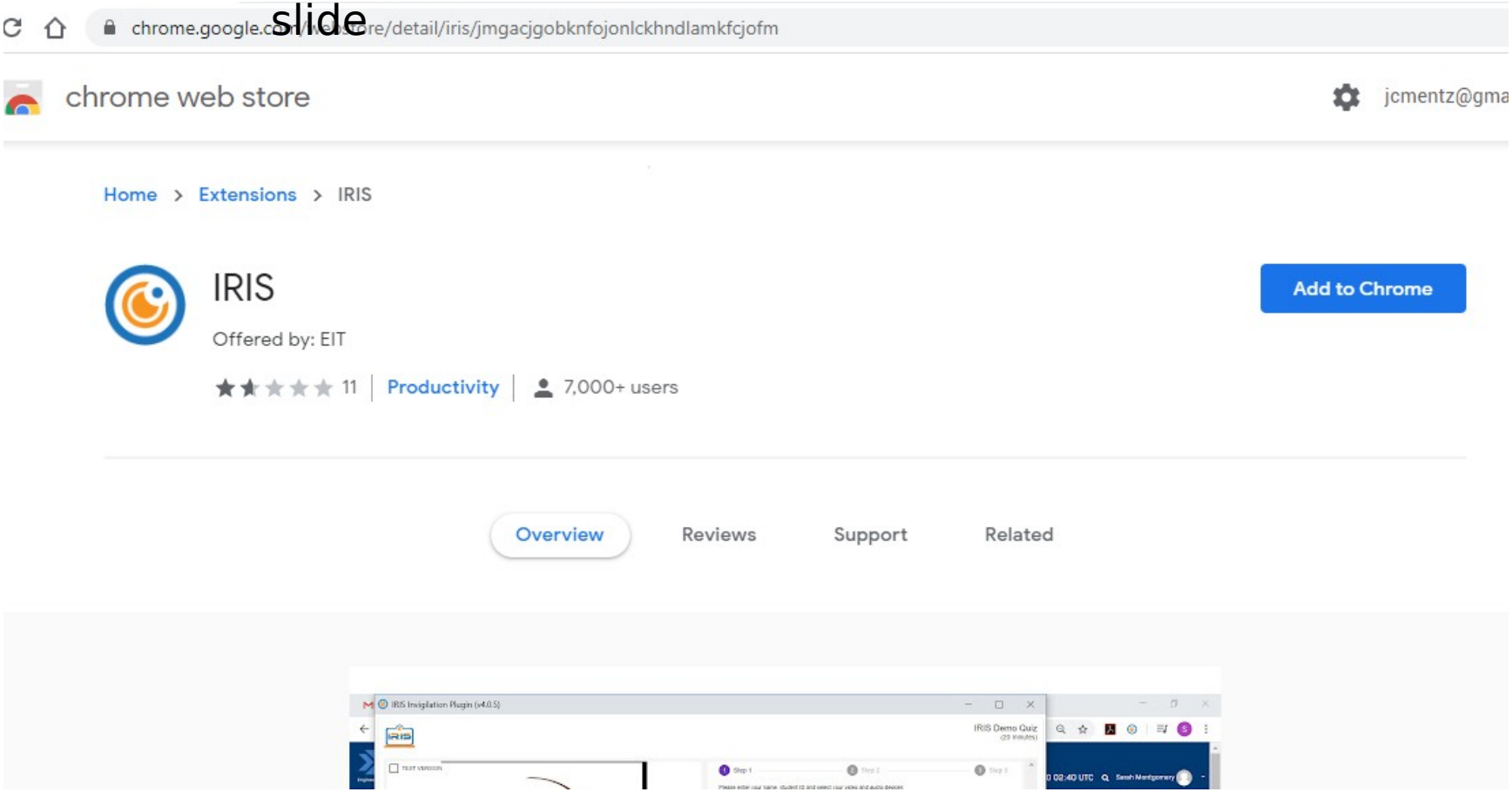
Search for IRIS – click on IRIS in

Back to
Download and Install IRIS plugin Google Chrome slide



Click on Add to Chrome

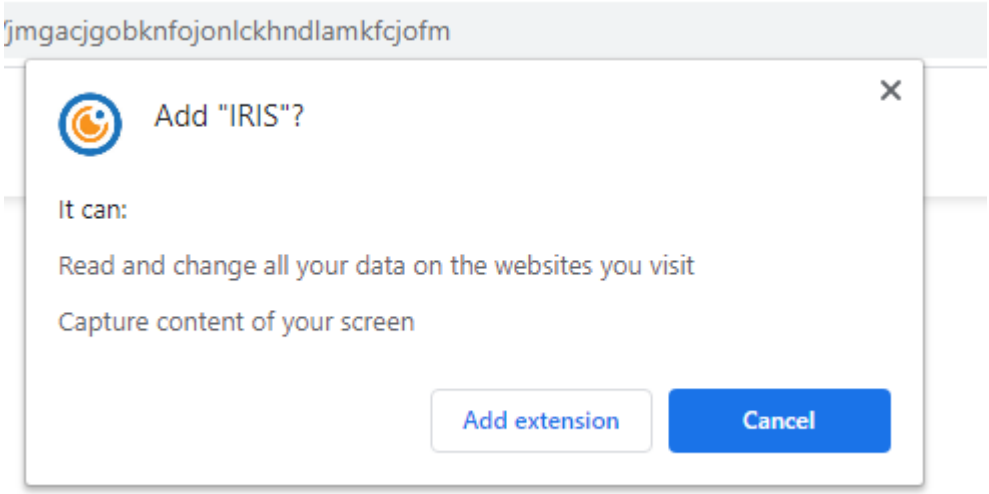
Back to
Download and Install IRIS plugin Google Chrome slide



university of south africa
UNISA

Click on Add extension

Back to
Download and Install IRIS plugin Google Chrome slide



university of south africa
UNISA

IRIS Invigilation

Your IRIS environment is now installed

Step 2 – Write your online exam

- What to know before I start
- My audio and video settings
- Write the exam
- Upload IRIS invigilation results

university of south africa
UNISA

Important information

- Logon to the myExams portal with yoru myunisa credentials (https://myexams.unisa.ac.za/portal/login)
- IRIS is activated when you access your exam on the myExams portal
- IRIS will automatically enter the myExams password to allow you to start the online assessment - IMPORTANT NOTE: IRIS will auto-populate the password.
- You can minimize the IRIS window, but don’t close it.
- During your assessment IRIS will store some temporary files on your device.
- At the end of the assessment IRIS needs some time to upload the recorded files. Do not close down IRIS until your recording has finished uploading.
- Remember that your face must be clearly visible on screen
- Remember to sit in a quiet room
- Use laptop built in microphone and camera
- Use external microphone and camera on a desktop computer
- Do not use a headset

Write your exam

- Follow the instructions you have received from UNISA to access your exam
- Activate IRIS – follow the instructions as IRIS will start automatically
- Write your exam
- Upload IRIS data
- You are done

