



Student Manual

Covid-19 Exceptions

Covid-19: Schedule your exams *immediately!*

Notice as of May 23, 2020

Due to the dramatic uptick in use of their services, ProctorU has been overwhelmed with exam requests. Although the rush from finals week has been alleviated, we continue to recommend that instructors and students schedule exams with ProctorU **at least two weeks prior to the start of the exam window** to give test-takers enough time to schedule their appointments.

Please contact Chris Gonnella or Shay Thorsgard with questions.

Chris Gonnella

Christine.Gonnella@mayvillestate.edu

Shay Thorsgard

Shay.Thorsgard@mayillvestate.edu

Covid-19: Schedule your exams *immediately!*

Student



ProctorU

HOW IT WORKS



Create a ProctorU Account

As soon as you know that you are going to use ProctorU, **create your account**. It can take up to 24 hours for the account to be activated by ProctorU. Students must schedule exams **at least 72 hours in advance to avoid extra fees**, so the best way to manage the situation is create your account and schedule your exam immediately. Do not wait till the last minute or you may not get the time you prefer!

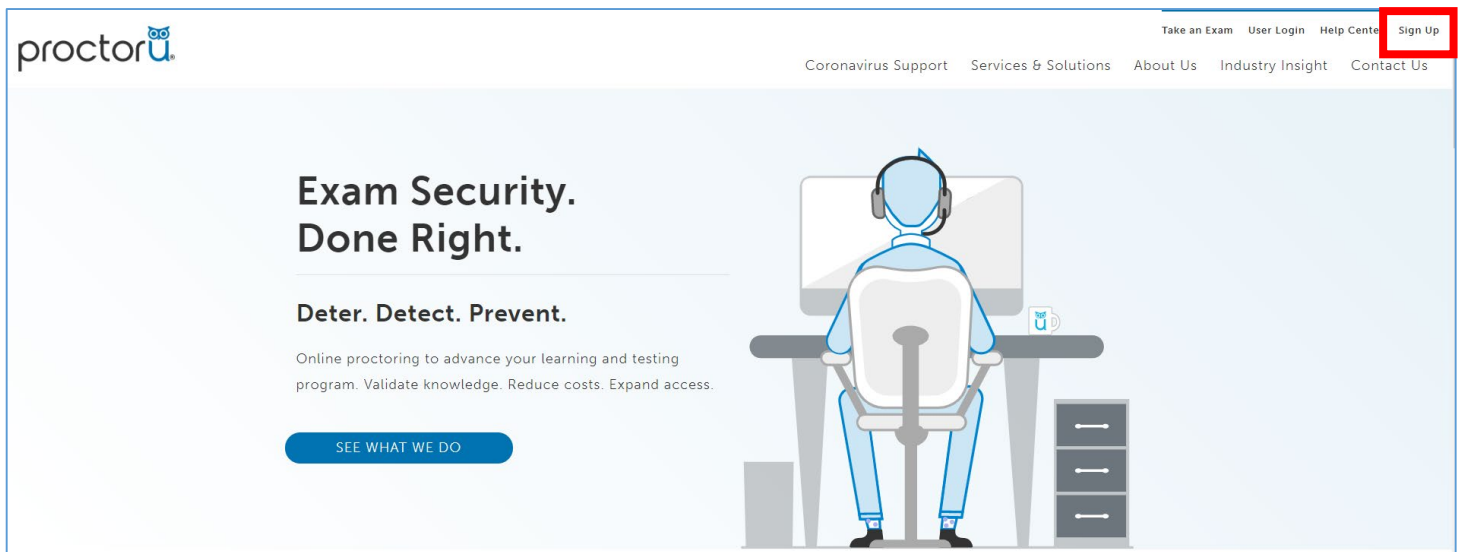
Covid-19: Schedule your exams *immediately!*

If you login to your account and the exam is not ready for you to schedule, just let your instructor know.

