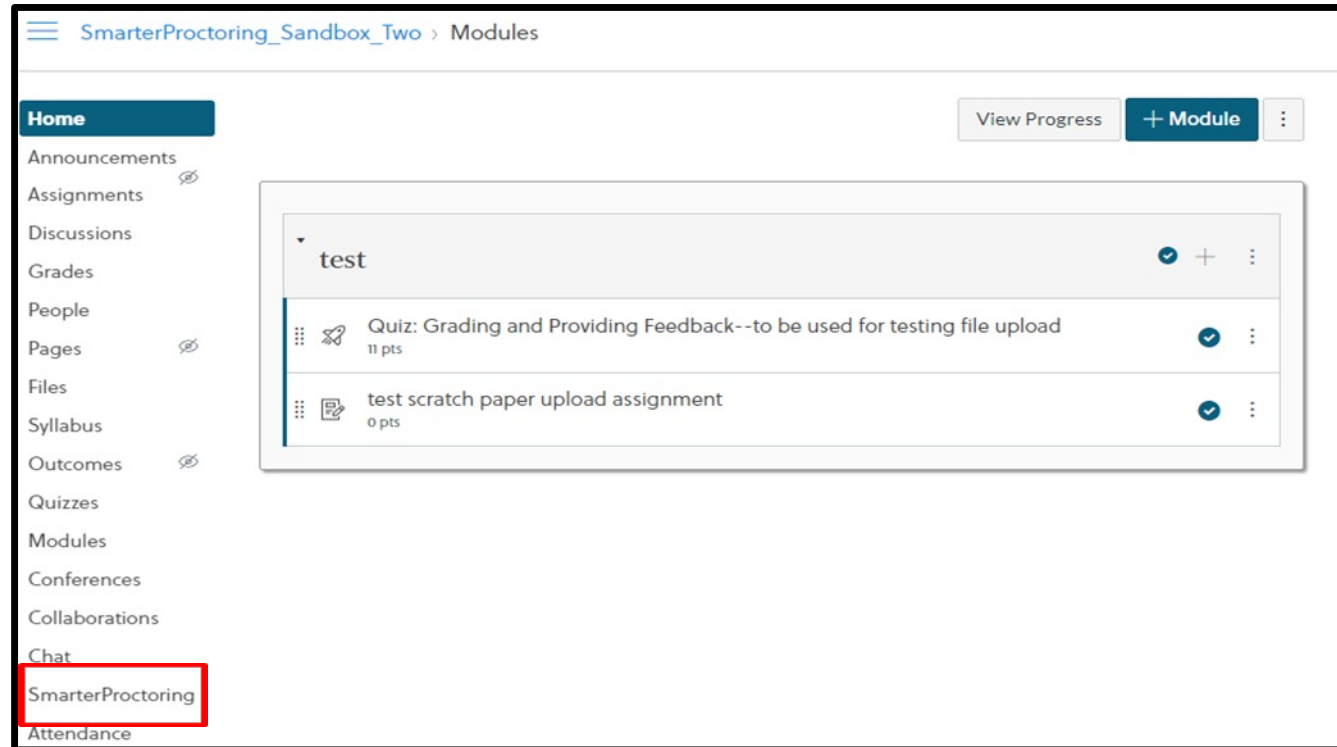


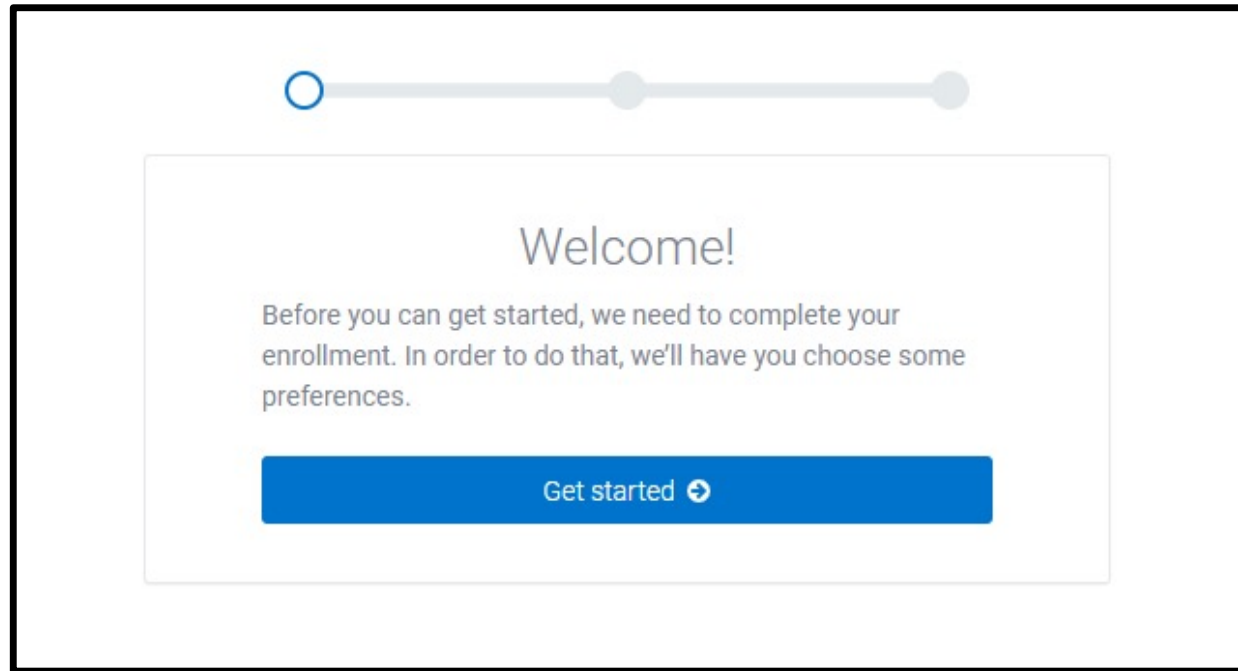
STUDENT SCHEDULING THROUGH PROCTOR U

PROCTORU REVIEW+ STUDENT EXPERIENCE: MAKING A TESTING APPOINTMENT

You will first log in to your course in Canvas and select the SmarterProctoring link.



You will then need to fill out SmarterProctoring's registration page by selecting **Get Started**.



In the SmarterProctoring dashboard, you will identify which exams are open and which are closed.

When an exam is not yet open

Your exam is not yet open.

This exam opens 6/23/2020 at 4:00am EDT and closes 6/30/2020 at 4:00am EDT, please come back to take the exam during that time.

When an exam is open and can be taken

Your exam is open until 5/31/2020 at 4:00am EDT.

Please click Start exam below to begin your exam.

Start exam →

If an exam is already closed and was not taken

This exam is now closed.

Please contact your instructor if you still need to take this exam.

If the exam has been completed and there are additional attempts allowed

Thank you for taking your exam!

You have 9 attempts remaining for this exam.

Retake exam →

If the exam has been completed and no additional attempts are allowed. The title of the card simply shows completed.

Sample Automated (Completed)

Session Details



Next, select the exam that you would like to take and click on
Choose a proctor.

 Unnamed Quiz

You need to select a proctor to request a session.