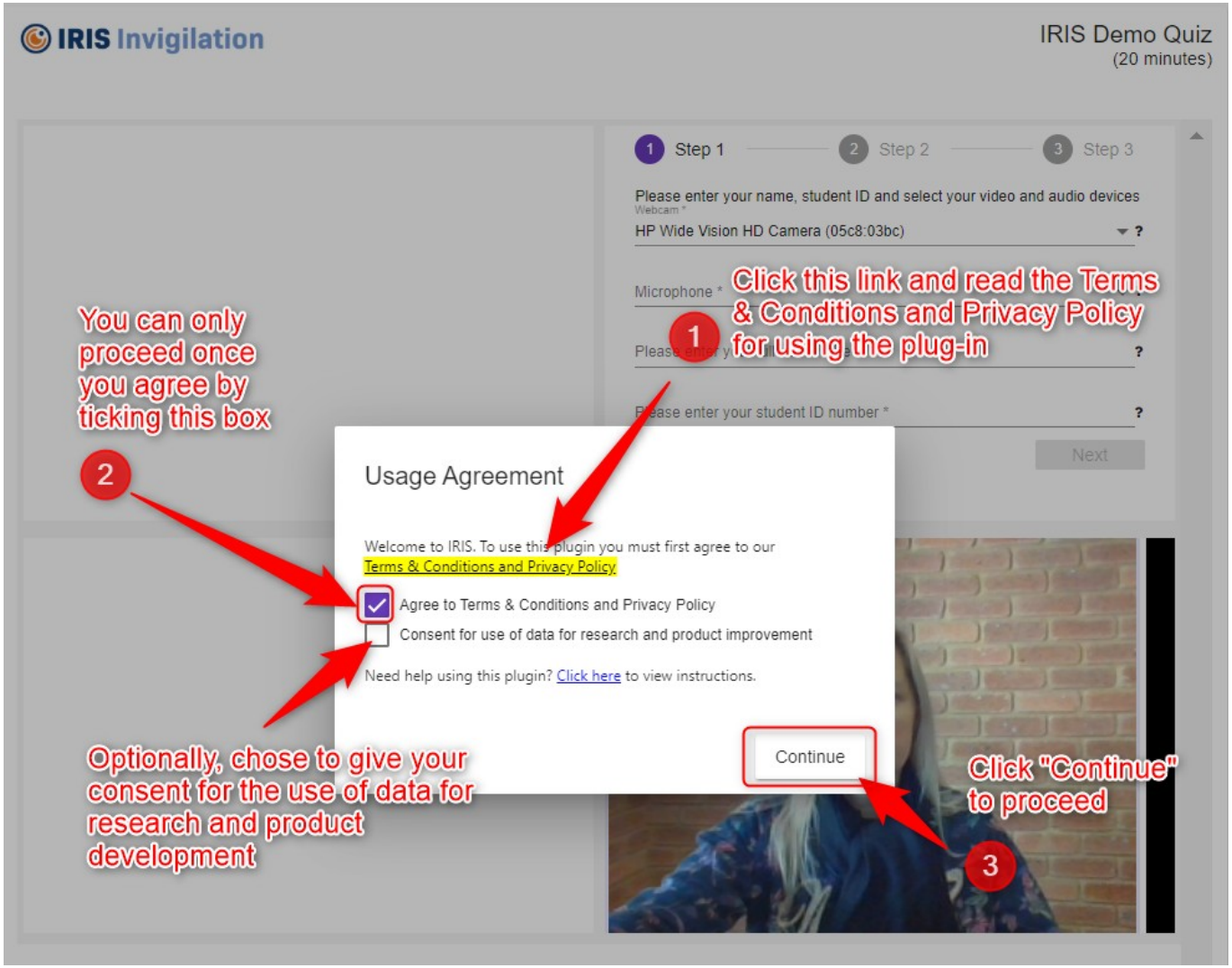
university of south africa
UNISA

Follow UNISA instructions to write your exam

- Start your preferred browser (MS EDGE or 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 – IRIS should load in a pop-up window:
  - If you do not see anything then allow pop-ups in your browser settings
- Follow the IRIS instructions carefully
- Start your exam
- Finish the exam and wait for IRIS upload to complete

university of south africa
UNISA

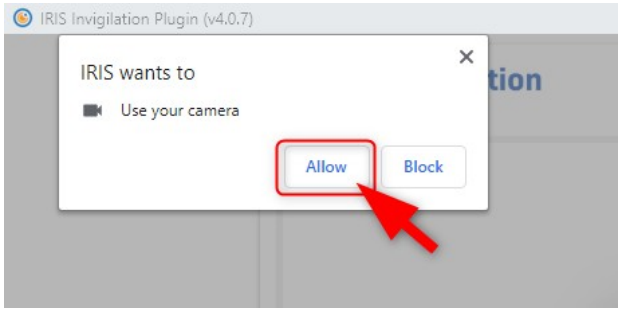
Follow IRIS instructions

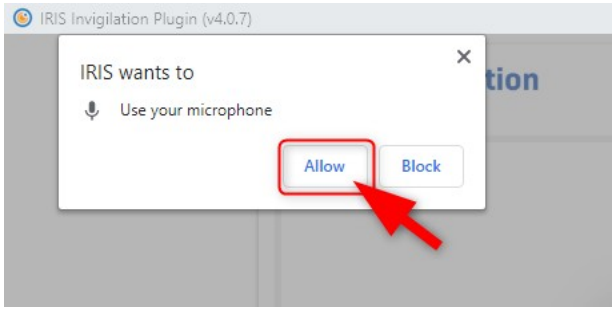


university of south africa
UNISA

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.