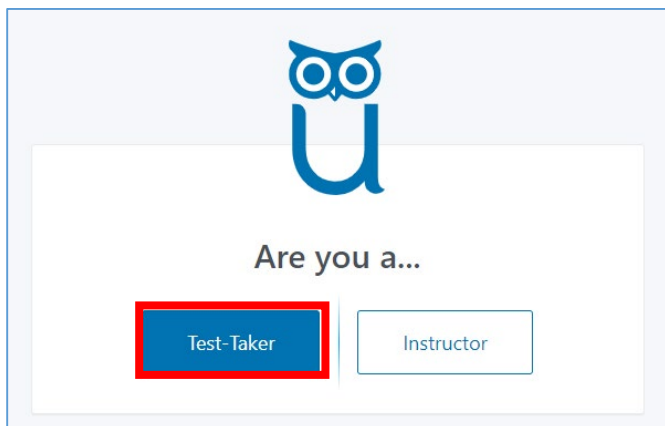
Covid-19 Exception

Test takers should schedule exams with ProctorU **at least two weeks prior to the start of the exam window**. Please note that ProctorU may not be able to provide the time slot you prefer.

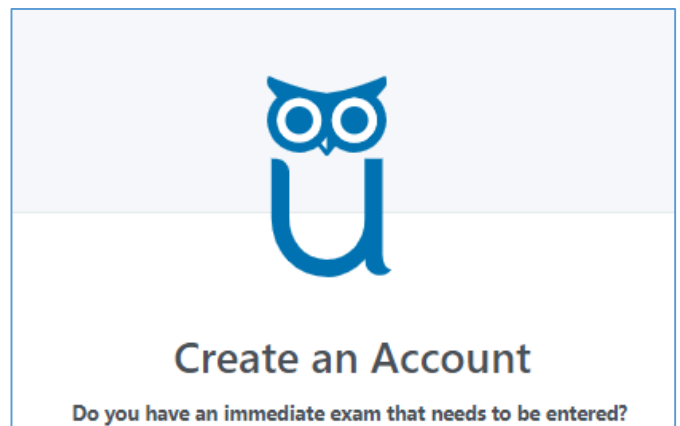
1. Go to **ProctorU.com** and click **Sign Up**



2. Choose Instructor



3. Follow the prompts to create an account.



Your camera will be activated to take a profile shot.

Account creation

Covid-19: Schedule your exams *immediately!*

- Navigate to <https://go.proctoru.com/registrations>.
- Clicks **Test-taker** to create an account and complete your profile (**Figure 1**).
- Your profile includes basic contact information and institution enrollment.
- At the bottom of the page, read and **agree to ProctorU's Terms of Service** by clicking the check box to complete the profile (**Figure 2**). A flagged message will display at the top of the page until you agree to the Terms of Service.
- Subsequent logins direct you to the **My Exams** page.

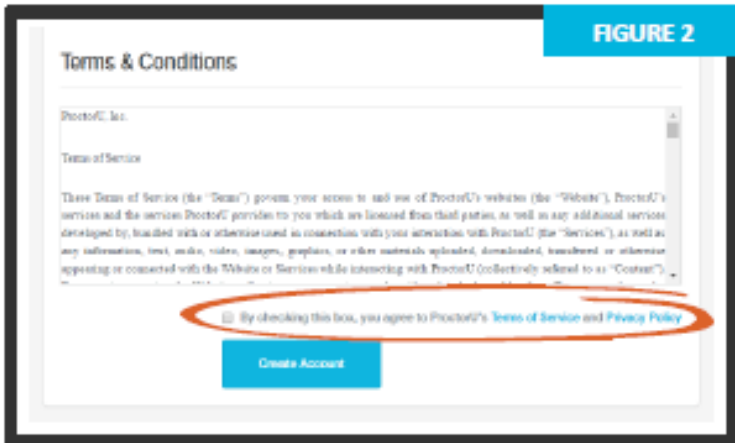


FIGURE 2

Terms & Conditions

ProctorU, Inc.

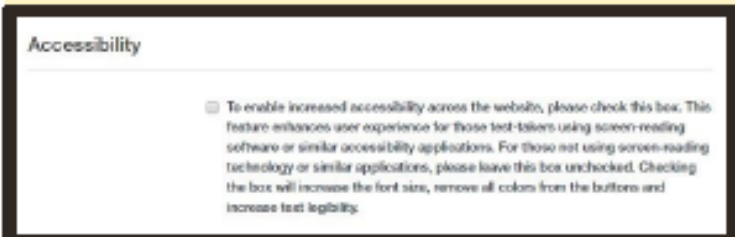
Terms of Service

These Terms of Service (the "Terms") govern your access to and use of ProctorU's website (the "Website"), ProctorU's services and the services ProctorU provides to you which are licensed from third parties, as well as any additional services developed by, licensed with or otherwise used in connection with your activities with ProctorU (the "Services"), as well as any information, text, audio, video, images, graphics, or other materials uploaded, downloaded, transmitted, or otherwise appearing or connected with the Website or Services while interacting with ProctorU (collectively referred to as "Content").

