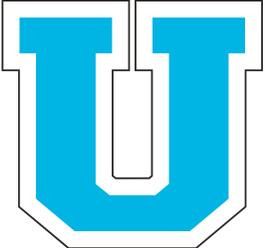


**How it  
WORKS**



**Proctor** 



[www.ProctorU.com](http://www.ProctorU.com)  
855 - 772 - 8678  
[contact@proctoru.com](mailto:contact@proctoru.com)

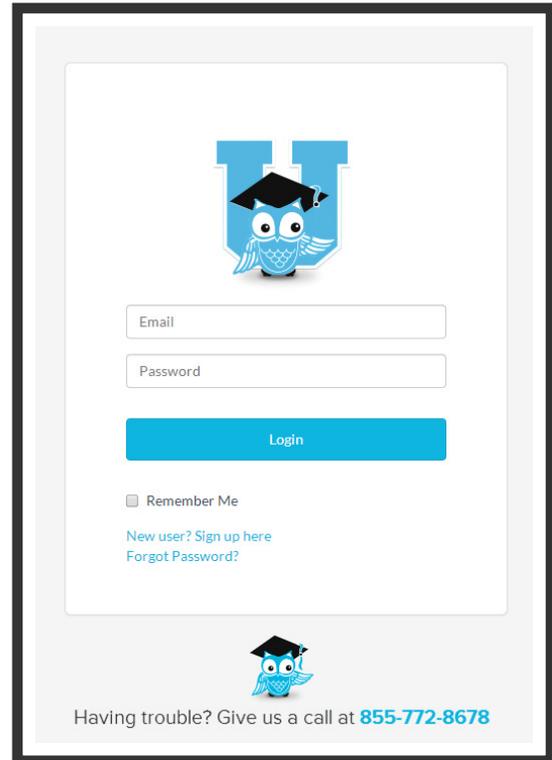
# Adding an Exam

An exam must be added to the ProctorU system in order for test-takers to schedule an exam via ProctorU.

To set up an exam instructors may use the integrated form within their ProctorU account. Faculty in need of an instructor account may contact a partnership services representative to be set up with an account.

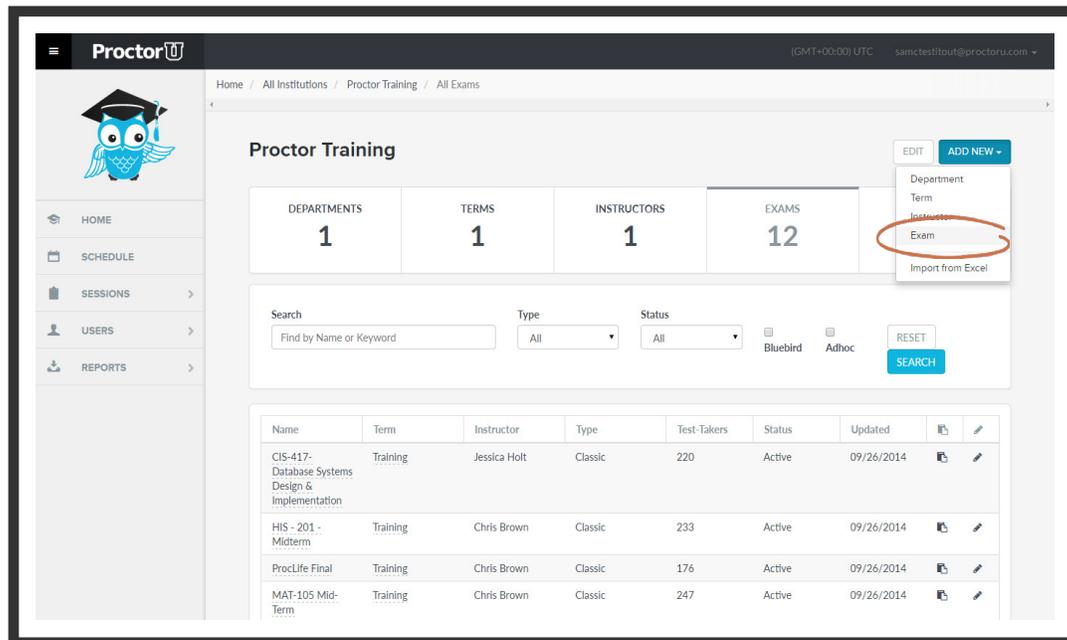
First, instructors log in to their ProctorU account at [go.proctoru.com](http://go.proctoru.com) (Figure 1).

