



## HOW IT WORKS

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### TEST-TAKER PROCESS

- Create an account
  - Schedule an exam
  - Connecting to the proctor
- 



[www.ProctorU.com](http://www.ProctorU.com)  
[contact@proctoru.com](mailto:contact@proctoru.com)

# Account creation



- Navigate to <https://go.proctoru.com/registrations>.
- Clicks **Test-taker** to create an account and complete your profile (**Figure 1**).
- Your profile includes basic contact information and institution enrollment.
- 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 direct you to the **My Exams** page.

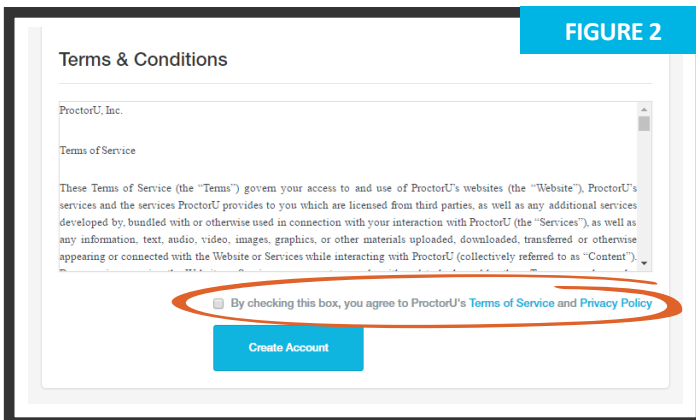
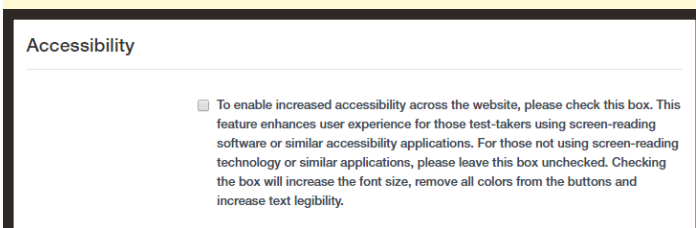


FIGURE 2

In compliance with the Americans with Disabilities Act of 1990, test-takers that use **screen-reading or similar accessibility applications** should select the accessibility check box.