☒ By checking this box, you agree to ProctorU's [Terms of Service and Privacy Policy](#)

Create Account

In compliance with the Americans with Disabilities Act of 1990, test-takers that use **screen-reading or similar accessibility applications** should select the accessibility check box.



Accessibility

☒ To enable increased accessibility across the website, please check this box. This feature enhances user experience for those test-takers using screen-reading software or similar accessibility applications. For those not using screen-reading technology or similar applications, please leave this box unchecked. Checking the box will increase the font size, remove all colors from the buttons and increase text legibility.

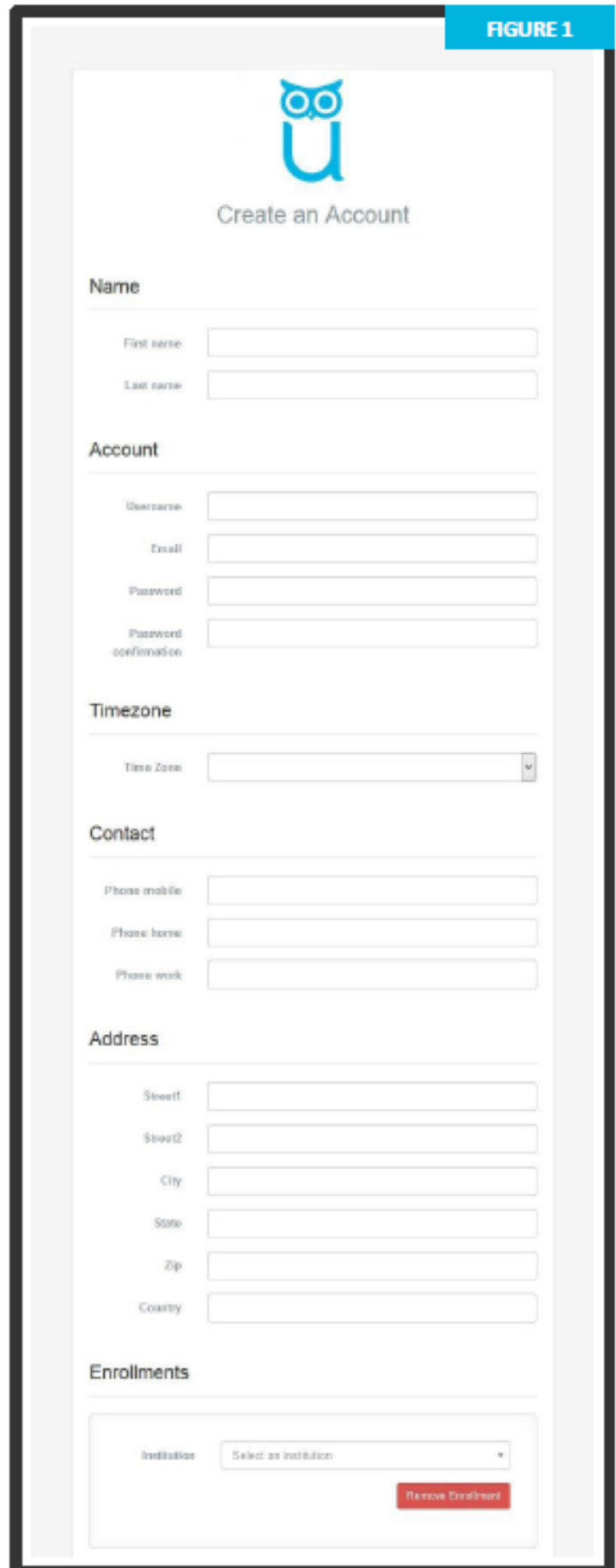



FIGURE 1



Create an Account

Name

First name

Last name

Account

Username

Email

Password

Password confirmation

Timezone

Time Zone

Contact

Phone mobile

Phone home

Phone work

Address

Street1

Street2

City

State

Zip

Country

Enrollments

Institution

[Remove Enrollment](#)

Contact the Bookstore

Covid-19: Schedule your exams *immediately!*

Covid-19 Exception

If you are an online student whose previously approved proctor is no longer available, contact Shay Thorsgard at 701-788-4667.