Choose a proctor ➔

Exam Information

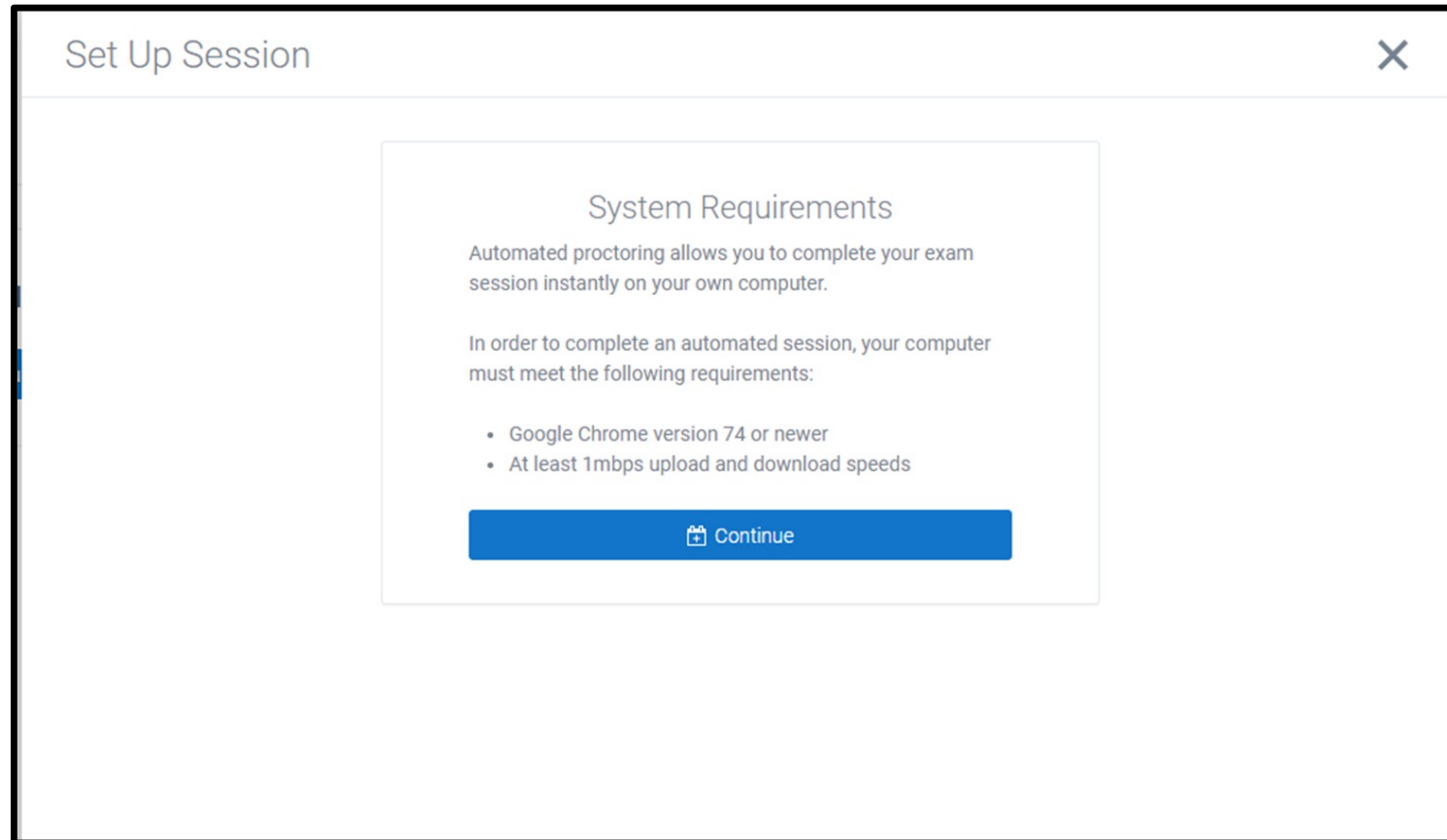
TYPE Online	OPENS 9/1/2020 at 12:00am EDT	CLOSES 12/30/2020 at 9:29pm EST
EXAM DURATION 2 hours	SCHEDULING OPENS 9/1/2020 at 11:27am EDT	SCHEDULING CLOSES 12/30/2020 at 9:29pm EST

Notes:

Good Luck!



You will see the Set Up Session screen. There, you can review the system requirements. You can then click on the **Continue** button to proceed.



- You are now in the Schedule Session menu. Please read the information listed about ProctorU, paying close attention to the Technical Requirements and noting that Google Chromebooks are not supported.
- You can then click the **Schedule your exam** button.



ProctorU is an online test proctoring service that provides test takers the convenience of testing from home, without compromising security. Scheduling your exam with ProctorU provides you with the following benefits:

- On-demand appointments available 7 days a week, 24 hours a day
- Technical support available to faculty and test-takers

Technical Requirements

- Google Chromebooks are not currently supported
- [ProctorU Extension](#)
- A functioning webcam and microphone
- Google Chrome Browser

When testing with ProctorU, you will be recorded using both screen capture and your webcam, during the whole time of connection with the service. It will be the student's responsibility to end the recording by closing the browser tab and clicking on the red X of the chat box. If the student does not close out the recording, they will continue to be monitored by the screen and webcam recordings.

[Test your equipment](#)

How much does it cost?

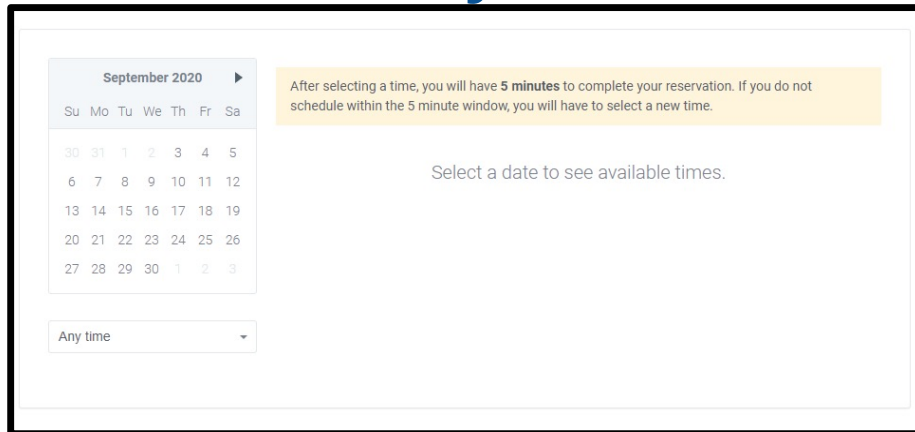
This exam will cost **\$0.00 USD**

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.

 **Schedule your exam**



- The exam date and time can be selected.
- *Please keep in mind that you are encouraged to schedule at least 72 hours in advance of your desired appointment day/time to ensure availability.



September 2020

Su Mo Tu We Th Fr Sa

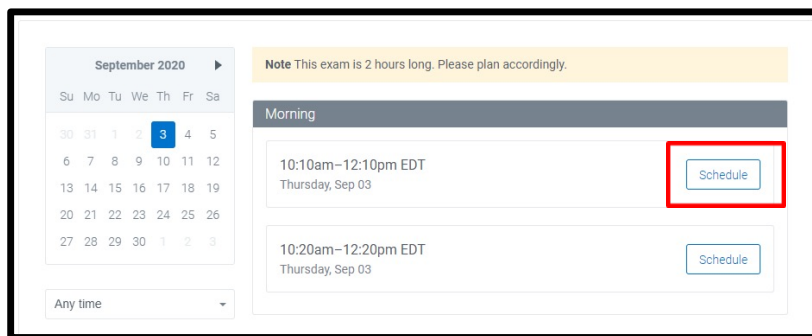
30 31 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 1 2 3

Any time

After selecting a time, you will have 5 minutes to complete your reservation. If you do not schedule within the 5 minute window, you will have to select a new time.

Select a date to see available times.

Then, select **Schedule** next to your time of choice.



September 2020

Su Mo Tu We Th Fr Sa

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

Any time

Note This exam is 2 hours long. Please plan accordingly.

Morning

10:10am-12:10pm EDT
Thursday, Sep 03

Schedule

10:20am-12:20pm EDT
Thursday, Sep 03

Schedule



Next, you will be taken to the Confirm Session screen. There, you can verify the date and time of your exam and click on **Continue**.

Confirm Session

You have selected the following session:

Thursday, September 3 at 12:30pm EDT

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

Continue

or

[Select a different time](#)



On the Payment Summary screen, you will notice that there is no cost for the test. Click on **Schedule**.

Payment Summary

Session	\$0.00 USD
Total	\$0.00 USD

[Have a voucher code?](#)

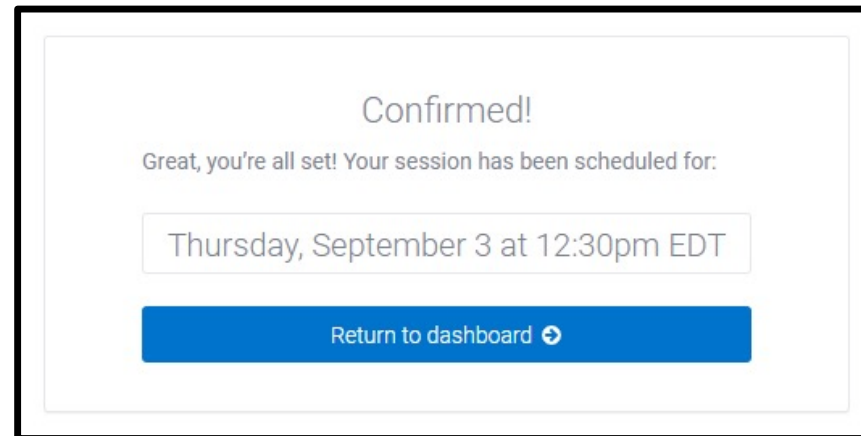
[Schedule](#)

or

[Go back](#)



You will receive confirmation that your test has been scheduled.
Click on **Return to dashboard**.



- Back in the SmarterProctoring dashboard, you can see that the exam is scheduled.
- If a change needs to be made, you can click either the **Reschedule** or **Cancel session** buttons.

My Exams

Unnamed Quiz

Scheduled

Start session ↕

DATE	TYPE	
9/3/2020 at 12:30pm EDT	ProctorU	

Exam Information

TYPE	OPENS	CLOSES
Online	9/1/2020 at 12:00am EDT	12/30/2020 at 9:29pm EST
EXAM DURATION	SCHEDULING OPENS	SCHEDULING CLOSES
2 hours	9/1/2020 at 11:27am EDT	12/30/2020 at 9:29pm EST

Notes:
Good Luck!