Accessibility

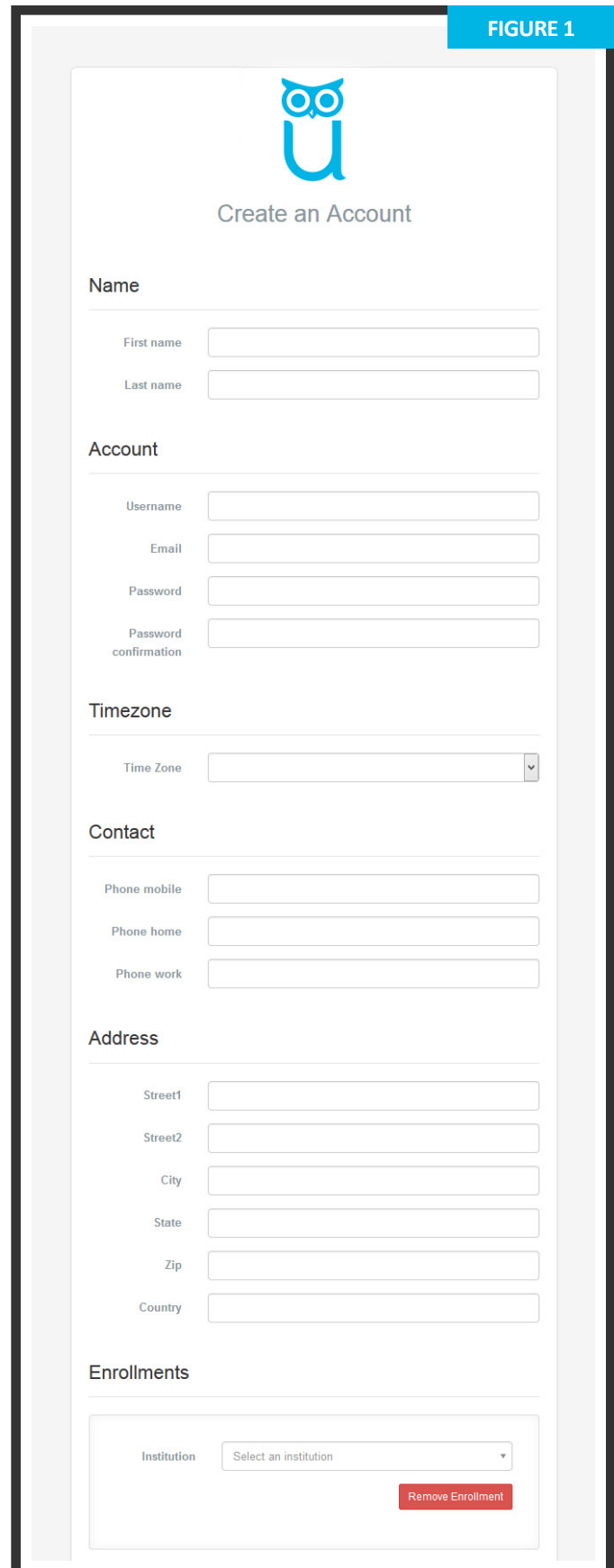


FIGURE 1

# Setting exam preferences



- If preferred, set your ideal exam time preferences (**Figure 3**). Preferences can be changed by clicking **Preferences** in the top-right menu.
- 1 A general time frame can be selected via the drop down menus.
- 2 You can create a custom preference by selecting days and highlighting times.
- Click **SAVE & UPDATE** to confirm your day and time preferences.

FIGURE 3

# Scheduling exams



- After logging in, you are presented with the **My Exams** page (**Figure 4**).
- Your three options are:
  - » **Have Questions?** activates LiveChat.
  - » **Test Your Equipment** verifies your computer meets ProctorU's requirements.
  - » **Schedule New Exam** to create a new exam reservation.
- After clicking **Schedule New Exam**, confirm your institution, select the exam term and specific exam (**Figure 5**).
- Click **Find Session** and proceed to the scheduling page (**Figure 6**, next page).

FIGURE 4

FIGURE 5

To avoid additional fees, schedule exams more than 48 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 their own expense.

**Take It Soon** allows an appointment to be scheduled less than 48 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.

# Schedule Session

Please select a date and time on the left. Once you have selected your date, please click the 'Find Available Times' button.

1

Select a Date

← June 2016 →

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Select a Time

↑

02

↓

:

↑

30

↓

PM

Find Available Times

4

Exam

This exam is available from

Sunday August 31, 2014 1:30PM CDT - Sunday September 1, 2019 1:30PM CDT

Exam Name

Training for ProcLife Final

Institution

Proctor University

Term

Current Term

Exam Duration

15 minutes

5

Change Exam

Best Match

2

2:30PM CDT

Tuesday June 14, 2016

about 6 hours from now

Training for ProcLife Final

Chris Brown

SELECT

2

2:15PM CDT

Tuesday June 14, 2016

about 5 hours from now

Training for ProcLife Final

Chris Brown

SELECT

3

2:45PM CDT

Tuesday June 14, 2016

about 6 hours from now

Training for ProcLife Final

Chris Brown

SELECT

3:15PM CDT

Tuesday June 14, 2016

about 6 hours from now

Training for ProcLife Final

Chris Brown

SELECT

3:30PM CDT

Tuesday June 14, 2016

about 7 hours from now

Training for ProcLife Final

Chris Brown

SELECT

3:55PM CDT

Tuesday June 14, 2016

about 7 hours from now

Training for ProcLife Final

Chris Brown

SELECT

FIGURE 7

Select a Date

← May 2016 →

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Select a Time

2:35PM CST

Wednesday December 30, 2015

31 minutes from now

ProcLife Final

SELECT

Please click 'Schedule' to confirm your time: **2:35PM CST**

5

SCHEDULE

3:05PM CST

Wednesday December 30, 2015

about 1 hour from now

ProcLife Final

SELECT

3:40PM CST

Wednesday December 30, 2015

ProcLife Final

SELECT

- 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 7).
  - If your institution is set up as test-taker pay, the exam will be added to your cart for payment (Figure 8 and 9).
  - After completing checkout, you will be returned to your **My Exams** page.
- 4 Confirm your exam details, including its availability window.
- 5 If you need to change the exam, click **Change Exam**.

