The student experience of taking an online proctored exam is detailed below:

1. Access your exam quiz within your online proctored exam course. The quiz cannot be started at this stage.

2. Connect to ProctorU using the button located in the description of your exam quiz in MyUni.

3. You will be directed to log in to your account with ProctorU.

4. View your scheduled sessions and click 'Start Session' on the relevant online proctored exam. This will become available at the scheduled start time. You will have 15 minutes from the scheduled start time to press this button to begin your session.

5. Once your online proctored exam session has started in ProctorU, you will undertake pre-checks. You will be prompted to [download and install Guardian BrowserLinks to an external site.](#) and accept the [terms of service](#) for taking an online proctored exam with ProctorU.

6. Once you have installed Guardian Browser, you will be prompted to share your screen (you will not yet be invigilated by a human) and undergo system checks to ensure that your equipment meets the [minimum requirementsLinks to an external site.](#).

7. You will then be promoted to download and run LogMeIn Rescue applet file. This is used to connect you to your proctor via the ProctorU Chat.

8. You will then be required to complete test-taker identification processes, which will include presenting your photo ID.

9. You will then be provided with the rules relevant to your online proctored exam.

10. You will then be required to complete a scan of your test-taking environment, which will include you photographing your workspace and the room that you are in. You will need to place any mobile devices away from your workspace as the final step of this process.

11. Once pre-checks are completed, you will be placed in a queue to connect to a proctor.
[Links to an external site.](#)

12. Once you are connected to a proctor, the proctor will review your pre-checks (in case there were any issues) and the rules for the relevant online proctored exam and ask you to show any permitted resources that you have brought with you.

13. The proctor will then conduct a remote system check where they will take control of your mouse and keyboard to close any unpermitted programs. You will be able to view the proctor doing this.

14. The proctor will then connect to your online proctored exam quiz in MyUni and input the password so that you may commence your online proctored exam.

Your online proctored exam duration will start at this step. No previous steps contribute to your time in your online proctored exam.

15. You will then start and complete your online proctored exam. You will remain invigilated throughout this period.

16. Once you have finished your online proctored exam, you are ready to submit. The final question in the exam quiz will prompt you to inform your proctor via chat that you are ready to submit, and the proctor will submit the quiz for you. The final question in the exam quiz will advise your to submit for yourself when ready if you have disconnected from your chat with proctor (chat and invigilation are different, you may disconnect from your chat but remain invigilated).

17. Once your exam quiz has been submitted, the proctor will end the invigilation session.