Need to make a change?

Reschedule

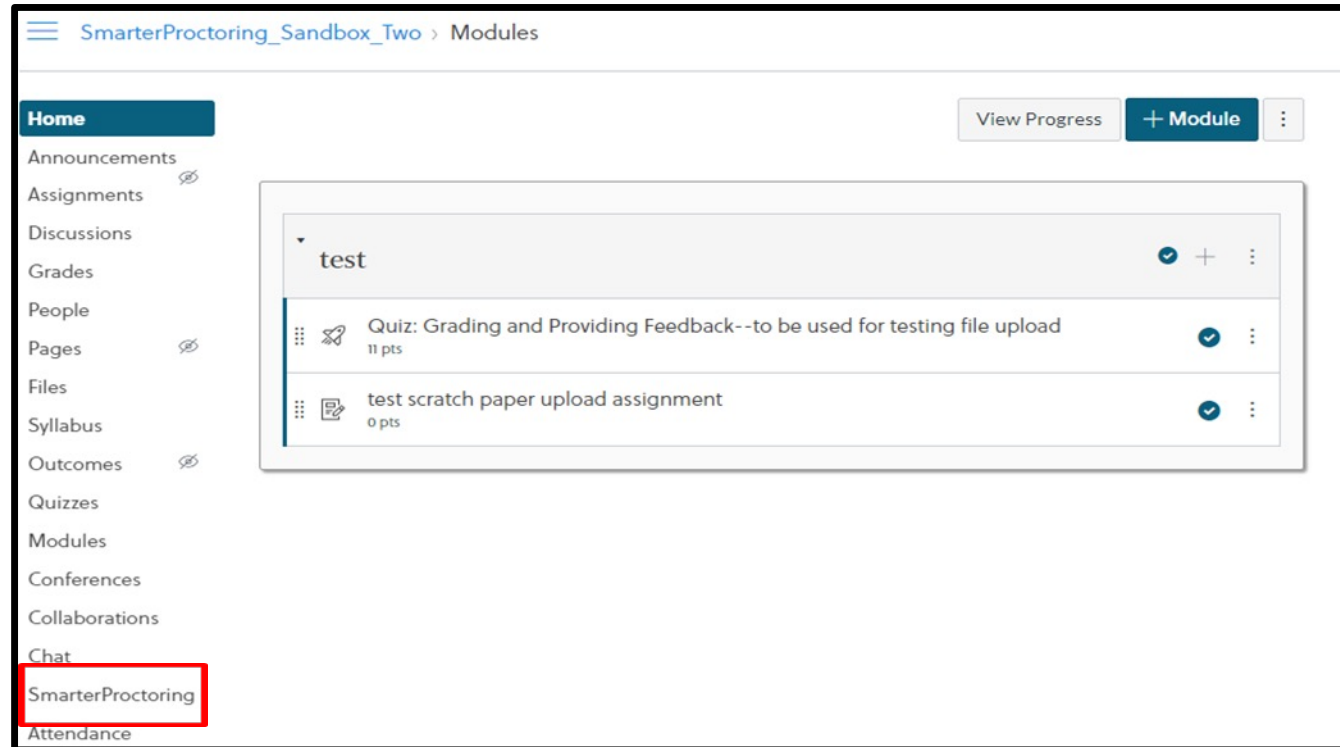
Cancel session



PROCTORU REVIEW+ STUDENT EXPERIENCE: TAKING EXAMS



To begin testing, first log in to the course in Canvas and select the SmarterProctoring link.



Next, you will select the exam that you would like to take and click on **Start session**.

My Exams

Unnamed Quiz

Scheduled

DATE	TYPE
9/3/2020 at 12:30pm EDT	ProctorU

Exam Information

TYPE	OPENS	CLOSES
Online	9/1/2020 at 12:00am EDT	12/30/2020 at 9:29pm EST
EXAM DURATION	SCHEDULING OPENS	SCHEDULING CLOSES
2 hours	9/1/2020 at 11:27am EDT	12/30/2020 at 9:29pm EST

Notes:

Good Luck!

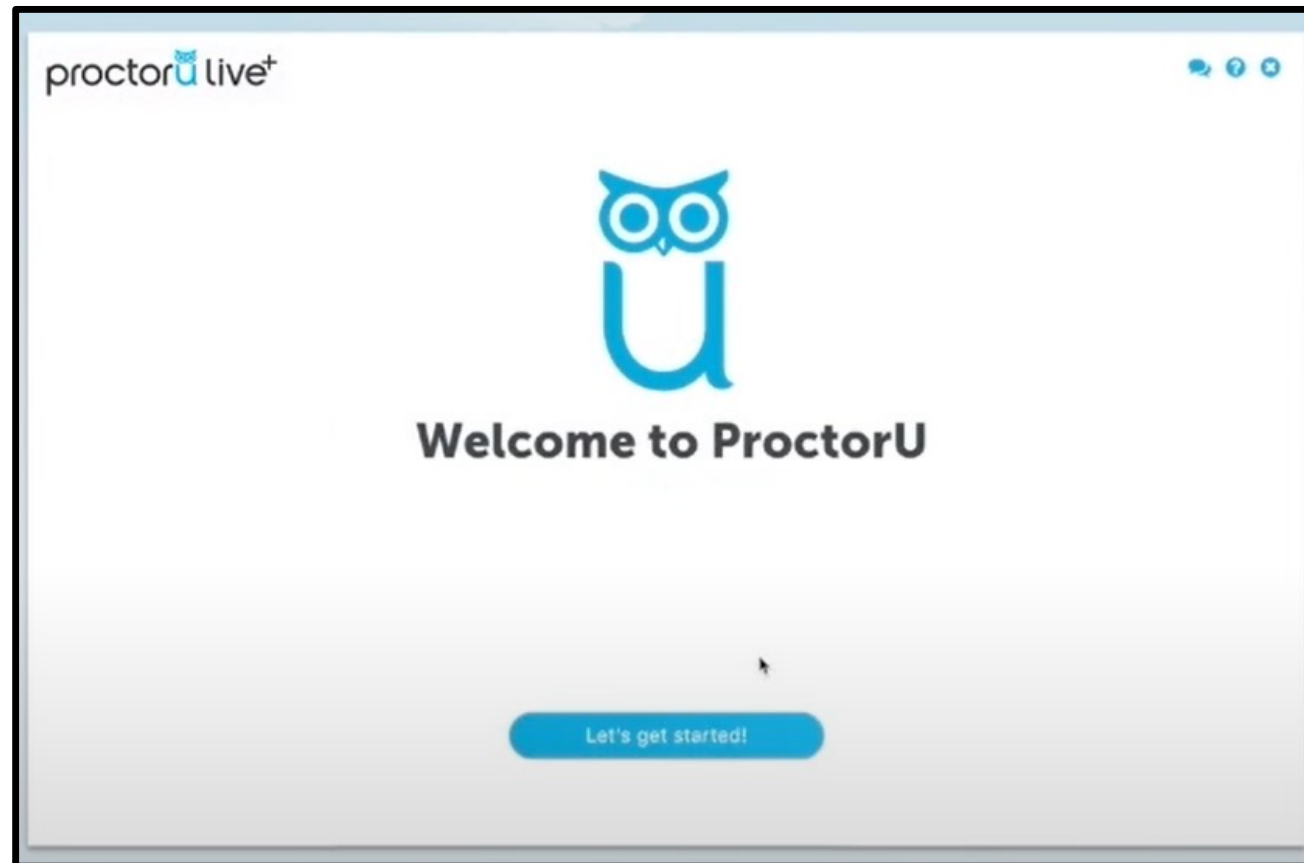
Need to make a change?

Reschedule

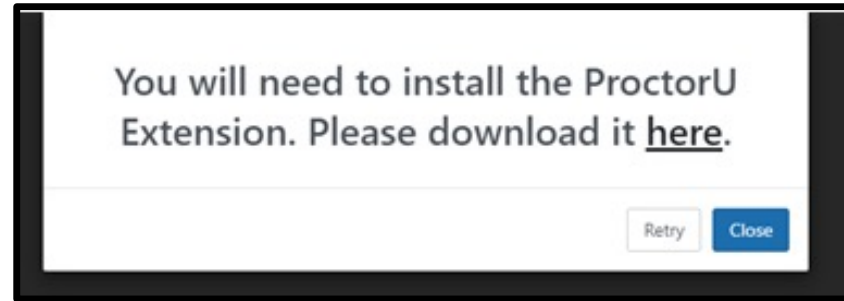
Cancel session



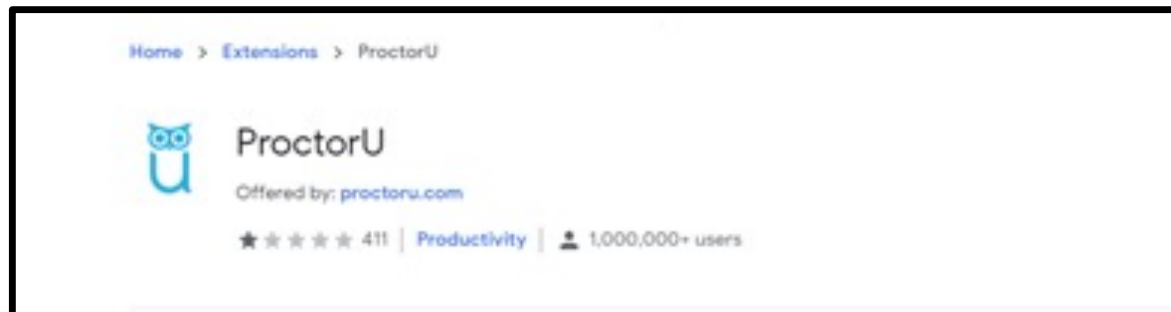
You will be taken to the ProctorU welcome screen and can click on
Let's get started!