My Cart

FIGURE 8

EXAM	DATE & TIME	TYPE	PRICE
ProcLife Final Proctor Training	01/25/2014 3:00PM	Class	\$5.00
Proctor:			\$5.00
Subtotal:			\$5.00
TOTAL:			\$5.00

Proceed to Checkout

Order Receipt

FIGURE 9

EXAM	DATE & TIME	TYPE	PRICE
ProcLife Final Proctor Training	01/25/2014 3:00PM	Class	\$5.00
Proctor:			\$5.00
Subtotal:			\$5.00
TOTAL:			\$5.00

Print Receipt

Payment Information

Payment Method

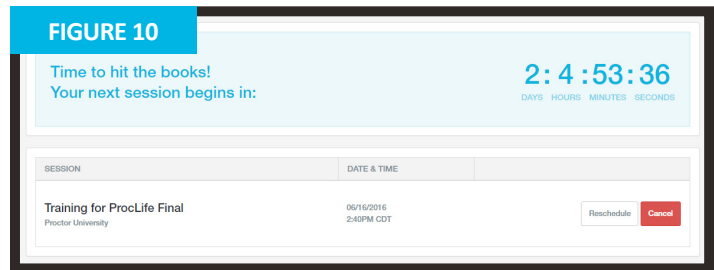
Credit on Account

# Connecting to a proctor



**1** After scheduling an exam, a countdown to the closest exam is shown on the **My Exams** page (**Figure 10**). At the appointment time, a **START** link replaces the countdown. Clicking the link takes you to the proctoring room.

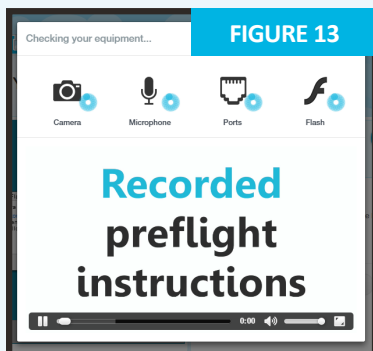
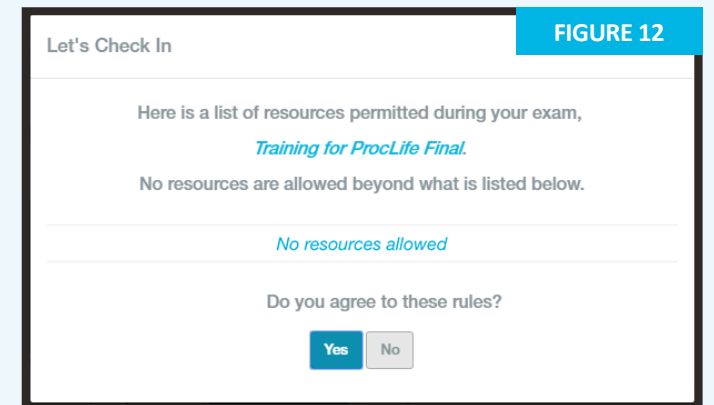
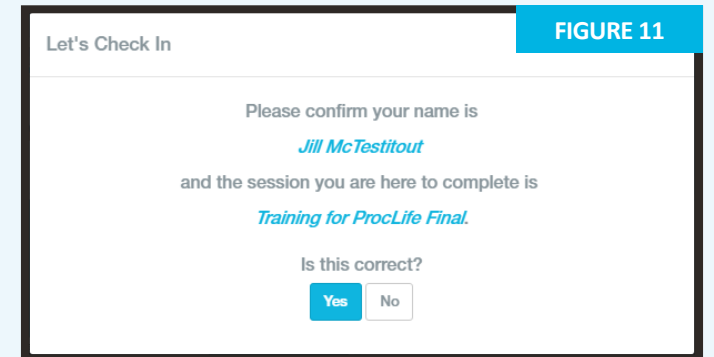
Brief prompts will guide you through the expedited start process.



**2** Confirm your **name** and the **exam** you are taking (**Figure 11**). Clicking **No** opens the **LiveChat** feature.

**3** Confirms the **exam rules** including allowed resources (**Figure 12**). Clicking **No** opens the **LiveChat** feature.

**4** Your computer is checked for basic requirements and an instructional video is shown (**Figure 13**).

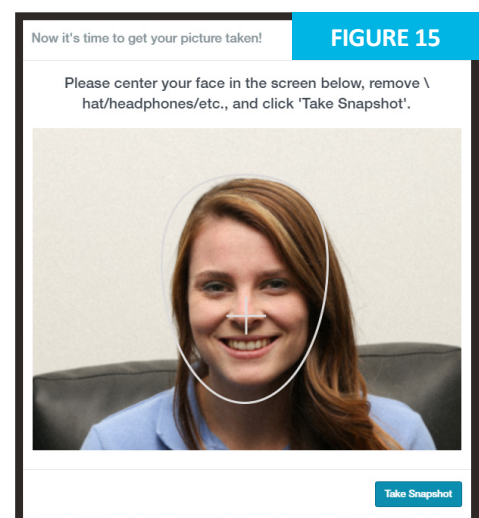
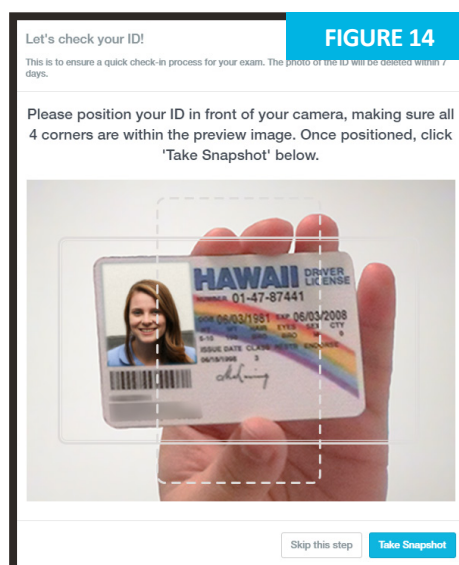