All other students contact the bookstore for exam codes.

Mayville State Bookstore

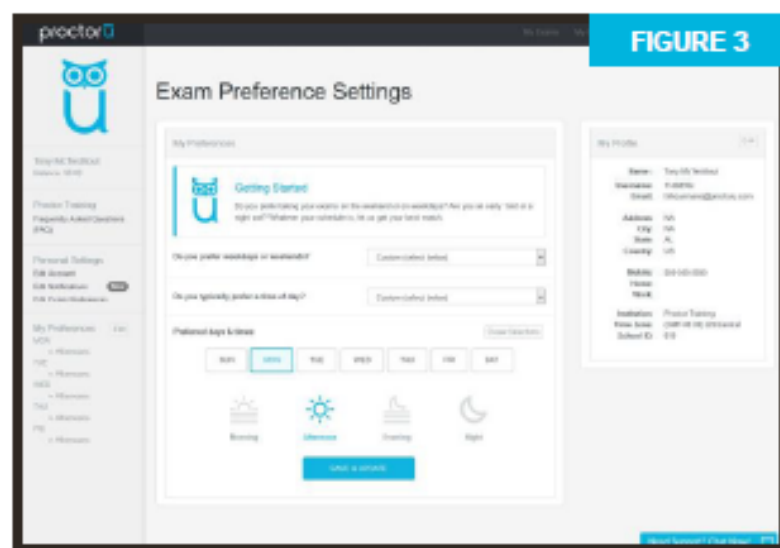
Phone: 701-788-4729

Bookstore@mayvillestate.edu

Setting exam preferences



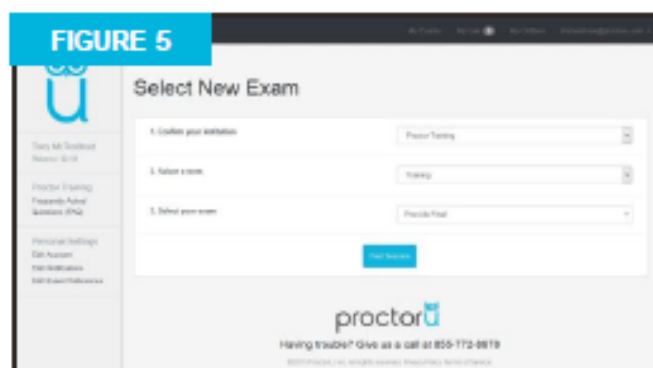
- If preferred, set your ideal exam time preferences (Figure 3). Preferences can be changed by clicking [Preferences](#) in the top-right menu.
- A general time frame can be selected via the drop down menus.
- You can create a custom preference by selecting days and highlighting times.
- Click [SAVE & UPDATE](#) to confirm your day and time preferences.



Scheduling exams

Covid-19: Schedule your exams *immediately!*

- After logging in, you are presented with the [My Exams](#) page (Figure 4).
- Your three options are:
 - » [Have Questions?](#) activates LiveChat.
 - » [Test Your Equipment](#) verifies your computer meets ProctorU's requirements.
 - » [Schedule New Exam](#) to create a new exam reservation.
- After clicking [Schedule New Exam](#), confirm your institution, select the exam term and specific exam (Figure 5).
- Click [Find Session](#) and proceed to the scheduling page (Figure 6, next page).



To avoid additional fees, schedule exams more than 72 hours before your desired proctoring appointment. You can also opt to use ProctorU's convenient [Take It Soon](#) or [Take It Now](#) options, for an additional fee paid at their own expense.

[Take It Soon](#) allows an appointment to be scheduled less than 72 hours before the appointment.

[Take It Now](#) allows on-demand proctoring without an appointment.

[Rescheduling](#) an exam allows you to change the date and time of your appointment within the exam's testing window and also has a premium fee.

The [Take It Soon](#) and [Take It Now](#) options are subject to availability.

Schedule Session

Covid-19: Schedule your exams *immediately!*

Please select a date and time on the left. Once you have selected your date, please click the 'Find Available Times' button.