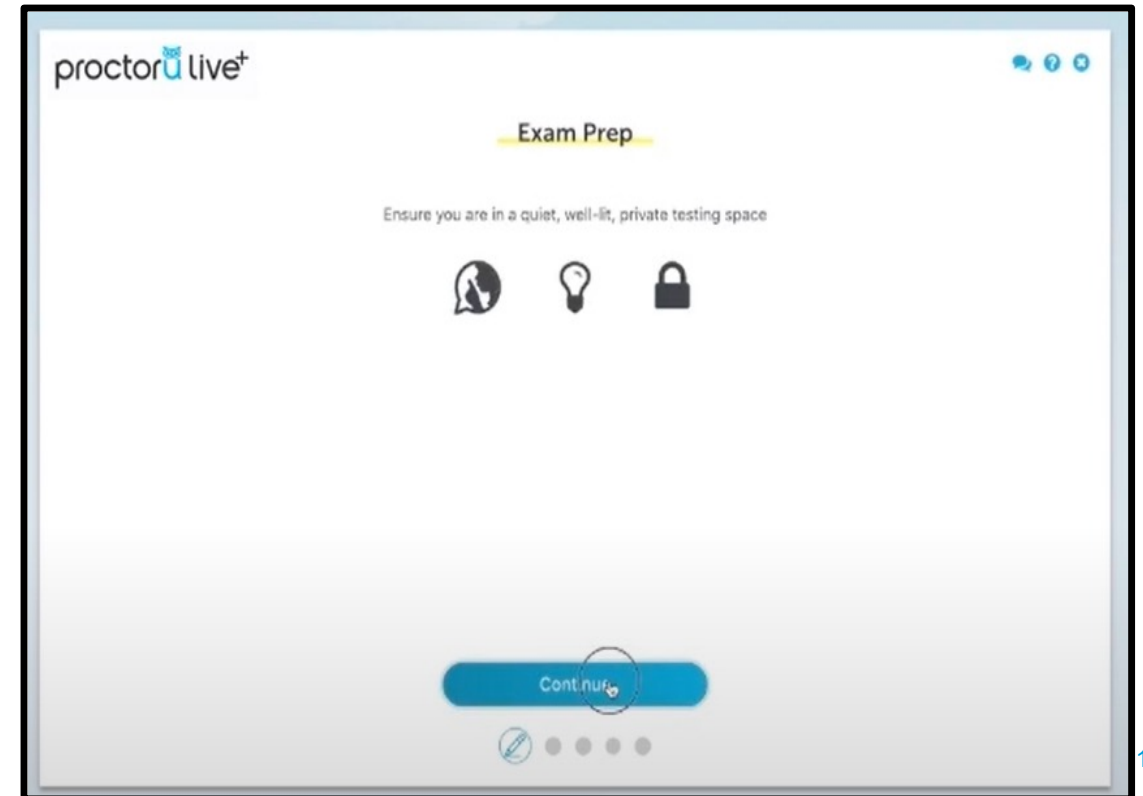
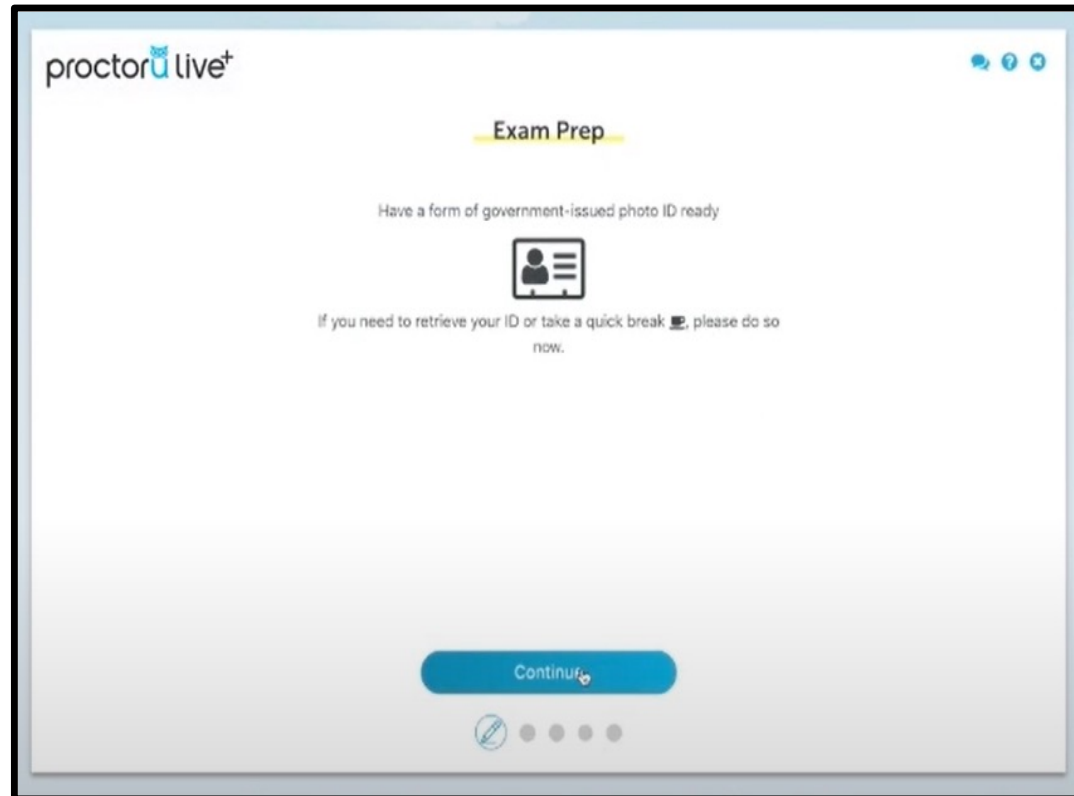
First, you will be prompted to download the ProctorU extension.



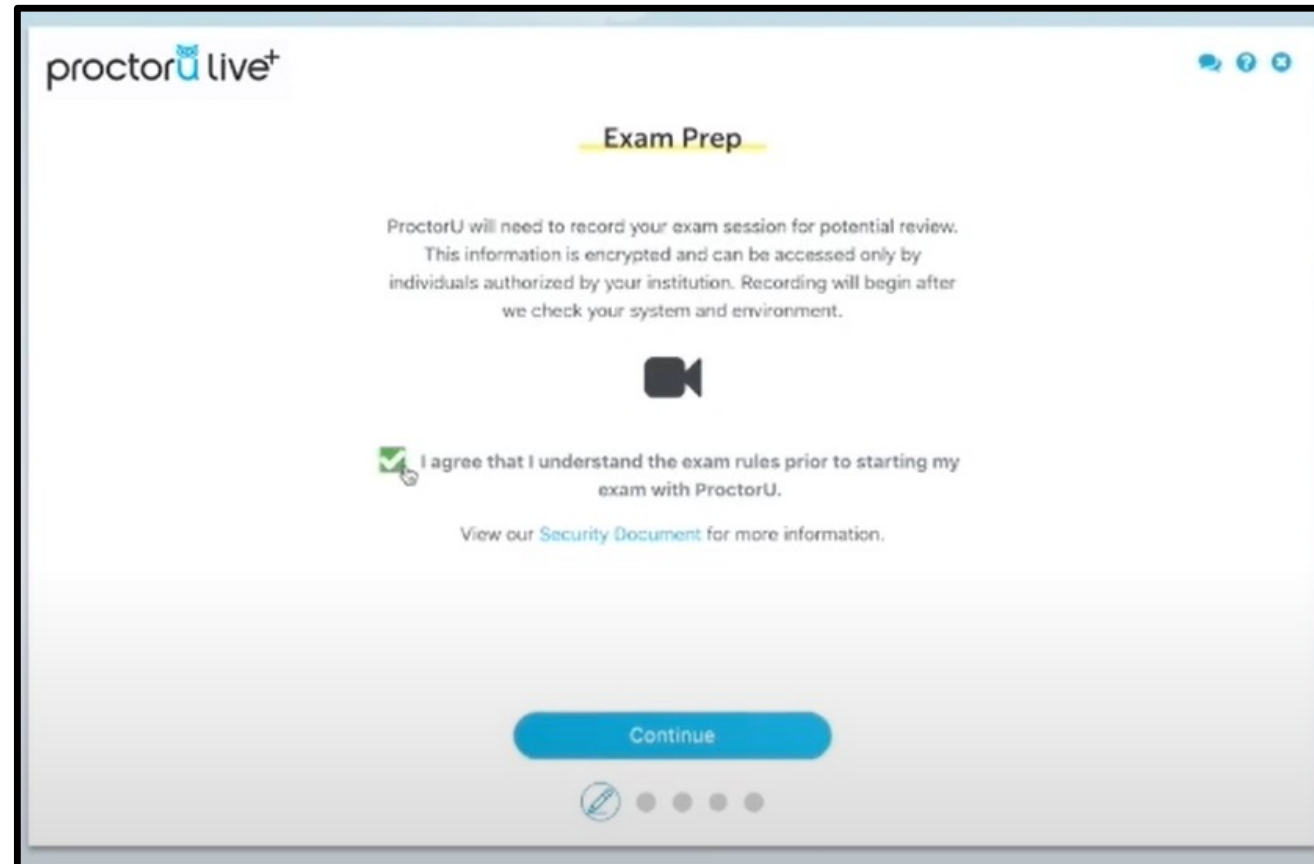
Next, you will be taken to the Google Chrome Web Store where you can download the extension.