**5** Take a picture of your photo ID to show the proctor ID to show the proctor (**Figure 14**).

Click **Skip this step** to opt out of this step and show your photo ID directly to the proctor instead.

Next, take a photo for your

**6** ProctorU profile (**Figure 15**). The proctor will check and update this photo if it is blurry or unrecognizable.



# Connecting to a proctor

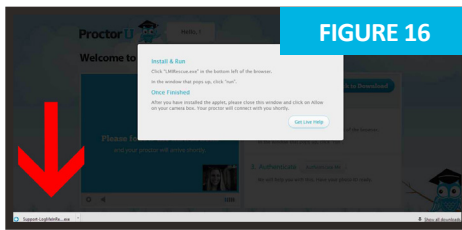


FIGURE 16

**7** You are prompted to **download and run** an applet (Figure 16). 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 17).

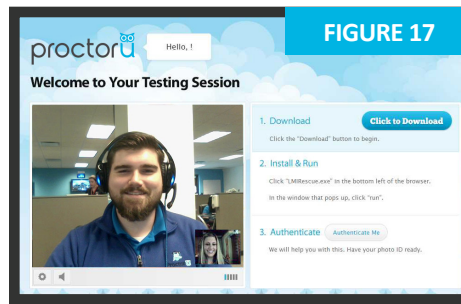


FIGURE 17

**8** Figure 18 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.



FIGURE 18

## Authentication



**1** After connecting to the proctor 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 19).

The ID information in Figure 19 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.

The proctor checks your profile photo taken and updates the photo if it is blurry or unrecognizable.

**2** You will be authenticated with a quiz that uses challenge questions based on publicly-available records, as shown in Figure 20.

Questions are typically related to previous addresses, phone numbers, roommates and relatives. ProctorU does not know or store these questions or answers.



FIGURE 19

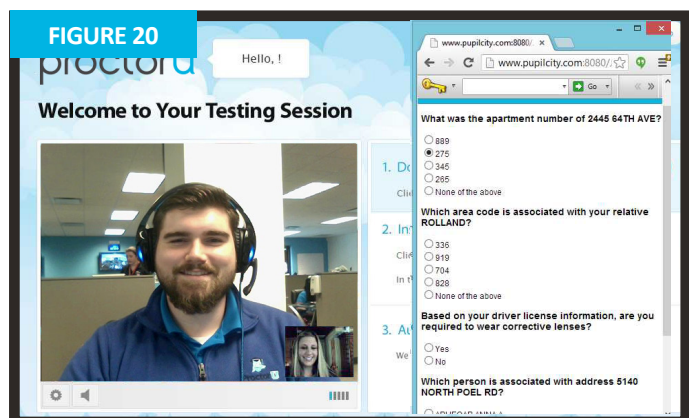


FIGURE 20



# Securing the area



FIGURE 21

**1)** The proctor secures your physical testing area by asking to pan their camera and show your complete workspace and surroundings, as seen in **Figure 21**.

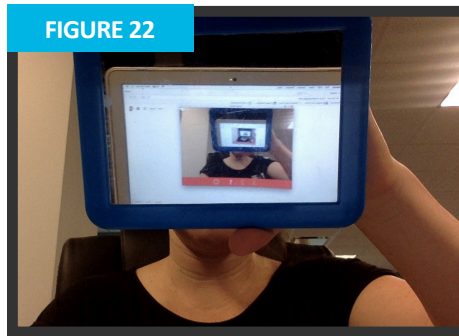


FIGURE 22

**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 22**). 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 in to learning management system



After completing the authentication and environment scan process, you will log in to your Learning Management System (LMS) and the proctor will verify that account is yours and taking the correctly assigned exam, as shown in **Figures 23** and **24**.

During the exam, your proctor monitors video feed and testing environment to ensure your 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 pauses their video and audio so you are not disturbed. They continues to monitor you and are available via the chatbox.

