



# HOW IT WORKS

## Test-Taker Walk-Through SmarterProctoring 2.0

To use **ProctorU**, you will need the **Google Chrome Extension**. Click this **link** to install the extension in your **Google Chrome** web browser.

## WHAT DO I USE SMARTERPROCTORING FOR?

Students use SmarterProctoring to register for all types of proctoring sessions, such as testing in a local testing center and/or testing online.

- To access SmarterProctoring, go to your online course and click the SmarterProctoring link.
- Choose the proctoring option that meets your needs.
- Select a date and time that works for you.
- Click **REGISTER FOR THE EXAM SESSION**.

## WHAT IS PROCTORU?

ProctorU is a live online proctoring service that allows you to take your exam from the comfort of your home. Your proctor monitors your exam session using webcams and screen-sharing technology to make sure academic misconduct doesn't occur.

## REQUIREMENTS FOR USING PROCTORU:

1. A webcam and microphone
2. High-speed internet connection
3. Latest version of the Google Chrome browser
4. ProctorU **extension** installed and enabled in Chrome
5. A private, well-lit testing environment

ProctorU recommends that you visit <http://go.proctoru.com/testitout> prior to your proctoring session to test your equipment.

## HOW DO I GET HELP?

If you need assistance while launching your exam or during your session, please utilize Live Chat from within the ProctorU interface. Additionally, you may also submit a help request at this [link](#).

## WHAT DOES IT COST?

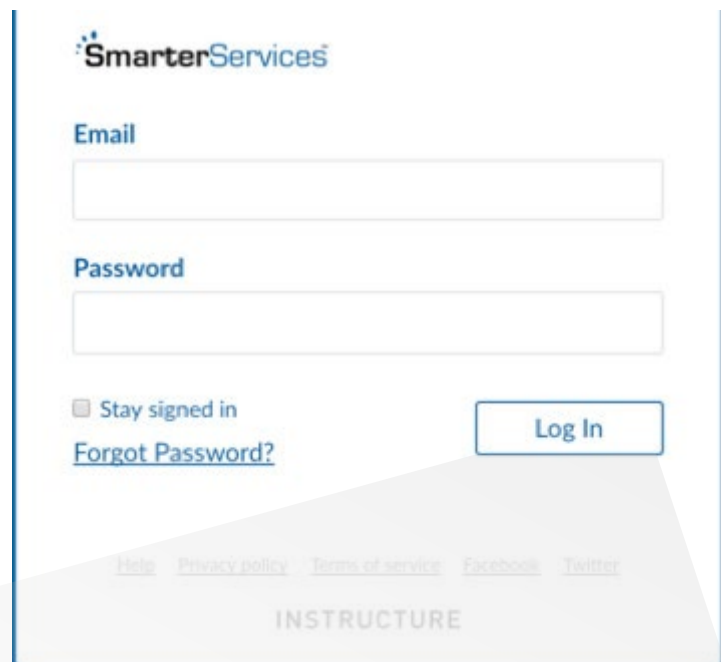
Each exam costs \$17.00–\$30.00 depending on the duration of the exam. Current proctoring fees are as follows:

- 1-hour session: \$17.00
- 1.5-hour session: \$21.00
- 2-hour session: \$25.00
- 3-hour session or more: \$30.00

Credit/debit card payment is required when scheduling an appointment. Students are encouraged to register for their exams at least three days in advance of their preferred testing time.

# 1. LOG ON TO YOUR LEARNING MANAGEMENT SYSTEM

Log on to the student dashboard, and navigate to the “Proctoring” tab.