Select a Date

June 2018

Su	Mo	Tu	We	Th	Fr	Sa
29	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	4	5	6	7	8	9

Select a Time

02 : 30 PM

Find Available Times

Exam

This exam is available from
Sunday August 31, 2014 1:30PM CDT - Sunday September 1, 2019 1:30PM CDT

Exam Name
Training for ProLife Final

Institution
Proctor University

Proctor University

Term
Current Term

Exam Duration
15 minutes

Change Exam

Best Match

2:30PM CDT
Tuesday June 14, 2016
about 6 hours from now

Training for ProLife Final
Chris Brown

SELECT

2:15PM CDT
Tuesday June 14, 2016
about 6 hours from now

Training for ProLife Final
Chris Brown

SELECT

2:45PM CDT
Tuesday June 14, 2016
about 6 hours from now

Training for ProLife Final
Chris Brown

SELECT

3:15PM CDT
Tuesday June 14, 2016
about 6 hours from now

Training for ProLife Final
Chris Brown

SELECT

3:30PM CDT
Tuesday June 14, 2016
about 7 hours from now

Training for ProLife Final
Chris Brown

SELECT

3:55PM CDT
Tuesday June 14, 2016
about 7 hours from now

Training for ProLife Final
Chris Brown

SELECT

FIGURE 7

- Select a desired appointment day and time using the calendar.
- After clicking **Find Available Times**, the six appointments closest to the desired time appear on the right.
- After clicking **SELECT** to choose an appointment, confirm the time slot by choosing **SCHEDULE** (Figure 7).
- If your institution is set up as test-taker pay, the exam will be added to your cart for payment (Figure 8 and 9).
- After completing checkout, you will be returned to your **My Exams** page.
- Confirm your exam details, including its availability window.
- If you need to change the exam, click **Change Exam**.

My Cart

Item	Institution	Price	Status
ProLife Final Exam Training	Proctor University	\$100.00	Added

Checkout

FIGURE 8

Order Receipt

Item	Institution	Price	Status
ProLife Final Exam Training	Proctor University	\$100.00	Added

Print Receipt

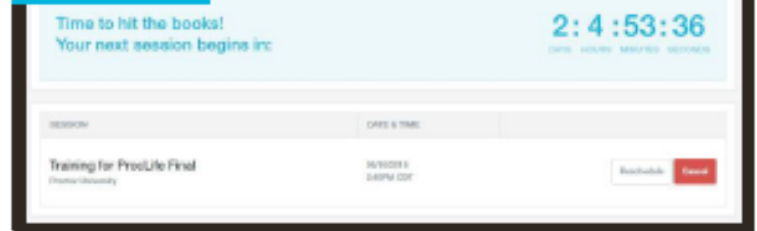
FIGURE 9



1) After scheduling an exam, a countdown to the closest exam is shown on the **My Exams** page (Figure 10). At the appointment time, a **START** link replaces the countdown. Clicking the link takes you to the proctoring room.

Brief prompts will guide you through the expedited start process.

FIGURE 10



2) Confirm your **name** and the **exam** you are taking (Figure 11). Clicking **No** opens the **LiveChat** feature.

3) Confirms the **exam rules** including allowed resources (Figure 12). Clicking **No** opens the **LiveChat** feature.

4) Your computer is checked for basic requirements and an instructional video is shown (Figure 13).