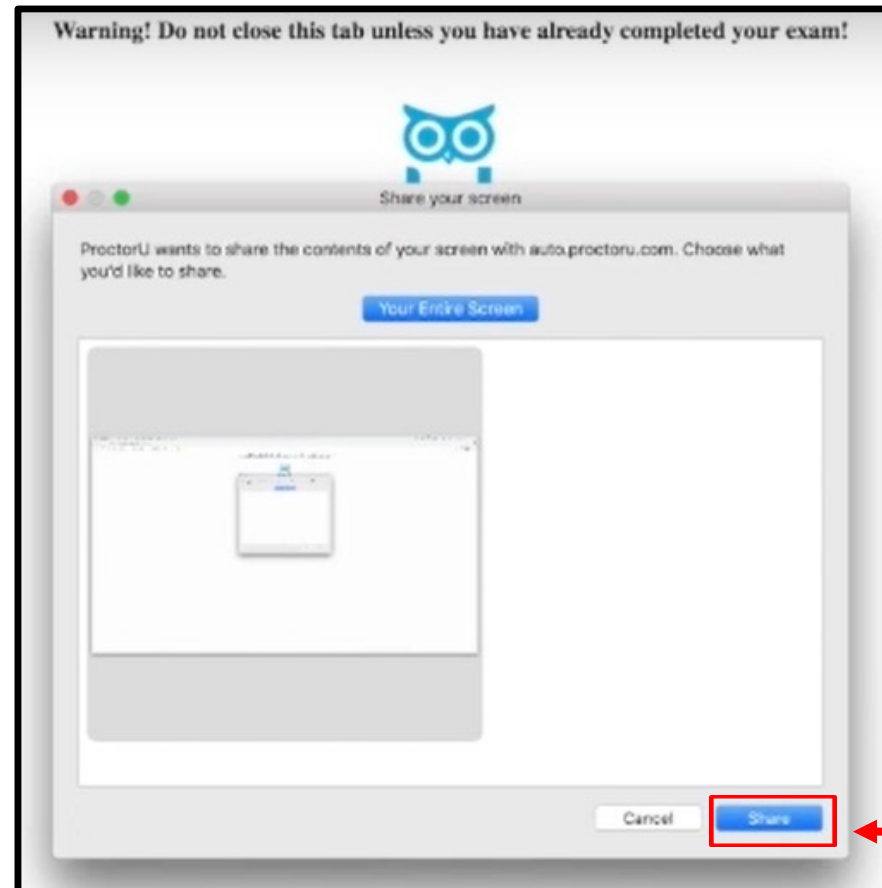
You will need to ensure that you have your ID ready. You will also need to be in a well-lit area and will be prompted to take a break, if it is needed. You can then click **Continue** to proceed.



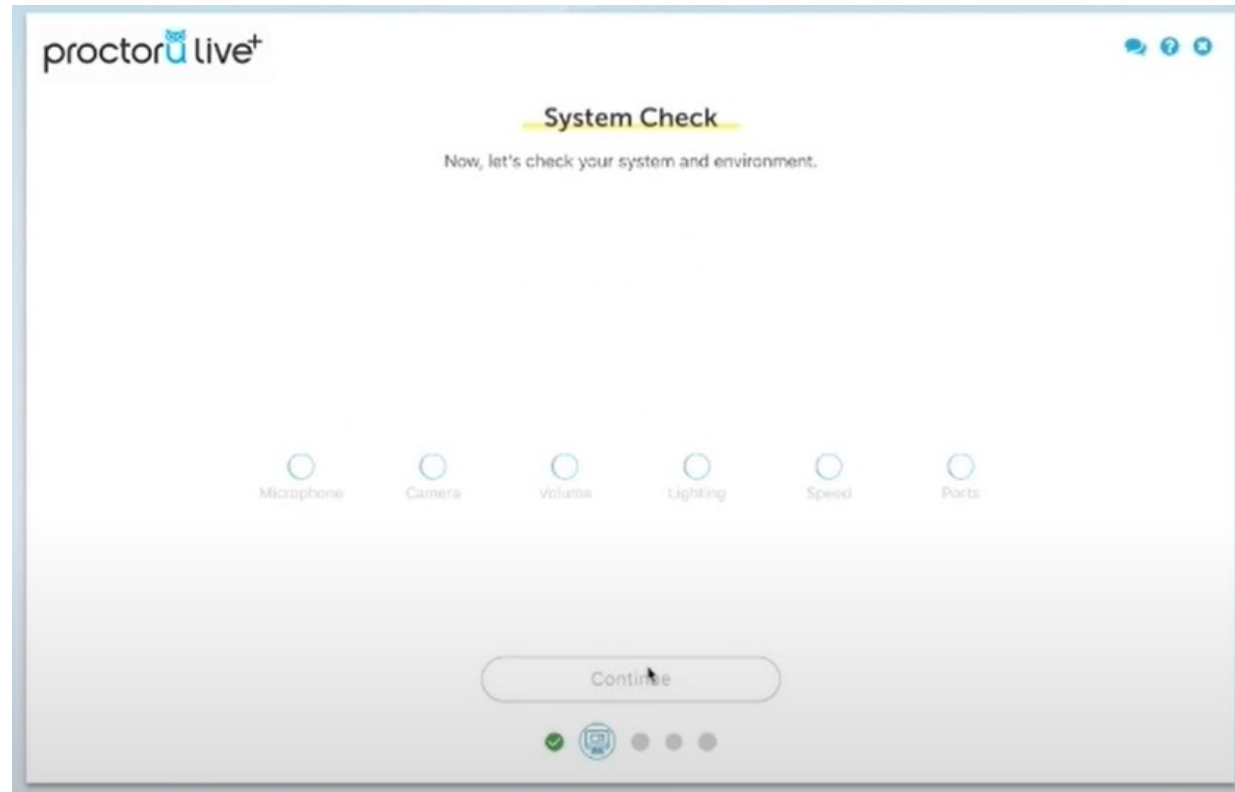
You will be required to accept the exam guidelines, click the box next to the agreement, and then click **Continue** to proceed.