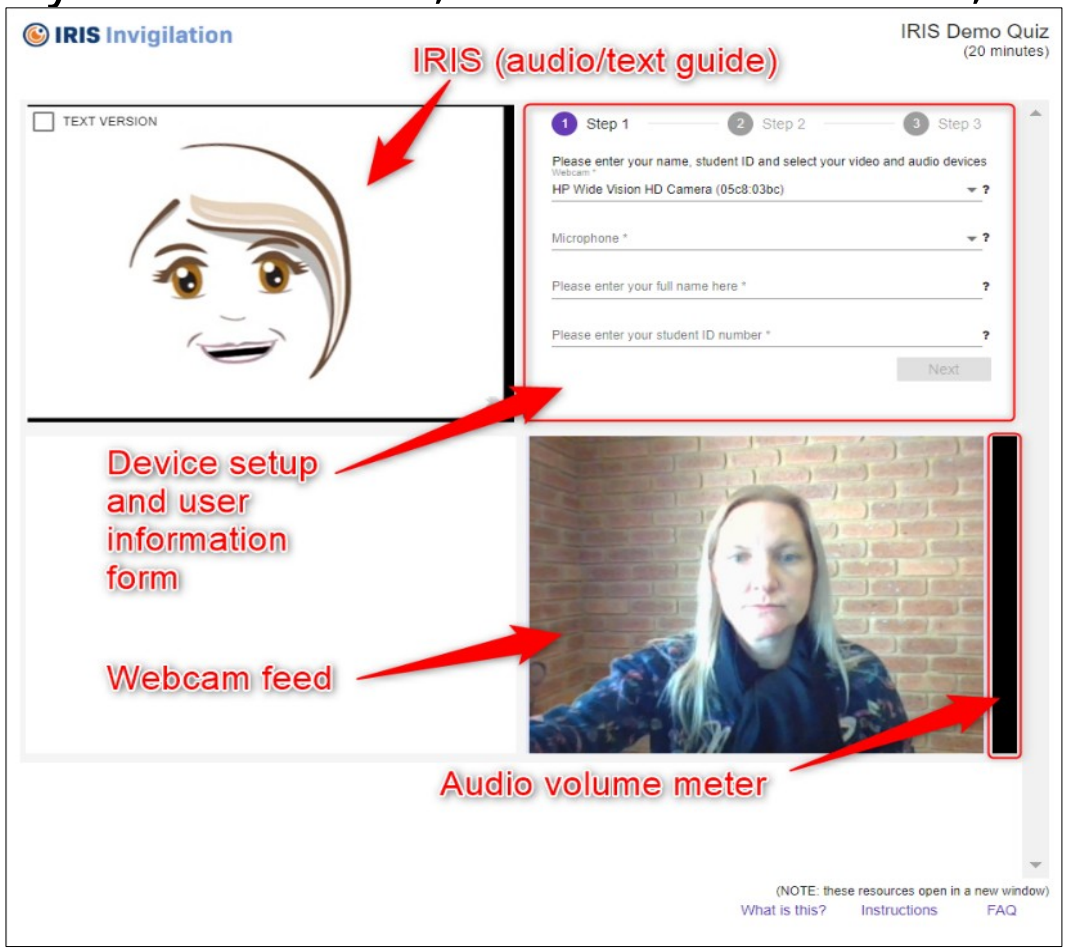




university of south africa
UNISA

Follow IRIS instructions

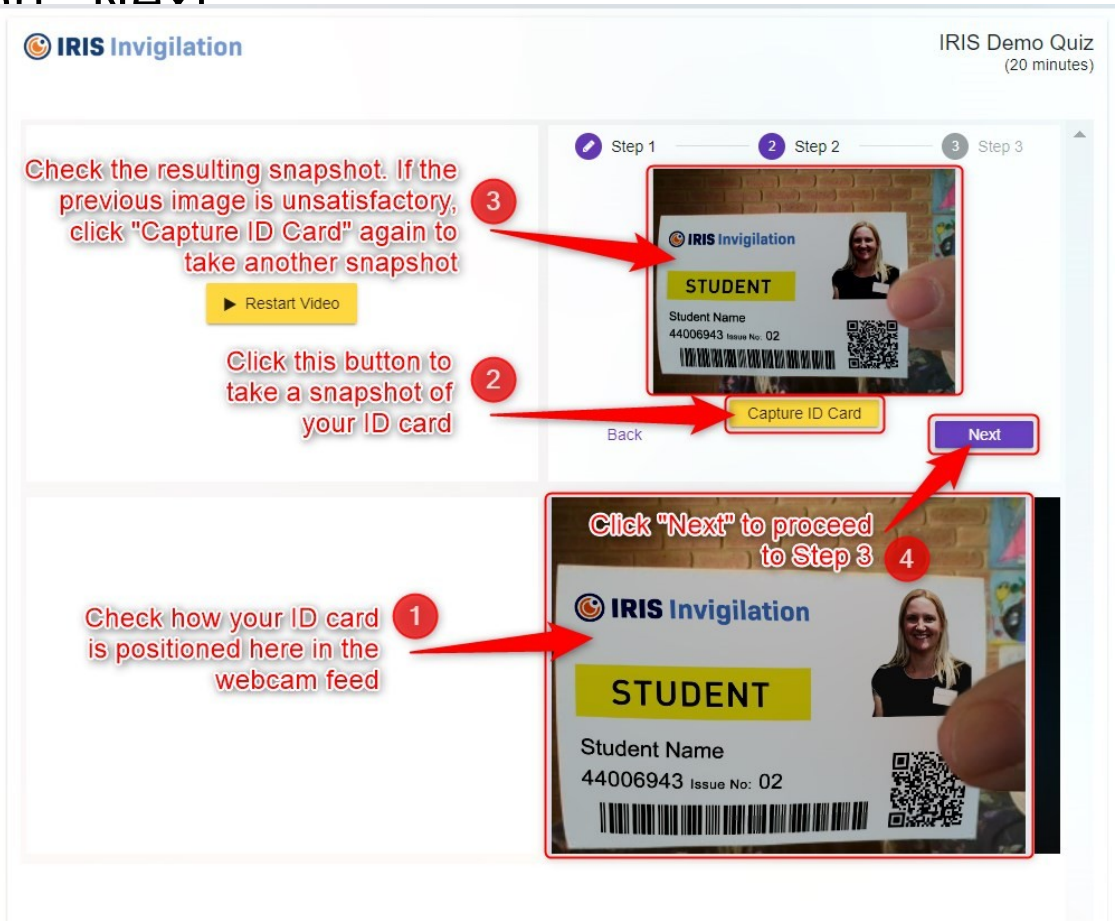
An IRIS video will start playing to guide you through the setup process. You will need to select a webcam and microphone device, fill in your full name, student ID number, and then click “Next”.



