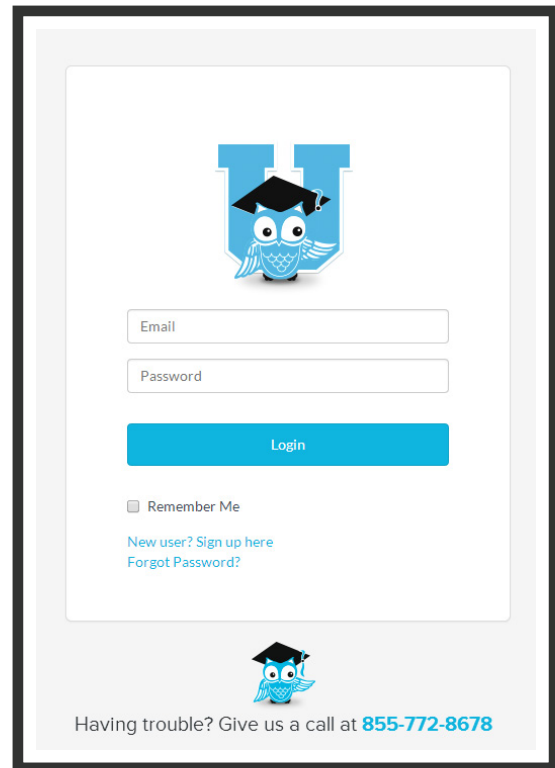# How it WORKS

ProctorU

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, an instructor may use the integrated form within their ProctorU account. Faculty in need of an instructor account may contact an assessment services representative to be set up with an account.

First, instructors log in to their ProctorU account at **go.proctoru.com** (**Figure 1**).
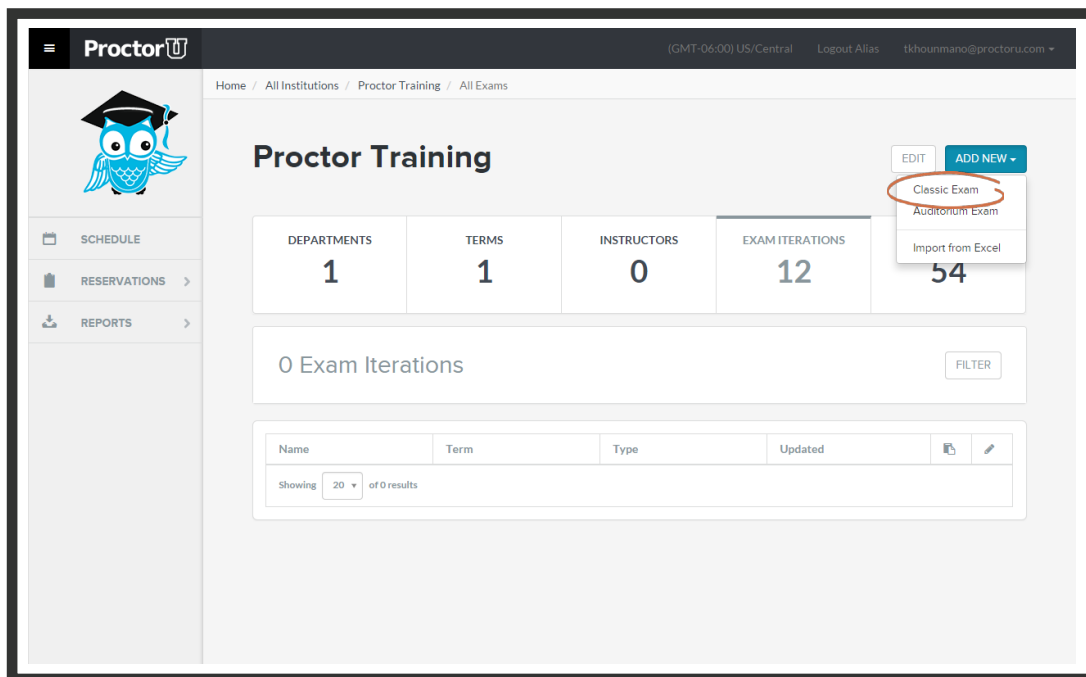
On the home page, click on the exam tab at the top to list exams available to be scheduled (**Figure 2**). In the top right, there is a blue **Add New** button. Clicking on the button will open a drop down menu with available exam types.

Selecting **Classic Exam** will open a new screen where instructors may detail an exam appointment (**Figure 3**).

Figure 1

Figure 2

Figure 3

1. **Exam name**
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. **Notes/allowed resources**
    (e.g.: scratch paper, calculator, eBook, textbook, etc.)
11. **Notify on schedule emails**
    (i.e.: emails of personnel notified when a test-taker schedules an examination)

The exam availability window is also added on this page. Clicking on the **Add Window** key 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 **Create Iteration** finalizes exam details.

Figure 4

After completing an exam setup form, instructors receive an e-mail when the exam is made active in the ProctorU system.

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

Test-takers may then begin scheduling appointments using ProctorU.

Have Questions?

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

passwords@proctoru.com

or

855-772-8678 option 3