SmarterServices

Email

Password

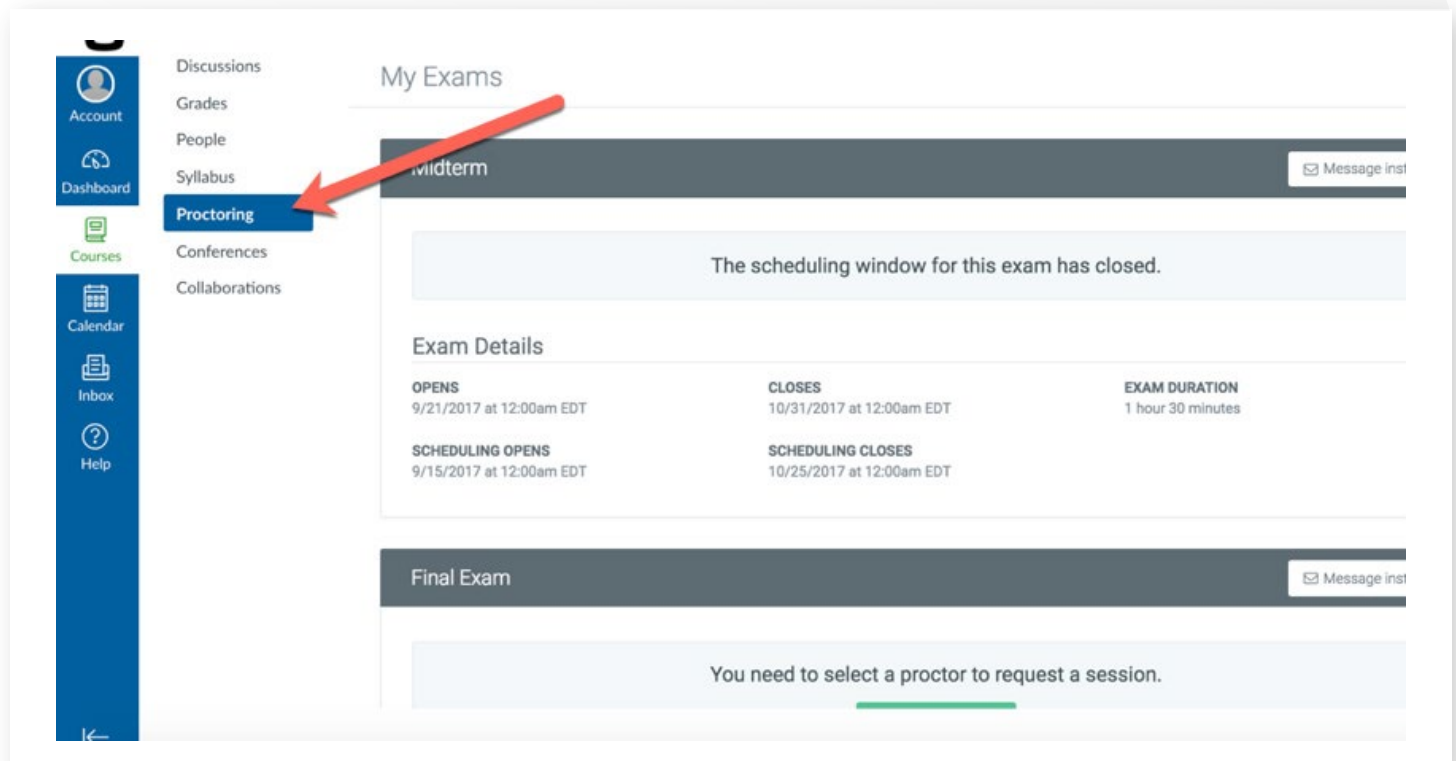
☐ Stay signed in

[Forgot Password?](#)

Log In

[Help](#) [Privacy policy](#) [Terms of service](#) [Facebook](#) [Twitter](#)

INSTRUCTURE



The screenshot shows a student dashboard with a sidebar on the left containing icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is titled "My Exams" and features a "Proctoring" tab highlighted with a red arrow. Below the "Proctoring" tab, there are two exam entries: "Midterm" and "Final Exam". The "Midterm" entry shows a message: "The scheduling window for this exam has closed." The "Final Exam" entry shows a message: "You need to select a proctor to request a session."

Account

Dashboard

Courses

Calendar

Inbox

Help

Discussions

Grades

People

Syllabus

**Proctoring**

Conferences

Collaborations

My Exams

Midterm

Message inst

The scheduling window for this exam has closed.