university of south africa
UNISA

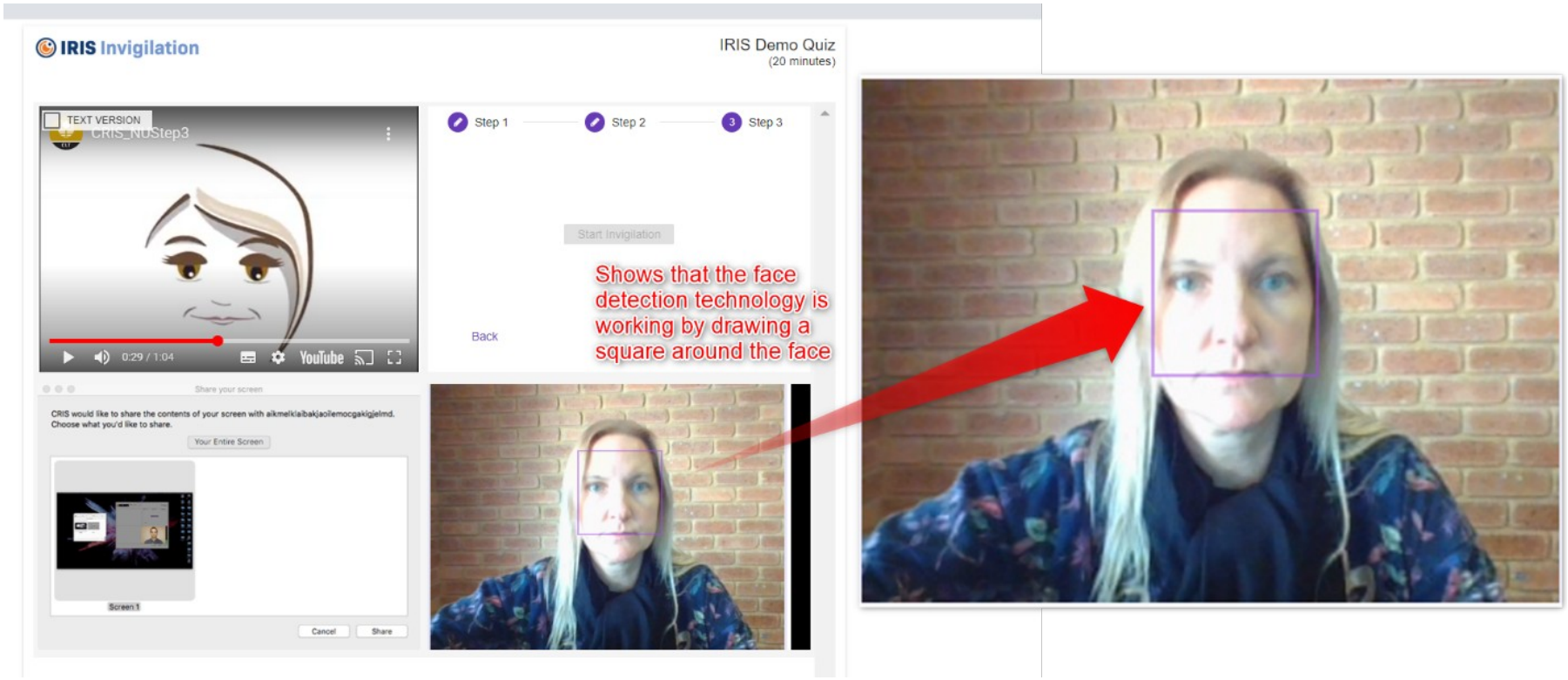
Follow IRIS instructions

- 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”



Follow IRIS instructions

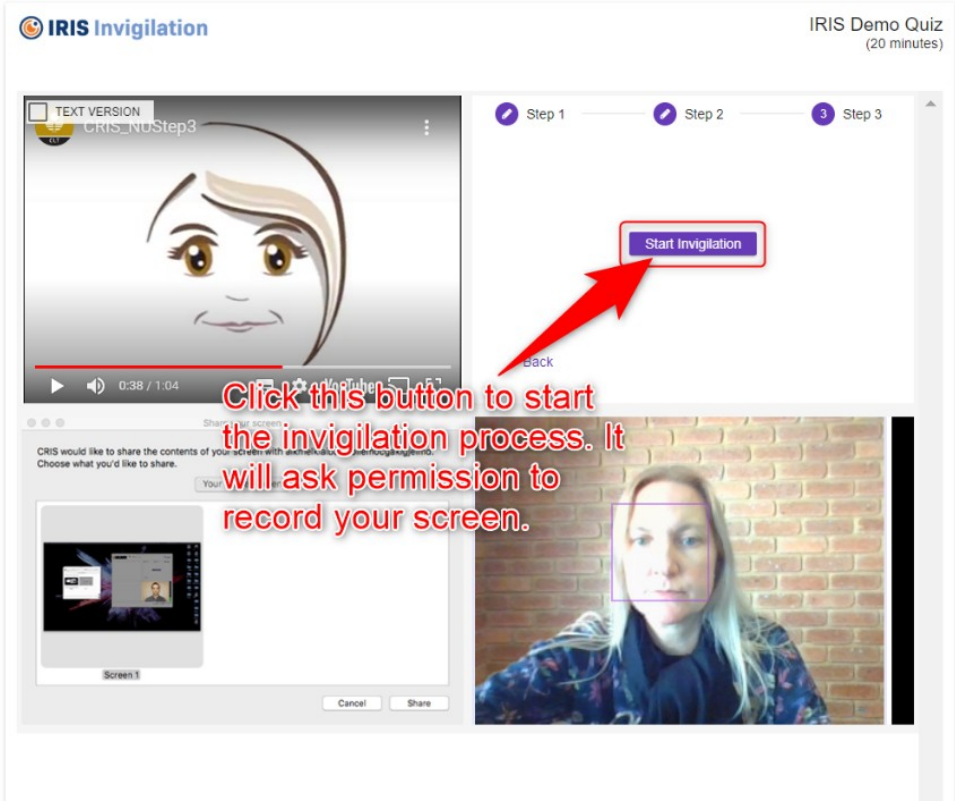
IRIS will give more instructions and show you that the face detection technology is working by drawing a square around your face.