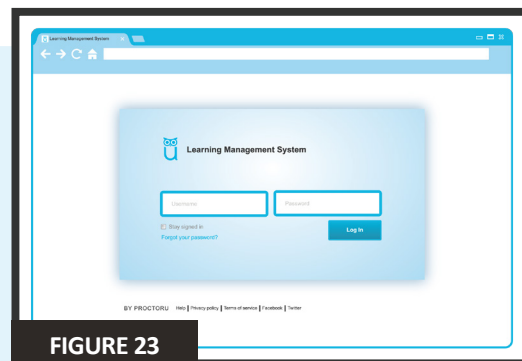


FIGURE 23

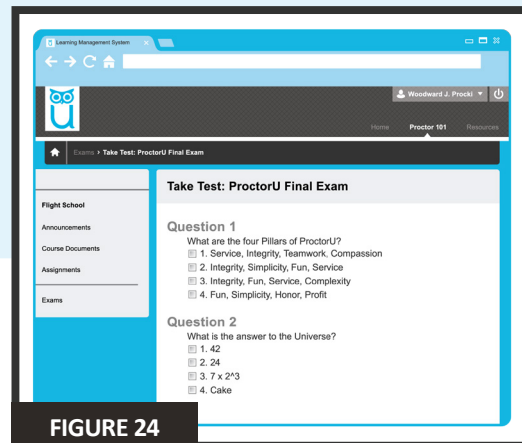


FIGURE 24

# Log out procedures



If suspected, ProctorU engages 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 – is documented using photos or video and reported to the institution.

**1** Once you complete the exam, *but before you submit*, contact the proctor via the chatbox (**Figure 18**).

The proctor will verify your exam submits successfully (**Figure 25**).

**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.

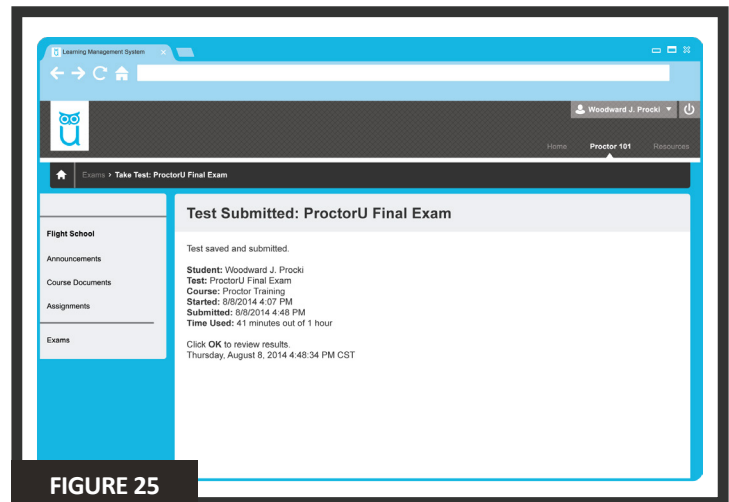
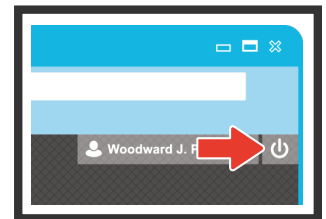


FIGURE 25



# 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 26**).

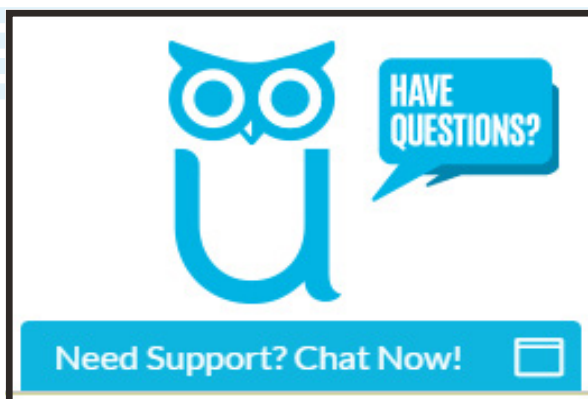
A screenshot of the ProctorU LiveChat sign-up form. The form is titled 'Welcome to ProctorU'. It contains several input fields: 'First/Last Name: \*', 'Topic: \*' (with a dropdown menu showing '-- choose --'), 'Institution: \*', 'ProctorU E-mail: \*', 'Department: \*' (with a dropdown menu showing '-- choose --'), and 'Description: \*'. At the bottom of the form is a green button labeled 'Start the chat'. The text 'Powered by LiveChat' is visible in the bottom right corner.

FIGURE 26