Exam Details

OPENS	CLOSES	EXAM DURATION
9/21/2017 at 12:00am EDT	10/31/2017 at 12:00am EDT	1 hour 30 minutes
SCHEDULING OPENS	SCHEDULING CLOSES	
9/15/2017 at 12:00am EDT	10/25/2017 at 12:00am EDT	

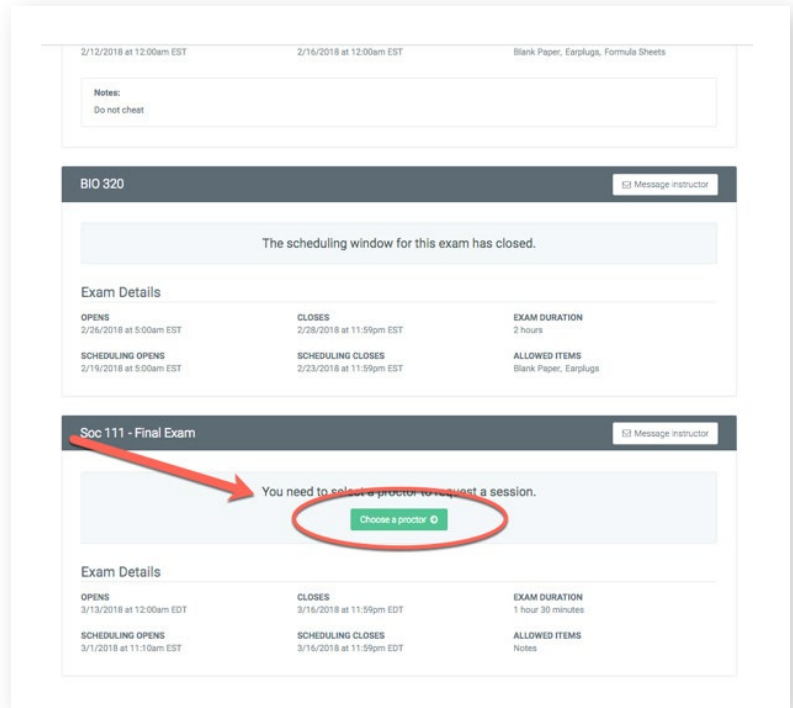
Final Exam

Message inst

You need to select a proctor to request a session.

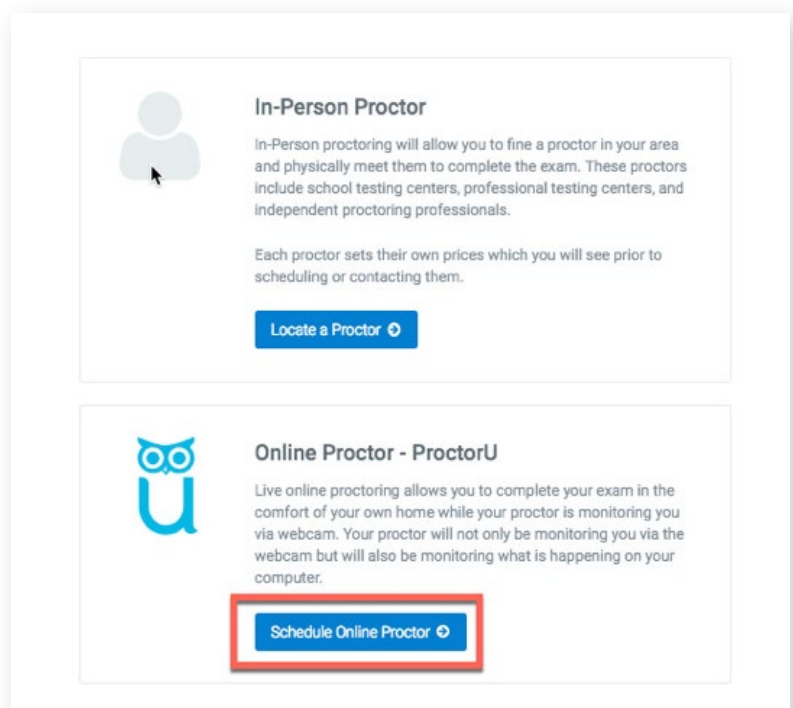
## 2. CHOOSE PROCTOR

Find the exam that you need to schedule a proctor for, and click the **CHOOSE A PROCTOR** button.