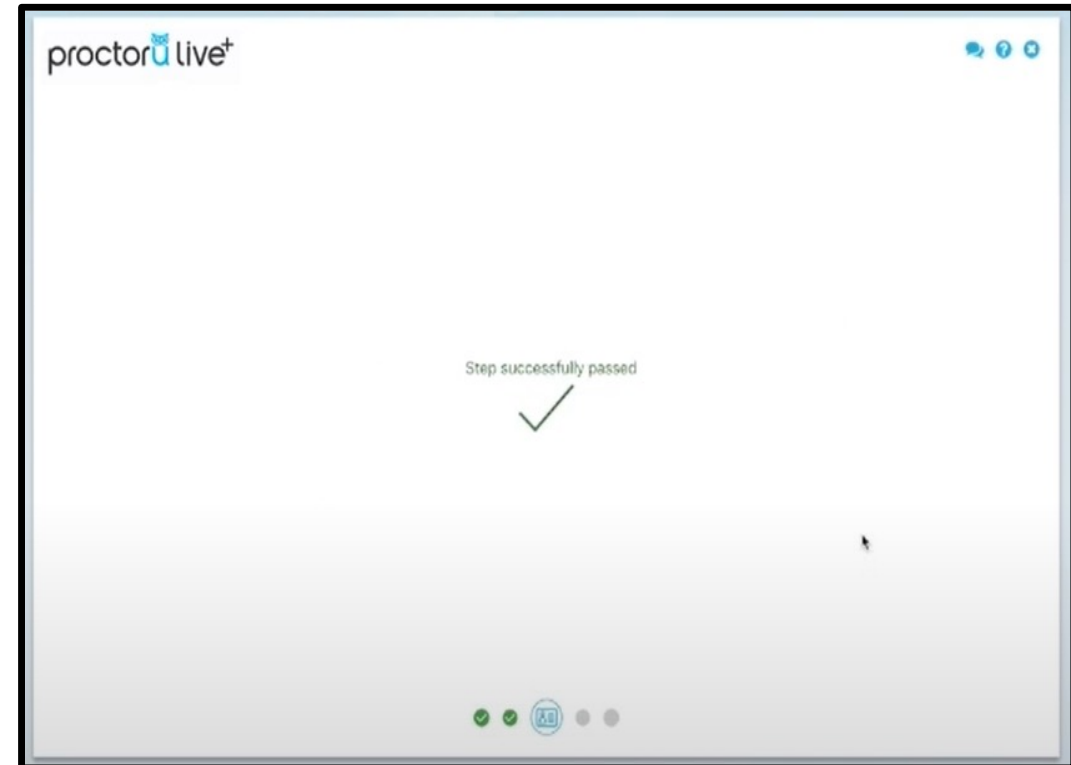
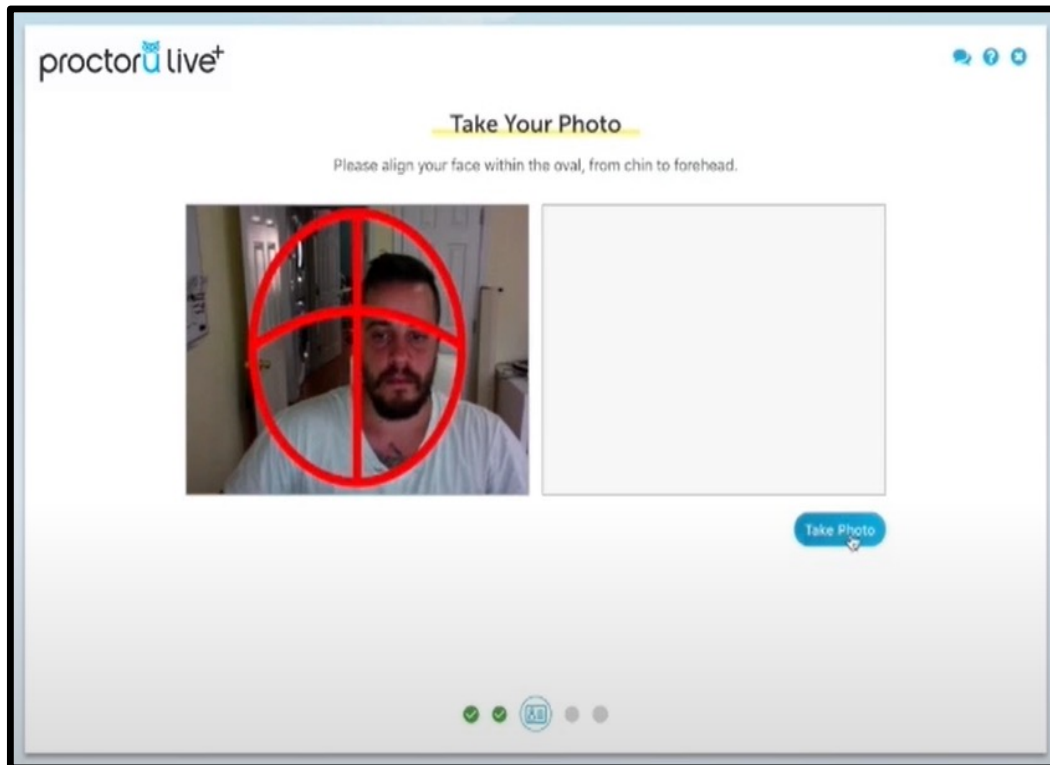
The browser will prompt you to share your screen. You will select your screen and then click on the **Share** button.



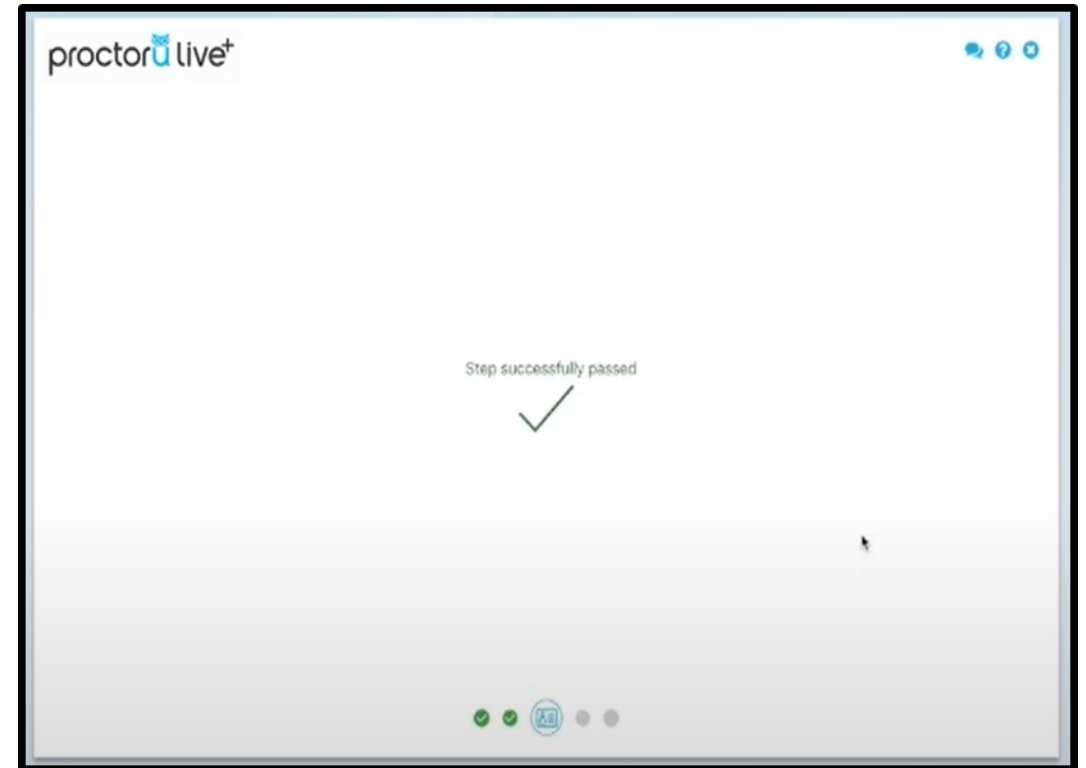
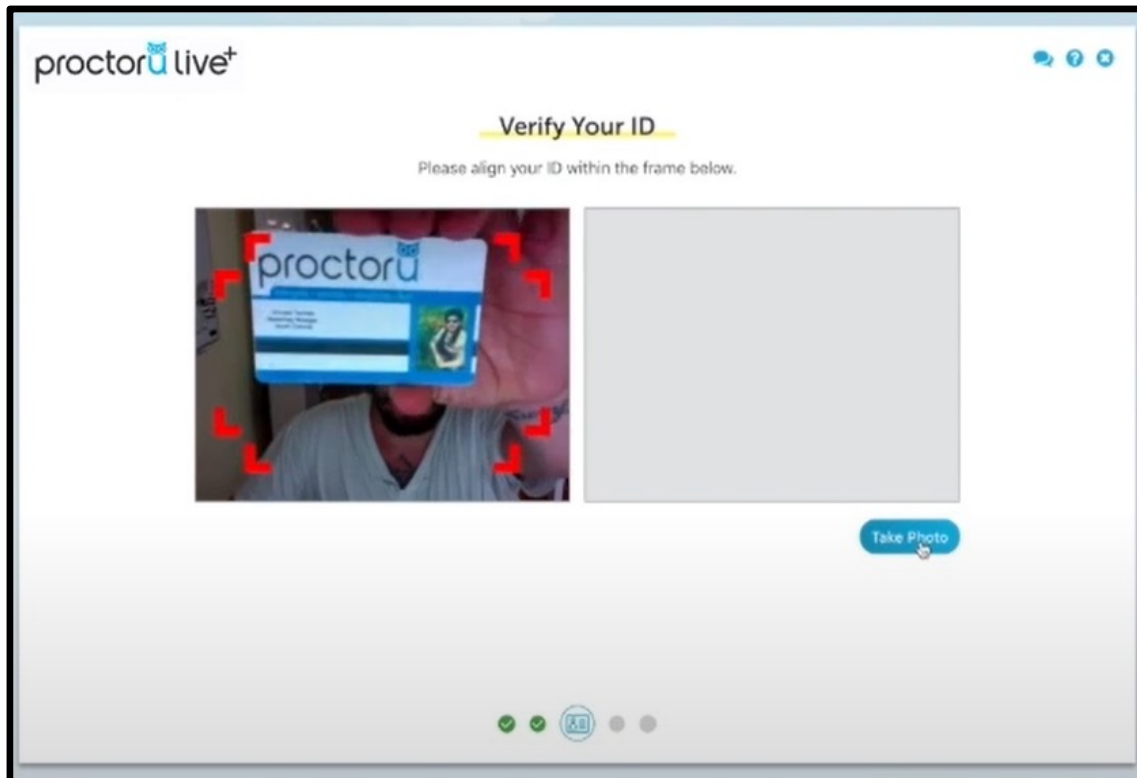
This will initiate a system check to make sure that everything is working correctly. Once complete, you can click on **Continue** to proceed.