university of south africa
UNISA

Follow IRIS instructions

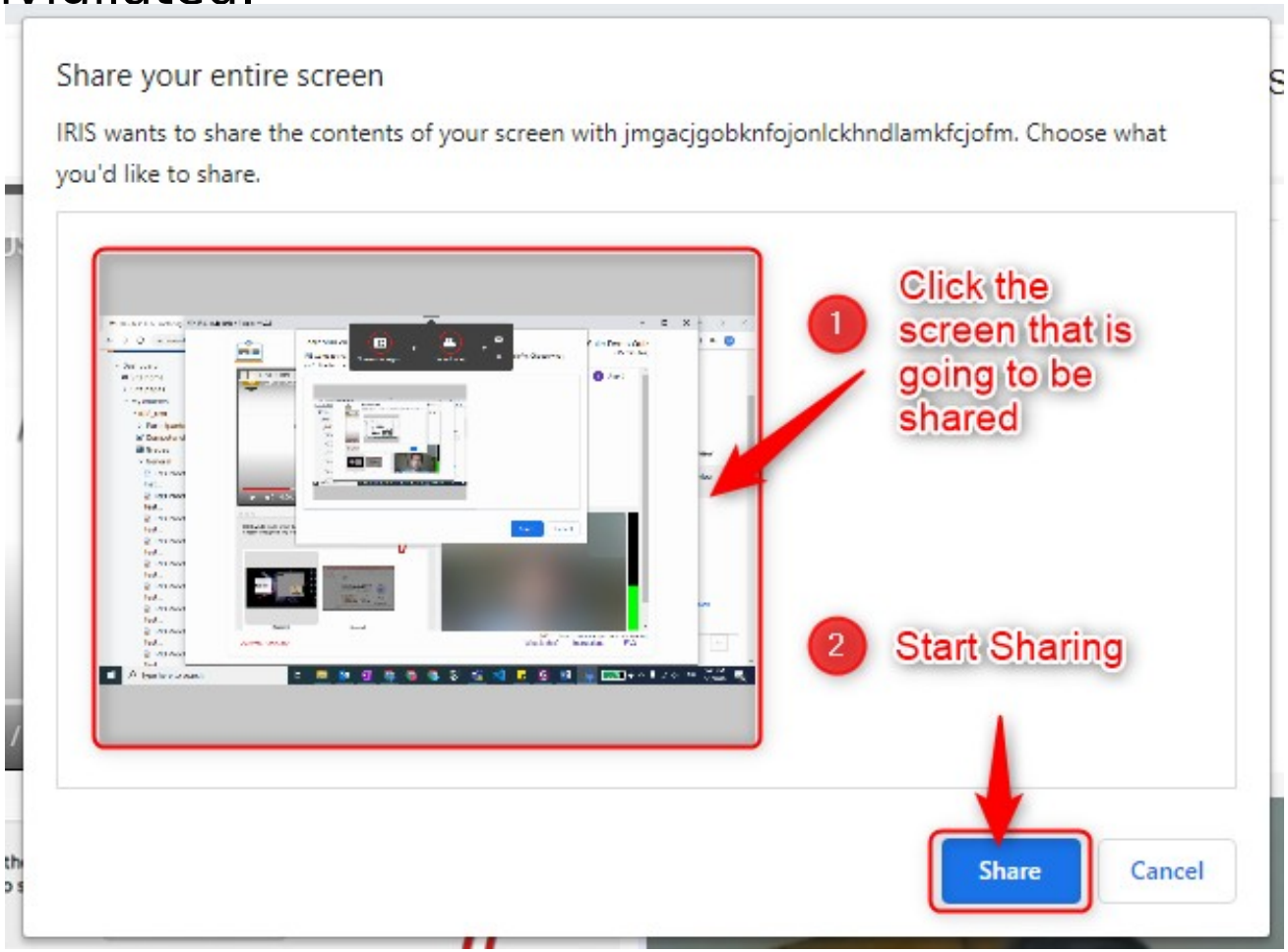
- Your setup is completed, click the Start Invigilation button
- This will auto-populate the Assessment password into the myExams password field
- Click on your exam