## 3. SELECT SESSION

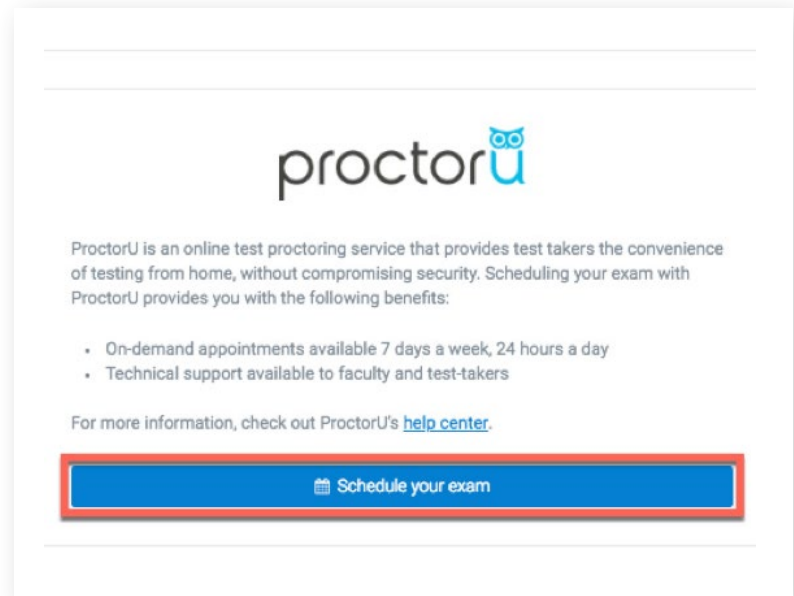
From the “Select Session Type” window, click the **SCHEDULE ONLINE PROCTOR** button.



## 4. SCHEDULE EXAM

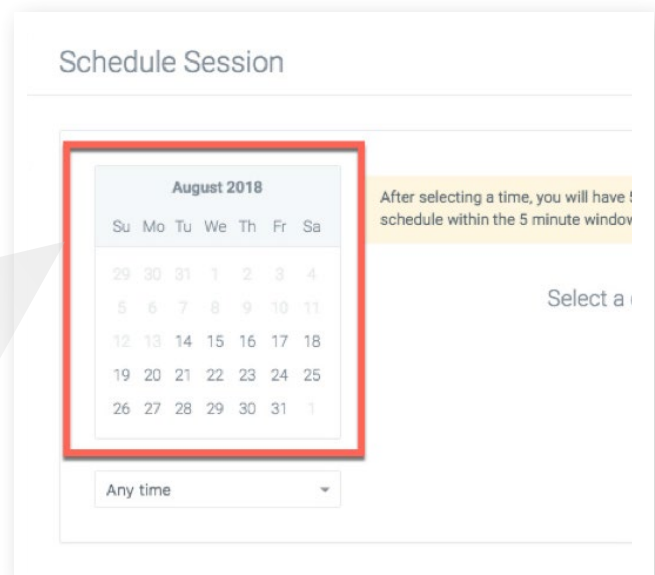
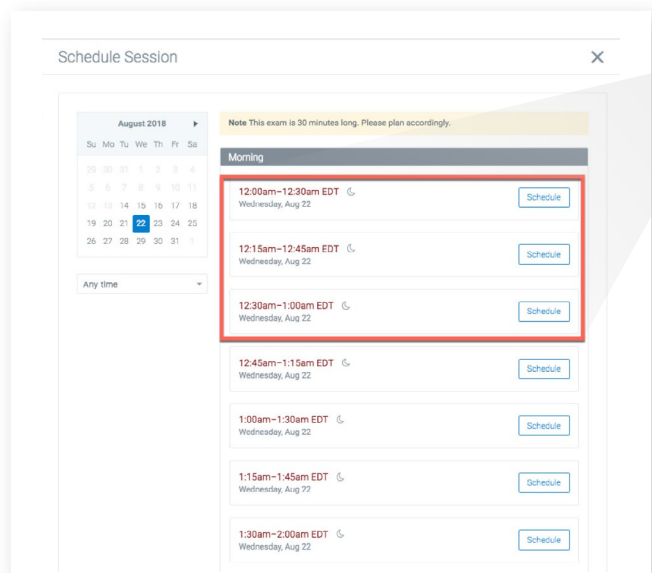
Click **SCHEDULE YOUR EXAM**.

Once it's selected, you will be prompted to choose your preferred test date and time.