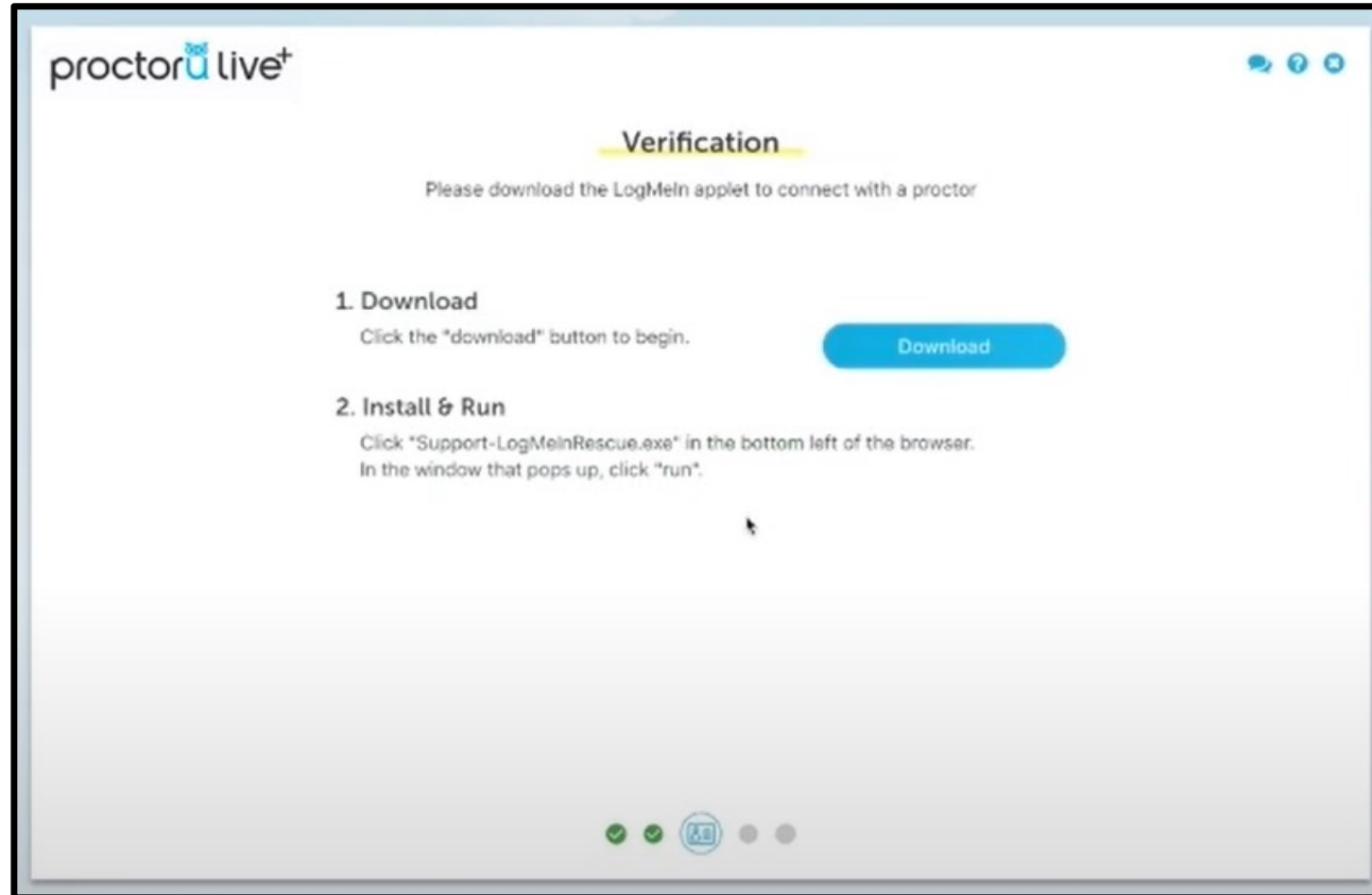
The system will then perform a picture verification. You can align yourself in the red area and click **Take Photo**. You can proceed once your photo has been successfully captured.



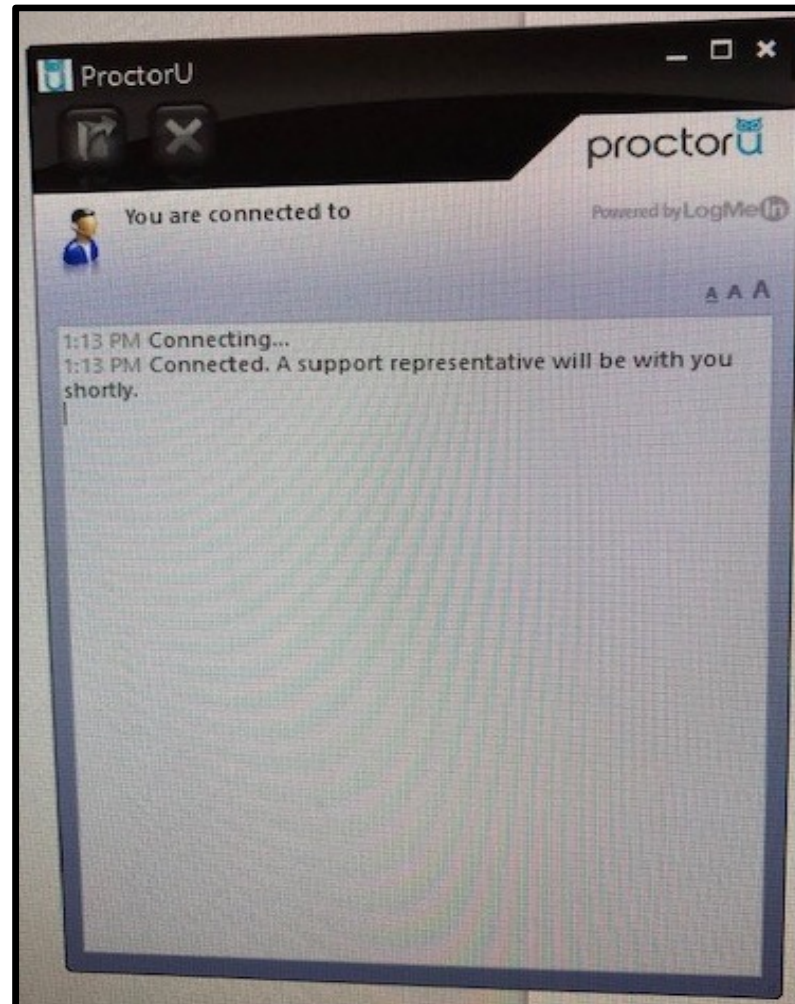
Next, align your government-issued photo ID within the red area and click **Take Photo**. You can proceed once your photo has been successfully captured.