FIGURE 11

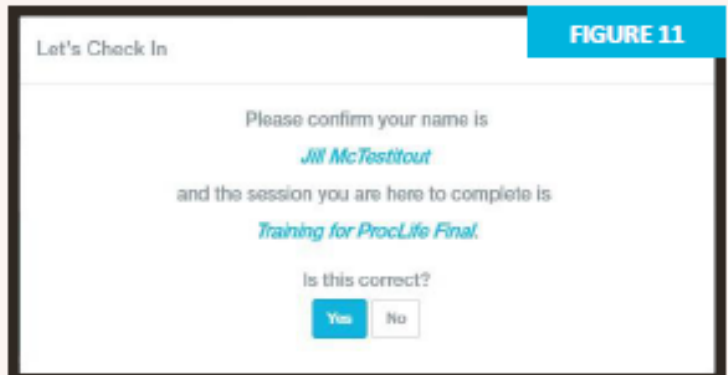
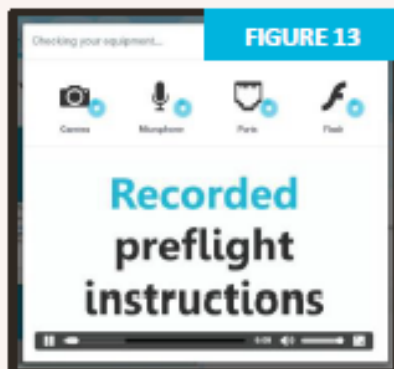
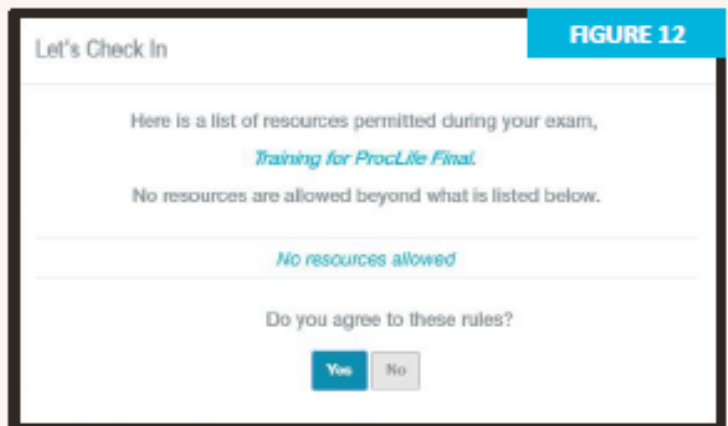


FIGURE 12



5) Take a picture of your photo ID to show the proctor (Figure 14).

Click **Skip this step** to opt out of this step and show your photo ID directly to the proctor instead.

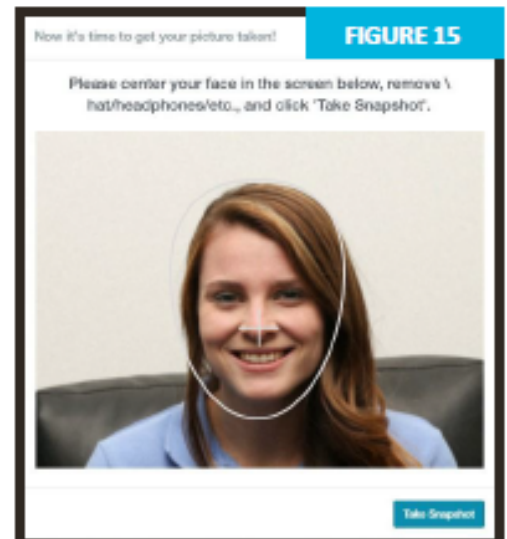
Next, take a photo for your

6) ProctorU profile (Figure 15). The proctor will check and update this photo if it is blurry or unrecognizable.

FIGURE 14



FIGURE 15



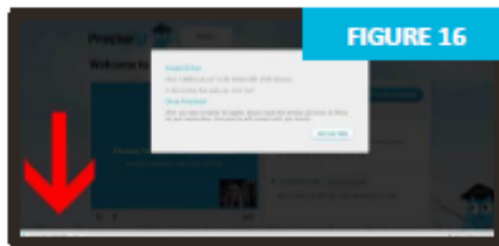


FIGURE 16

7) You are prompted to **download and run** an applet (Figure 16). When you and the proctor connect in the proctoring room, your video is shown in the bottom right corner of the video feed and the proctor's video is on the left (Figure 17).

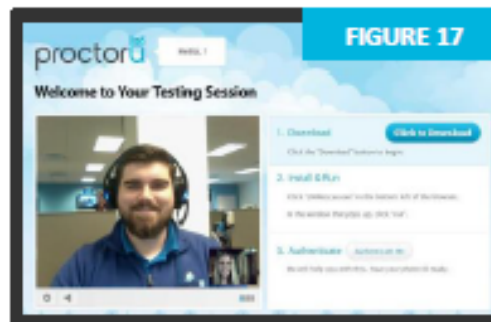


FIGURE 17

8) Figure 18 shows the downloaded applet and the chat box, which connects you and the proctor. Once connected to the proctor, the proctor will initiate two-way video and audio.