## 5. CHOOSE EXAM TIME

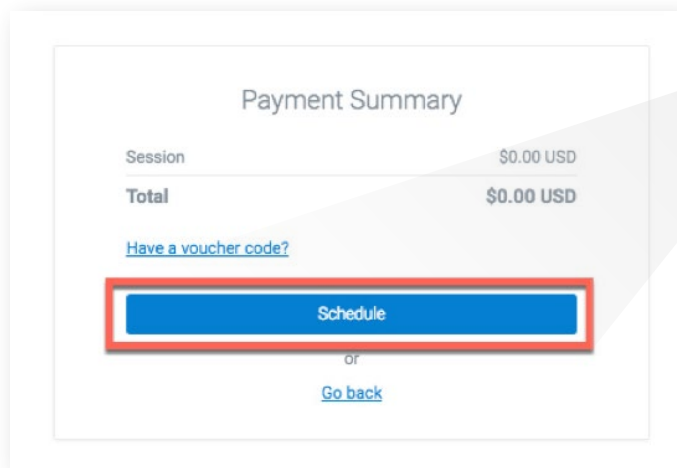
Select your preferred date and time. All times are shown in your time zone.



## 6. MAKE PAYMENT

You will be asked to confirm your date and time in the system.

**Note:** You may be prompted to pay for your session before being directed back to the dashboard. If payment has already been made, no payment information will be required.



**Payment Summary**

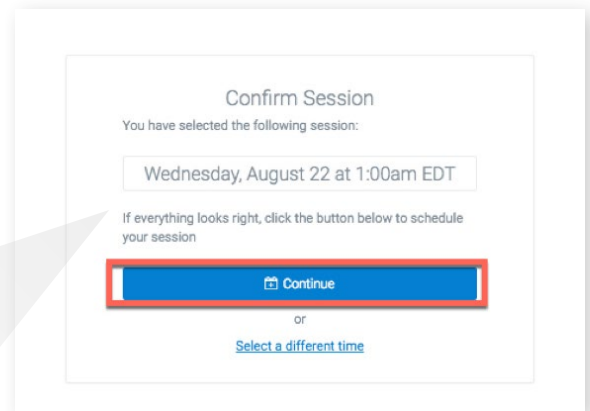
Session	\$0.00 USD
<b>Total</b>	<b>\$0.00 USD</b>

[Have a voucher code?](#)

[Schedule](#)

or

[Go back](#)



**Confirm Session**

You have selected the following session:

Wednesday, August 22 at 1:00am EDT

If everything looks right, click the button below to schedule your session

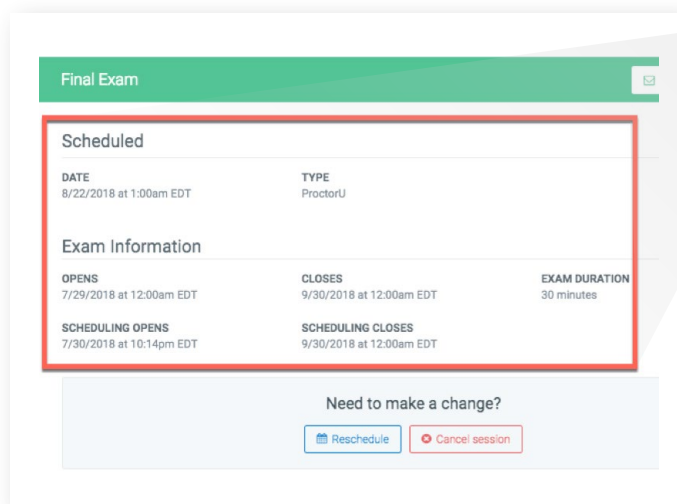
[Continue](#)

or

[Select a different time](#)

## 7. CONFIRM SESSION

Once your session is confirmed, you will be redirected to the main screen, where you'll see your selected date and time.



