

RECORDINGS: Are you a recorder? If you have NOT been familiarized with capturing a recording yet, **please wait until oriented before volunteering to record** a test session. There are very specific settings that must be set appropriately set in your Zoom settings. Please never accept recording training from others, as there are many details, I will familiarize new recorders of.

Strengthening exam documentation, we secure **TWO** Zoom recordings in a test session. To accomplish this, all VEs have recording privileges. While in your breakout room, please click on the “Participants” button, to verify that there are 2 recordings being captured. There is a small red circle next to the participant in the room, if they are currently recording. If you are unable to record, whoops, I have failed in giving permission. Simply click the “Ask For Help” button so that I can enter your room and assign the recording ability.

- REMINDER: **All** VEs should PIN the Applicant (aka Speaker in Zoom) as your applicant enters the room. **THEN** change your own view to what is needed for your role as a recorder, lead or observer.
- The session or room lead will designate a **PRIMARY RECORDER (R1)** in your breakout rooms. All VE’s including the VE recording must **PIN the applicant once they enter the breakout room. BOTH** the R1 and R2 recorders should have the room scan and photo ID check **PINNED** and be in **“Speaker View”**. If recording the R1, during the exam, a **‘Side-By-Side Gallery’** of the attendees in the room should be captured. This is accomplished by clicking the ‘VIEW’ button in the upper right and selecting ‘Side-By-Side Gallery’. Recorders should ALWAYS rename yourselves with either R1 or R2. The **PRIMARY RECORDER** should tag their name in Zoom and call sign with **(R1)**, indicating you are the **PRIMARY RECORDER**. When recording, **Continue your recording until the On-Screen VEs all agree to certify the exam, typically with a non-verbal thumbs up indication on screen.** Be sure to stop and restart the recording entirely, between applicants.
- The sessions lead or room lead will also designate a **SECONDARY RECORDER (R2)**. Again, **PIN the applicant once they enter the breakout room.** During the exam, this (equally important) **SECONDARY RECORDER** will then maintain **‘Side-By-Side Speaker View’**, securing a 50/50 split of the applicant’s shared screen and their

video, **without** the additional VEs. Please also tag your own Zoom window with **(R2)**, indicating you are the **SECONDARY RECORDER**. Using the PARTICIPANTS screen, pay attention should the PRIMARY RECORDER unexpectedly drops from the session, change your view to 'Side-By-Side Gallery', to continue capturing what the Primary recorder has lost. Please continue this required 'Side-By-Side Gallery' view for the remainder of the exam. To save upload/download time and storage space, **please stop your (R2) recording once the applicant has completed testing by clicking on 'Finish and Sign Forms'.**

- Larger numbers of applicants and sessions, increase potential for recording failures. Being proactive by having these recording provisions in place, will assist us when exams require review, utilizing all tools available to us, are used.

If recording is to be retained for review, render and rename the video file. **Please PROMPTLY upload your videos**, so the video can be archived. Kindly bookmark this Dropbox link for uploading videos to my Dropbox:
<https://www.dropbox.com/request/QUT72V5kgfiFYr80jKyY>

Thank you for your volunteer spirit and making yourselves available for additional duties as a recorder! You are absolutely a valued member of the team, and I am proud to serve alongside you as we promote this precious hobby!