

Proctored Exam Preparation Checklist (ProctorU)

Please review this checklist prior to each proctored exam.

30 Minutes Before the Exam Start:

- Review exam details and instructions provided by your instructor.

Check Your Tech

- Use an updated desktop or laptop computer (no Chromebooks or mobile devices).
- Close/Disable all other programs that will not be used during the exam.
- Use an up-to-date Google Chrome or Mozilla Firefox browser (unless directed otherwise).
- Ensure pop-up blocker on browser is disabled.
- Use high-speed, wired internet connection (no Wi-Fi or mobile Hot Spots).
- Have a working webcam and mic (external or internal).
- Run the Computer Readiness Check: <https://go.proctoru.com/students/system-metrics/new>.

Check Your Testing Environment

- Ensure you are alone in a secure room and will not be interrupted by others.
- Turn off electronic devices, such as TVs, radios, tablets, etc.
- Clear testing area (i.e. desk, table, etc.) of all materials except for those specifically permitted for the exam.
- Remove any non-religious headware (e.g. hats, scarves, headphones, etc.)

Be prepared to:

- Show government issued photo ID (physical card). Digital IDs are not acceptable.
- Perform a room scan using your webcam
- Turn off and securely stow your smart phone

During the Exam:

- Access ProctorU through the link provided by your instructor in Moodle.
- Stay within the view of your webcam for the duration of the exam; the proctor must be able to see you at all times.
- If you are having trouble, ask your proctor for assistance, click the "Chat Now" button within your ProctorU account, or contact ProctorU Technical Support at 855-772-8678.