

Video/Audio Surveillance for Online Examination Administration

Annual Surveillance Report for July 1, 2022 – June 30, 2023

1. DESCRIPTION OF HOW THE TECHNOLOGY WAS USED

During this reporting period, the eSkills online examination administration tool was used to administer online County employment examinations and monitor candidates while taking the exams in lieu of in-person proctoring. All video/audio recordings obtained during the reporting period were accessed by approved ESA-HR personnel only when a review of the data was required to confirm an exam was completed with integrity. The online examination tool automatically flags recordings that need to be reviewed, if a recording is not flagged, it will not be accessed by any ESA-HR personnel.

ESA-HR Leadership maintains the list of approved personnel with access to eSkills and tracks the individuals using the system. Access to information stored in eSkills is limited to the Human Resources Director, Human Resources Assistant Director, Human Resources Managers, and Senior Human Resources Analysts. Each user has a personal access account that is password protected.

Data is only stored in eSkills system for 90 days before being purged.

2. DATA SHARING WITH OUTSIDE ENTITIES

No data was shared with outside entities during this reporting period.

3. COMMUNITY COMPLAINTS OR CONCERNS

No community complaints regarding the online examination administration tool were received.

4. NON-PRIVILEGE INTERNAL AUDITS/POLICY VIOLATIONS

ESA-HR did not have any violations to the Surveillance Use Policy (SUP) during the reporting period. The Human Resources Director, Human Resources Assistant Director, and Human Resources Managers are assigned to ensure compliance with the SUP.

ESA-HR staff are provided with the SUP and trained on the eSkills system upon hire. The SUP is also stored on the ESA Shared Drive for review at any time.

No additional recordkeeping is recommended at this time. All data is stored on the secure eSkills system before being deleted.

5. EFFECTIVENESS IN ACHIEVING IDENTIFIED PURPOSE

The online examination administration tool has been effective in safeguarding the integrity of the examination material and process while allowing candidates to remotely take County employment exams. ESA-HR will be reevaluating on a regular basis to confirm that the online examination tool is still being effective in its purpose.

6. PUBLIC RECORDS ACT REQUESTS

There have been no Public Records Act requests that involve data gathered by eSkills.

7. ANNUAL COSTS

The annual cost of the online examination tool in FY23 was \$162,500 from the County General Fund.