



To ensure the academic integrity of online courses, all Elmhurst College Online Center students (except those in non-credit classes) are required to complete one proctored test per course using ProctorU. Online proctors will check photo IDs, ask students to complete a short identify authentication quiz, and will start the quiz for students by using a password provided by the faculty member. In order to take the quiz, students must pass the identity authentication portion of the process. In the event that a student fails to schedule and complete the required proctored quiz, fails to pass the identity authentication, fails to provide photo identification, or demonstrates an attempt to subvert the integrity of the quizzing process, he/she will be required to meet with the Dean, School for Professional Studies after which a determination will be made as to whether or not a violation of the Code of Academic Integrity has occurred. Refer to the Elmhurst College E-Book for more information.

#### Requirements for students:

1. Meet all technical requirements and test access to ProctorU prior to taking the quiz. (See the link to the instructions handout below.)
2. Schedule a time to take the quiz with ProctorU. You will be notified in advance regarding the quiz you need to take so that a convenient testing time may be scheduled with ProctorU. *Please note that you must schedule your test at least three days in advance to avoid a service charge.*
3. Login to the quiz at the specified time.
4. Follow ProctorU directions for providing photo ID.
5. Answer the identity authentication questions.
6. Login to the Elmhurst College Online Center course.
7. Allow ProctorU to open the quiz using a College-provided password.
7. Take the quiz. (No breaks will be allowed once the quiz begins.)

Click [here](#) to watch a demonstration of the proctoring process.

Click [here](#) to view and print out the instructions for scheduling and taking a proctored quiz.  
*Be sure to save these instructions for future use.*