Proctor U
Student Instructions

Proctor U is a two-way video, audio, and screen capture service by which a remote proctor can watch and hear you, and watch your computer screen, while you take an online test. Please go here http://www.proctoru.com/nwacc/howitworks.html to watch the video to see how it works.

The cost is $17.50 for a 2-hour exam, payable directly to Proctor U by credit card at the time the test is scheduled. Additional hours are $8.75 per hour.

It is very important that you meet the technical requirements for this service. Please go here http://www.proctoru.com/nwacc/techspecs.html to view these. *Note that the last item, the VNC connection, is not a problem on most computers unless you will be on a "locked down" computer at your work or in another secure location.*

Procedure

1. Get approval from your instructor to use this service. Be sure to discuss with your teacher the "rules" for testing. **There will be no breaks allowed during the testing session.** Your teacher's specific testing instructions will also be sent to Proctor U before your test date.

2. Review the **Getting Started** information: http://www.proctoru.com/nwacc/gettingstarted.html

3. Sign up for a Proctor U account: http://go.proctoru.com/RequestNewLogin.asp *****Do this at least 2 weeks before the exam date.*****

3. **At least one week before the test date:** Sign into Proctor U and go to the schedule: http://go.proctoru.com/Login.asp?mode=login Follow the directions in the video to see how to use the schedule. **Be sure to pick a time on the dates your teacher has specified for the test to be open in Blackboard.** You will also pay for the session when you schedule the test [see info above].

4. Plan ahead for your test session:

- Make sure you have a quiet, private location in which to take the test. **A public computer lab will not work for this, as the audio conversation you will have with the proctor will disturb others.**
- The area and room around your computer will be scanned using a video camera prior to the beginning of the test, so all non-authorized materials should be put away and the area should be clutter-free.
- No breaks are allowed during the testing time. Use the restroom before the test begins.
- No cell phones or other devices are allowed in the testing area.
- No other people are allowed in the testing area while the test is being taken.
- **Any unauthorized notes or other attempts to cheat will abort the test session and you will forfeit your testing fee, and this will be reported to your instructor.**

4. On the day of the test, return to the schedule link above and log in a few minutes before your appointment time. In the upper right corner of the schedule screen you will see a link to your test session. Click on it to begin. The proctor will then walk you through the process of connecting to the proctoring system, and you will log into Blackboard. Your proctor will supply the test password.

Call Proctor U Tech Support for any problems: (205) 870-8122