**Final Exam**

**Scheduled**

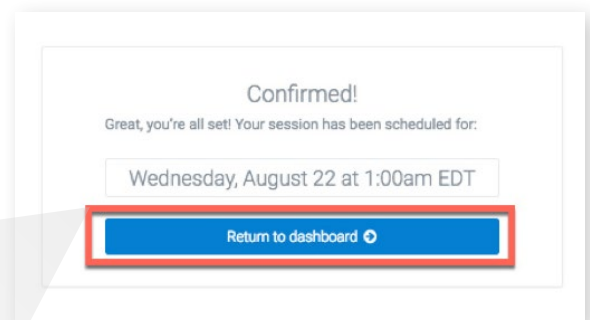
<b>DATE</b>	<b>TYPE</b>
8/22/2018 at 1:00am EDT	ProctorU

**Exam Information**

<b>OPENS</b>	<b>CLOSES</b>	<b>EXAM DURATION</b>
7/29/2018 at 12:00am EDT	9/30/2018 at 12:00am EDT	30 minutes
<b>SCHEDULING OPENS</b>	<b>SCHEDULING CLOSES</b>	
7/30/2018 at 10:14pm EDT	9/30/2018 at 12:00am EDT	

**Need to make a change?**

[Reschedule](#) [Cancel session](#)



**Confirmed!**

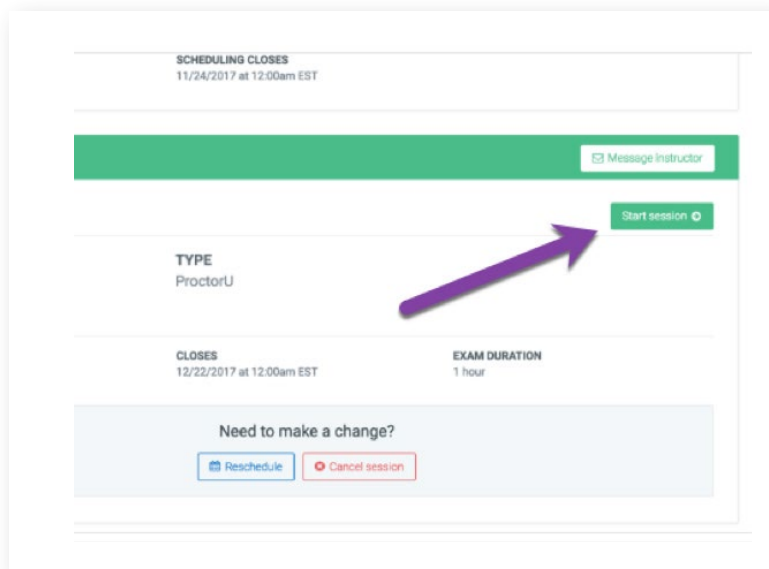
Great, you're all set! Your session has been scheduled for:

Wednesday, August 22 at 1:00am EDT

[Return to dashboard](#)

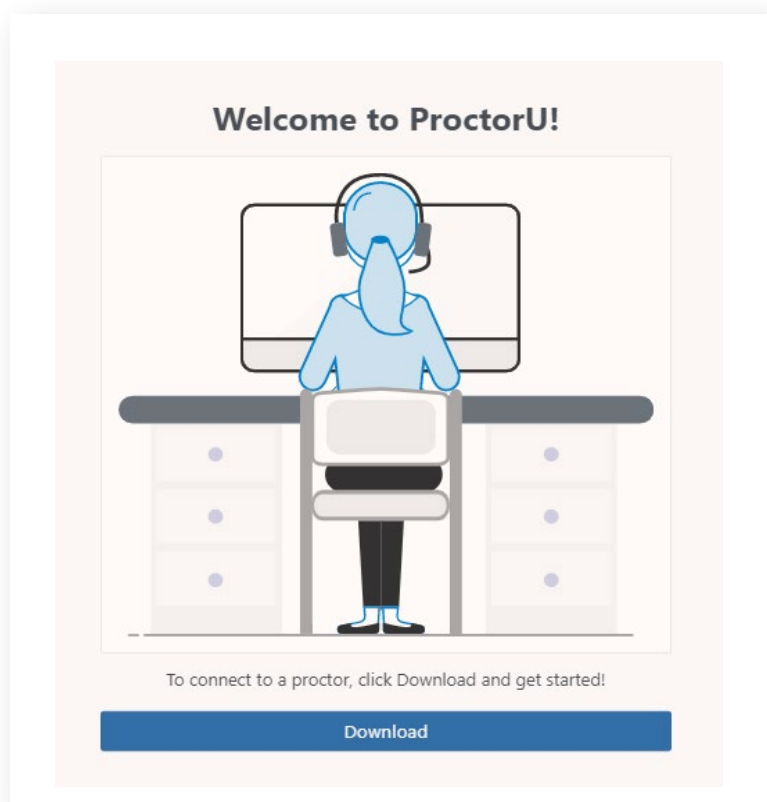
## 8. START SESSION

When it's time to take your exam, access your learning management system and click the **START SESSION** button in the upper-right corner.