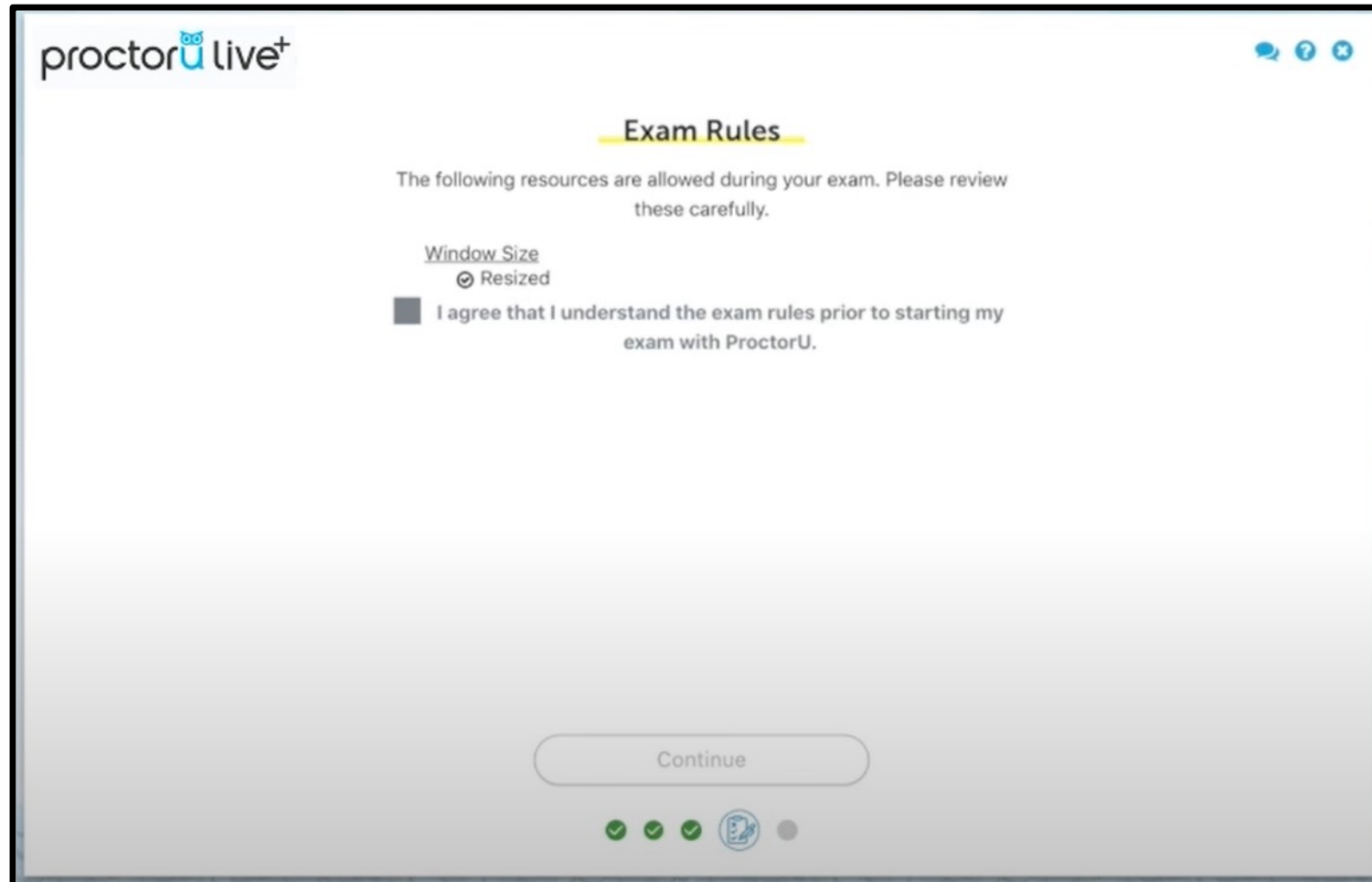
You will then be asked to download and run the LogMein applet in order to connect with your proctor.



You and your proctor are now connected and can communicate throughout the duration of the onboarding process.



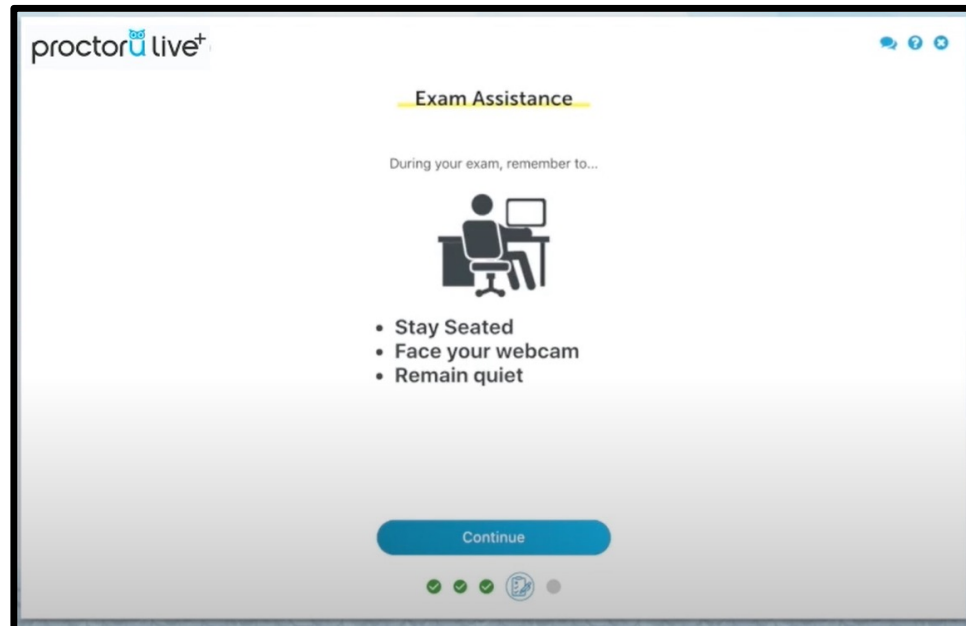
The proctor will then go over the exam rules and you must click on the agreement, followed by **Continue** to proceed.



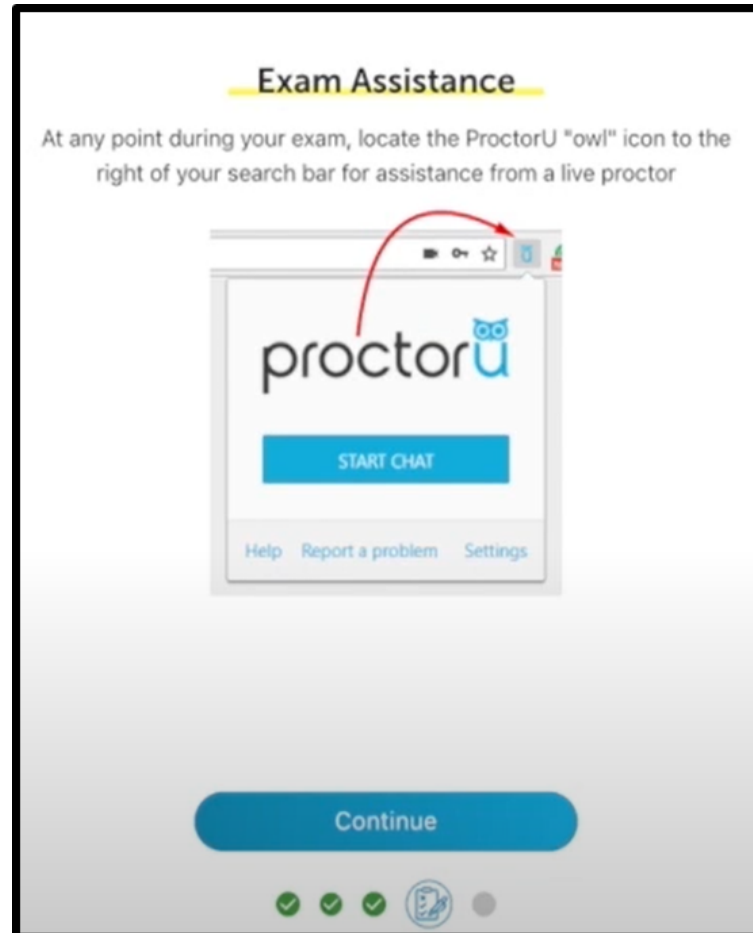
The screenshot shows the ProctorU live+ interface. At the top left is the logo "proctorU live+" with a small owl icon. In the top right corner are three icons: a speech bubble, a question mark, and a close button. The main heading "Exam Rules" is centered and underlined in yellow. Below it, a paragraph states: "The following resources are allowed during your exam. Please review these carefully." Under the heading "Window Size", there is a radio button selected next to "Resized". Below this, there is a checkbox that is currently unchecked, followed by the text "I agree that I understand the exam rules prior to starting my exam with ProctorU." At the bottom center is a large, rounded "Continue" button. At the very bottom, there are four green checkmarks, a ProctorU logo icon, and a grey circle.



Finally, you will be reminded of the testing rules and can select **Continue**. The proctor will then navigate to the testing page, enter the password and launch the test.



If you experience issues while testing, please select the ProctorU owl icon so that you can chat with a live proctor.



ADDITIONAL TRAINING LINKS

Student Link:

i ProctorU Main Student Guides Section – <https://support.proctoru.com/hc/en-us/categories/115001818507>



QUESTIONS?

Please feel free to contact us at Distance Learning Proctored Testing:

OC-ProctoredTesting@fscj.edu

Jose Escobar Deerwood Assessment Coordinator: (904) 997-2618

Jordan Watkins, Distance Learning Assessment Specialist: (904) 997-2741

Alexis Taylor, Distance Learning Assessment Specialist: (904) 997-2714

Jacob Colee, Deerwood Assessment Center Senior Manager: (904) 997-2721