FIGURE 18

Authentication



1) After connecting to the proctor via webcam and screen-sharing software, the proctor checks the photo ID picture taken earlier.

If the photo ID is illegible or you opted out of taking an ID picture, you will be asked to show your photo ID to the camera so the proctor can verify your identity (Figure 19).

The ID information in Figure 19 has been intentionally blurred for privacy reasons. In an actual proctoring session, you will show a fully-visible ID so that the name and picture can be clearly seen and read by the proctor.

The proctor checks your profile photo taken and updates the photo if it is blurry or unrecognizable.

2) You will be authenticated with a quiz that uses challenge questions based on publicly-available records, as shown in Figure 20.

Questions are typically related to previous addresses, phone numbers, roommates and relatives. ProctorU does not know or store these questions or answers.



FIGURE 19

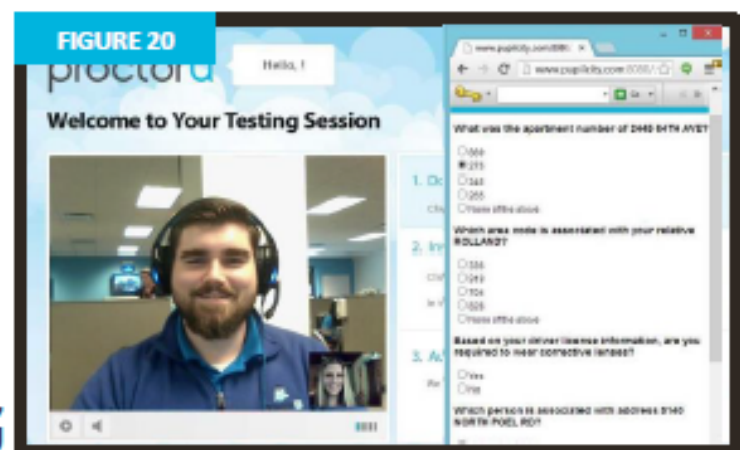


FIGURE 20

Securing the area



FIGURE 21

1 The proctor secures your physical testing area by asking to pan their camera and show your complete workspace and surroundings, as seen in Figure 21.

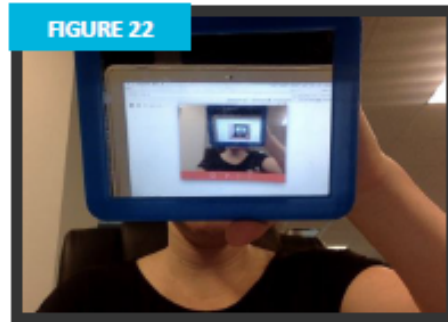


FIGURE 22

2 If the camera is internal, you are asked to show the proctor the edges of your monitor using a reflective surface, such as a mirror (Figure 22). This ensures that there are no unauthorized materials attached to your computer or monitor.

3 The proctor secures the virtual testing environment by checking for unallowed programs, virtual machines and cloned monitors.

You will be asked to close any prohibited software before proceeding to your exam website.

Log in to learning management system



After completing the authentication and environment scan process, you will log in to your Learning Management System (LMS) and the proctor will verify that account is yours and taking the correctly assigned exam, as shown in Figures 23 and 24.

During the exam, your proctor monitors video feed and testing environment to ensure you are not receiving verbal answers from an outside source.

Screen-sharing technology allows the proctor to see your computer screen while you complete the exam.

During the exam, your proctor pauses their video and audio so you are not disturbed. They continue to monitor you and are available via the chatbox.