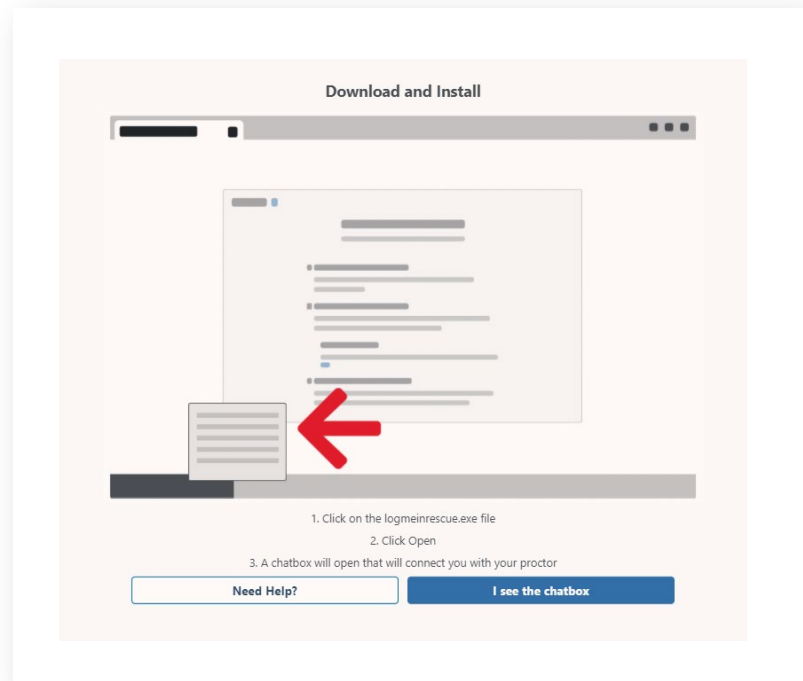
## 9. WELCOME

The ProctorU modal window will appear. Click **DOWNLOAD** to connect to your proctor.



## 10. DOWNLOAD AND INSTALL

Follow the prompts to download the LogMeIn Rescue applet in your browser. Once you are connected to your proctor, you will see a chatbox. Click **I SEE THE CHATBOX** to proceed.



## 11. CHECK EXAM RULES

Review the rules of your exam, and click **AGREE**.

Exam Rule Check

Guidelines

Stay seated

Stay in frame

Stay quiet

Stay in a private room

Rules

Allowed Resources

No resources are allowed for this exam

Accommodations

Breaks

No breaks allowed during your exam

Other Resources

No other resources are allowed for this exam

Disagree

Agree

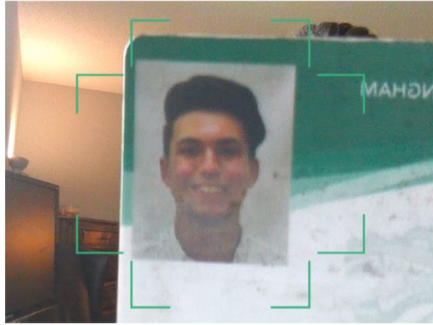


## 12. SHOW PHOTO ID

Provide a valid government-issued ID to proceed to the next step. The ID must be aligned properly within the lines, as indicated here.

**Government ID**

Please take a clear photo of your government-issued ID card



Take Photo

|| auto.proctoru.com is sharing your screen. Stop sharing Hide

## 13. REVIEW SESSION RECORDING NOTICE

You will be asked to share your screen throughout the exam so that your institution can review both the webcam and the desktop recordings of your session. Review the terms, and click **I AGREE**.

**Note:** *If you decline to agree to the terms, you will be unable to proceed to the next step.*

**Exam Session Recording Notice**

**Review the terms**

ProctorU will record your Exam Session for potential review and training purposes. This information is encrypted and can be accessed only by institution-authorized individuals. Recording will begin after we check your system and environment. Following exam completion (including final review of your exam), you **MUST** disconnect from your ProctorU session by closing the application and your browser. The webcam will continue to record until you complete BOTH actions.