university of south africa
UNISA

Follow IRIS instructions

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

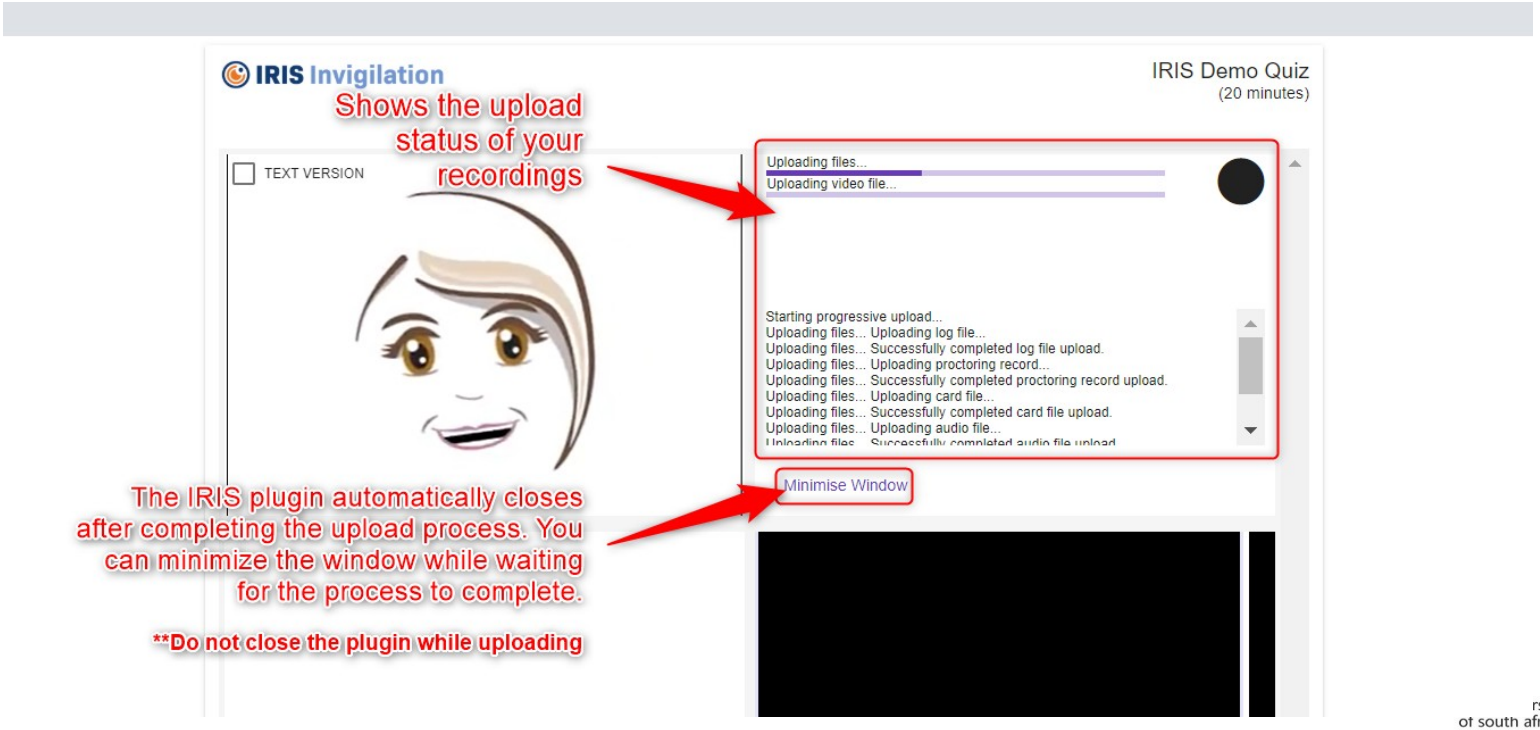


IRIS Invigilation

Write your exam

Follow IRIS instructions

- When you are done with your exam, click on the Submit button on the IRIS pop-up screen
- IRIS will now upload your session recording files
- Do not close the window until IRIS has finished uploading.



rsity
of south africa
UNISA

IRIS Invigilation

You are done!

Technical Support

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

Please remember….

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

university of south africa
UNISA

IRIS Invigilation

Good luck with your exam

