TEST-TAKER PROCESS

- Create an account
- Schedule an exam
- Connect to a proctor

www.ProctorU.com
contact@proctoru.com
• Navigate to https://go.proctoru.com/registrations.

• Click Test-Taker to create an account and complete your profile.

• Your profile includes basic contact information and institution enrollment (Figure 1).

• At the bottom of the page, read and agree to ProctorU’s Terms of Service by clicking the check box to complete the profile (Figure 2). A flagged message will display at the top of the page until you agree to the Terms of Service.

• Subsequent logins will direct you to the My Sessions page. You will be asked to confirm your account via email. Please do so within 72 hours.
Scheduling exams

- After logging in, you will be presented with the My Sessions page (Figure 3).

- Your three options will be:
  » Have Questions? activates LiveChat.
  » Test Your Equipment verifies your computer meets ProctorU’s requirements.
  » Schedule New Session creates a new exam reservation.

- After clicking Schedule New Session, confirm your institution, select the exam term and specific exam (Figure 4).

- Click Find Session and proceed to the scheduling page (Figure 5, next page).

To avoid additional fees, schedule exams more than 72 hours before your desired proctoring appointment. You can also opt to use ProctorU’s convenient Take It Soon or Take It Now options for an additional fee paid at your own expense.

**Take It Soon** allows an appointment to be scheduled less than 72 hours before the appointment.

**Take It Now** allows on-demand proctoring without an appointment.

**Rescheduling** an exam allows you to change the date and time of your appointment within the exam’s testing window and also has a premium fee.

The Take It Soon and Take It Now options are subject to availability.
1. Select a desired appointment day and time using the calendar.
2. After clicking Find Available Times, the six appointments closest to the desired time appear on the right.
3. After clicking SELECT to choose an appointment, confirm the time slot by choosing SCHEDULE (Figure 6).
   - If your institution is set up as test-taker pay, the exam will be added to your cart for payment (Figure 7 and 8).
   - After completing checkout, you will be returned to your My Sessions page.
4. Confirm your exam details, including its availability window.
5. If you need to change the exam, click Change Exam.
1) After scheduling an exam, a countdown to the closest upcoming exam is shown on the My Sessions page (Figure 9). At the appointment time, a START SESSION link replaces the countdown. Clicking the link takes you to the proctoring room. Brief prompts will guide you through the expedited start process.

2) Confirm your name and the exam you are taking (Figure 10). Clicking No opens the LiveChat feature.

3) Confirm the exam rules including allowed resources (Figure 11). Clicking No opens the LiveChat feature.

4) Your computer is checked for basic requirements and an instructional video is shown (Figure 12).

5) Take a picture of your photo ID to show the proctor (Figure 13). Click Skip this step to opt out of this step and show your photo ID directly to the proctor instead.

6) Next, take a photo for your ProctorU profile (Figure 14). The proctor will check and update this photo if it is blurry or unrecognizable.
Connecting to a proctor

7) Click the “Click to Download” button to download and run the screen sharing applet (Figure 15). When you and the proctor connect in the proctoring room, your video is shown in the bottom right corner of the video feed and the proctor’s video is on the left (Figure 16).

8) Figure 17 shows the downloaded applet and the chat box, which connects you and the proctor. Once connected to the proctor, the proctor will initiate two-way video and audio.

Authentication

1) After you are connected via webcam and screen-sharing software, the proctor checks the photo ID picture taken earlier.

If the photo ID is illegible or you opted out of taking an ID picture, you will be asked to show your photo ID to the camera so the proctor can verify your identity (Figure 18).

The ID information in Figure 18 has been intentionally blurred for privacy reasons. In an actual proctoring session, you will show a fully-visible ID so that the name and picture can be clearly seen and read by the proctor.

2) The proctor will check your profile photo and update the photo if it is blurry or unrecognizable.

Depending on your institution’s preferences, you will be prompted to complete your authentication with a public records challenge quiz or keystroke biometrics. Figure 19.

The challenge questions are typically related to previous addresses, phone numbers, roommates and relatives. ProctorU does not know or store these questions or answers.
After completing the authentication and environment scan process, you will log in to your Learning Management System (LMS) and the proctor will verify that the account is yours and you are taking the correctly assigned exam, as shown in Figures 22 and 23.

During the exam, the proctor will monitor your video feed and testing environment to ensure you are not receiving verbal answers from an outside source.

Screen-sharing technology allows the proctor to see your computer screen while you complete the exam.

During the exam, your proctor will pause their video and audio so you are not disturbed, but will continue to monitor you and be available via the chatbox.

1) The proctor secures your physical testing area by asking you to pan your camera and show your complete workspace and surroundings, as seen in Figure 20.

2) If the camera is internal, you are asked to show the proctor the edges of your monitor using a reflective surface, such as a mirror (Figure 21). This ensures that there are no unauthorized materials attached to your computer or monitor.

3) The proctor secures the virtual testing environment by checking for unallowed programs, virtual machines and cloned monitors.

You will be asked to close any prohibited software before proceeding to your exam website.
Log out procedures

ProctorU engages with you in real time to prevent integrity breaches.

Any suspicious activity – including, but not limited to, using unapproved sources, taking unauthorized breaks during the exam or communicating with another person – will be documented using photos or video and reported to your institution.

1) Once you complete the exam, **but before you submit**, contact the proctor via the chatbox.

The proctor will verify that your exam submits successfully (Figure 24).

2) The proctor will guide you through the closing process by verifying the test submission and watching you log out of the testing site. An example log out button is shown at right.

Should you have any concerns about your session, ask your proctor or fill out the post-examination survey with comments and rate your proctor and proctoring session.

LiveChat help

ProctorU offers a LiveChat feature. At any point while signed in to your account or by navigating to [www.ProctorU.com](http://www.ProctorU.com), you may chat with a live representative if you have questions about the process or need general help (Figure 25).