On the home page, instructors click on the exam tab at the top to list available exams (Figure 2). Instructors click the blue **Add New** button to open a drop down menu and select **Exam**, opening a new screen where instructors provide exam appointment details (Figure 3).



The login page features the ProctorU owl logo at the top center. Below it are two input fields for 'Email' and 'Password'. A blue 'Login' button is positioned below the password field. Underneath the button is a 'Remember Me' checkbox and two links: 'New user? Sign up here' and 'Forgot Password?'. At the bottom of the page, there is another ProctorU owl logo and the text 'Having trouble? Give us a call at 855-772-8678'.

Figure 1



The screenshot shows the ProctorU dashboard. The top navigation bar includes the ProctorU logo, a user profile icon, and the text '(GMT+00:00) UTC samctest@out@proctoru.com'. The main content area is titled 'Proctor Training' and displays four summary cards: 'DEPARTMENTS 1', 'TERMS 1', 'INSTRUCTORS 1', and 'EXAMS 12'. A dropdown menu is open over the 'EXAMS 12' card, showing options: 'Department', 'Term', 'Instructor', 'Exam' (circled in red), and 'Import from Excel'. Below the summary cards is a search section with a 'Find by Name or Keyword' input field, 'Type' and 'Status' dropdown menus, and 'Bluebird' and 'Adhoc' checkboxes. A 'SEARCH' button is located to the right. At the bottom is a table with the following data:

Name	Term	Instructor	Type	Test-Takers	Status	Updated		
CIS-417- Database Systems Design & Implementation	Training	Jessica Holt	Classic	220	Active	09/26/2014		
HIS - 201 - Midterm	Training	Chris Brown	Classic	233	Active	09/26/2014		
ProCLife Final	Training	Chris Brown	Classic	176	Active	09/26/2014		
MAT-105 Mid-Term	Training	Chris Brown	Classic	247	Active	09/26/2014		

Figure 2

Figure 3

## Instructors can specify the following details:

1. **Exam title**
2. **Course number**
3. **Department**  
(e.g., English, math, accounting, etc.)
4. **Bluebird/adhoc**
5. **Term**  
(e.g., Fall 2014, Spring 2015, etc.)
6. **Instructor**  
(Select a current instructor or add an instructor's name.)
7. **Duration (in minutes)**
8. **Exam URL (location)**
9. **Exam password**
10. **Permitted resources checkboxes**  
(e.g., scratch paper, calculator, eBook, textbook, etc.)
11. **Permitted browsers**
12. **Other allowed resources**
13. **Expected no. of test-takers**  
\*this information is required
14. **Additional exam notes & accommodations**  
(e.g., ADA, extended times, etc.)
15. **Notify on Schedule Emails**  
(i.e., emails of personnel notified when a test-taker schedules an examination)
16. **Contact Info for Exam Issues**  
(i.e., the institution contact for exam issues)

The exam availability window is also added on this page. Clicking **Add Window** opens a prompt where instructors can specify start and end dates, as well as name the exam time frame (**Figure 4**). Multiple exam windows may be added for a recurring exam.

Clicking **Submit for Review** finalizes exam details.

Figure 4

After completing the exam form, administrators receive a notification that the exam has been sent for review.

ProctorU's assessment services review the exam information and enter it into the system. Instructors are notified when the exam has been activated.

Exam details and accuracy can be reviewed within the ProctorU administrative account.

Test-takers may begin scheduling appointments. The administrative account also provides access to records of proctored exams.



## Have Questions?

If you have further questions, please contact an assessment services representative at

[passwords@proctoru.com](mailto:passwords@proctoru.com)

or

**855-772-8678 option 3**