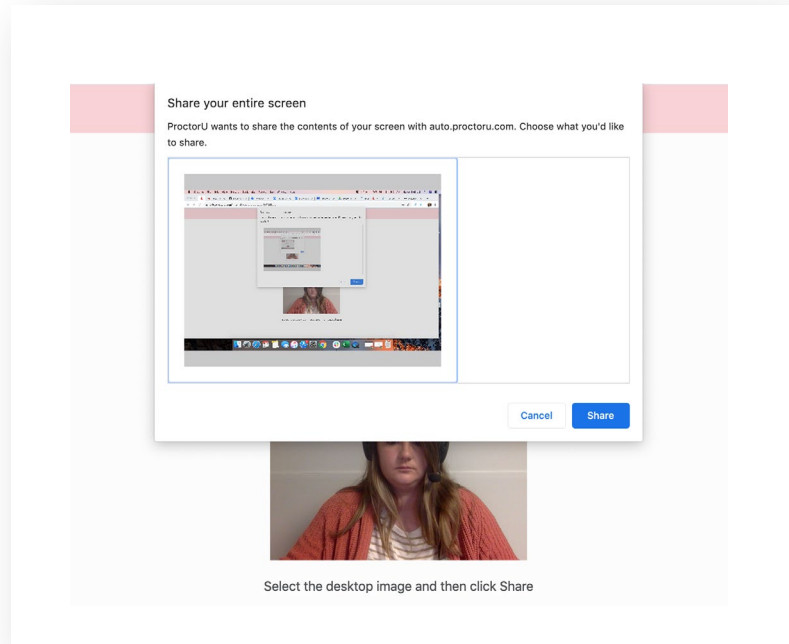
- I consent to ProctorU recording me via my computer's camera and microphone during my test.
- I consent to ProctorU's use of biometric facial recognition to prevent identity fraud during my test.
- I consent to allowing ProctorU to view my desktop; view my system information; run scripts; deploy Rescue Calling Card in the event I need technical support; and invite technicians for collaboration, if needed.
- I understand that I must close both the application and my browser to end the recording of my test.

☒ I agree to all the above statements

Agree

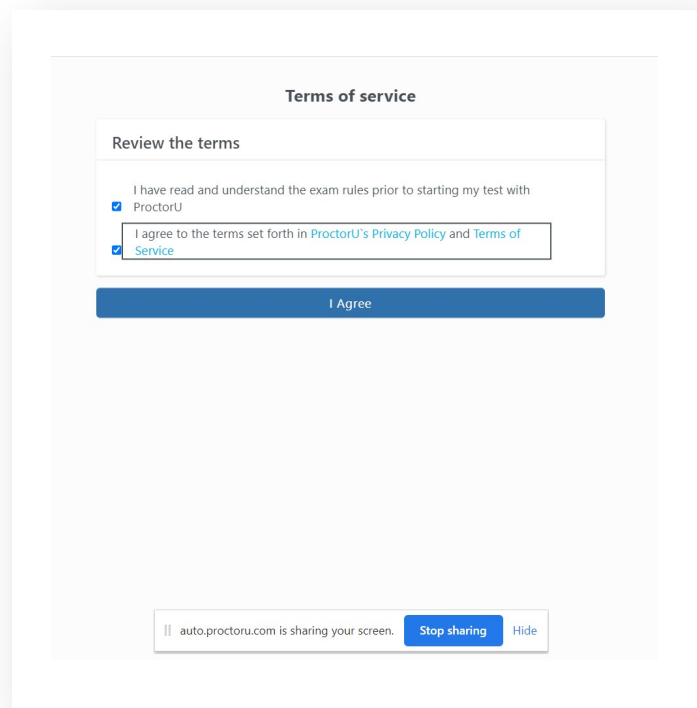
## 14. SHARE YOUR SCREEN

To make sure you're sharing your screen, follow the prompts from your browser and click **SHARE**.



## 15. REVIEW TERMS OF SERVICE

Review ProctorU's Terms of Service and Privacy Policy. Click **I AGREE** to proceed to the next step.



## 16. GOOD LUCK!

Your proctor will walk you through the rest of the launch process and take you into your exam.