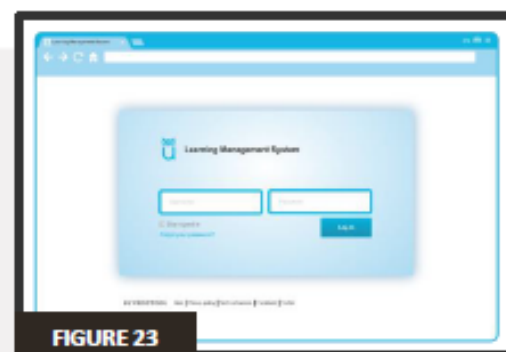


FIGURE 23

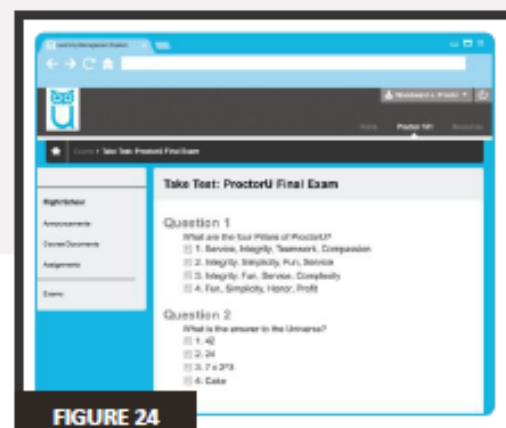


FIGURE 24

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Log out procedures

Covid-19: Schedule your exams *immediately*!

If suspected, ProctorU engages you in real time to prevent integrity breaches.

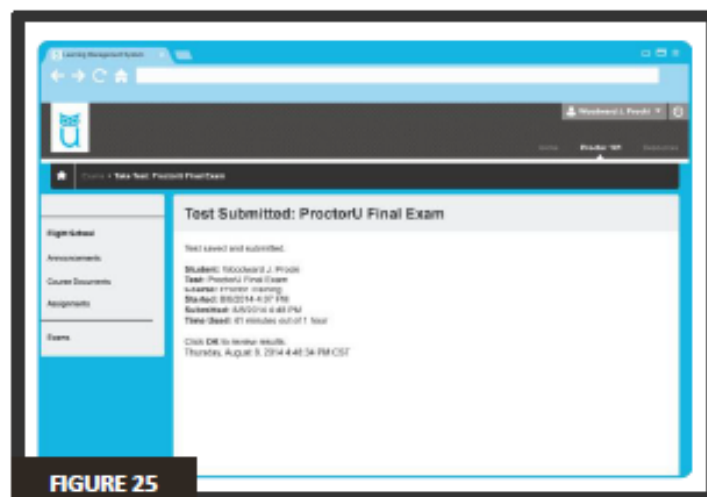
Any suspicious activity – including, but not limited to, using unapproved sources, taking unauthorized breaks during the exam or communicating with another person – is documented using photos or video and reported to the institution.

1 Once you complete the exam, *but before you submit*, contact the proctor via the chatbox (Figure 18).

The proctor will verify your exam submits successfully (Figure 25).

2 The proctor will guide you through the closing process by verifying the test submission and watching you log out of the testing site. An example log out button is shown at right.

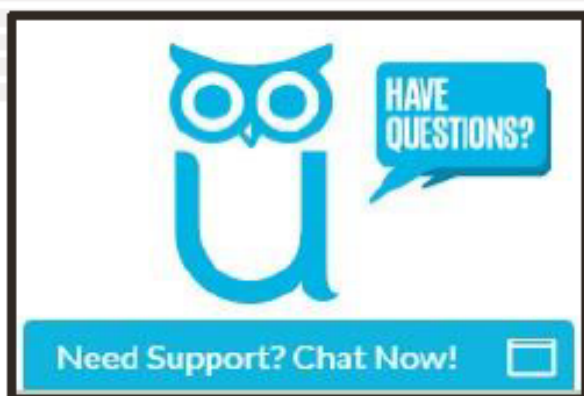
Should you have any concerns about your session, ask your proctor or fill out the post-examination survey with comments and rate your proctor and proctoring session.



LiveChat help



ProctorU offers a [LiveChat](#) feature. At any point while signed in to your account or by navigating to www.ProctorU.com, you may chat with a live representative if you have questions about the process or need general help (Figure 26).



Support Contact Information

Mayville State Info

Office hours 8am-4:30pm, M-F

Instructional Technology info page

Instructional Designer: Chris Gonnella, christine.gonnella@mayvillestate.edu

Blackboard Support Specialist: Alissa Perkins, alissa.perkins@mayvillestate.edu

Extended Learning Office Coordinator: Shay Thorsgard, shay.thorsgard@mayvillestate.edu

Mayville State Bookstore: Bookstore@mayvillestate.edu

ProctorU Info

24/7 Availability

<https://www.proctoru.com/>

[1-855-772-8678](tel:1-855-772-8678)

email for student support: support@proctoru.com

email for faculty support: AccountsServices@proctoru.com



www.ProctorU.com
contact@proctoru.com

Live Chat is available on the bottom right corner of every ProctorU web page.

