



**How it  
WORKS**



**Proctor** **U**



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

# Adding an Exam

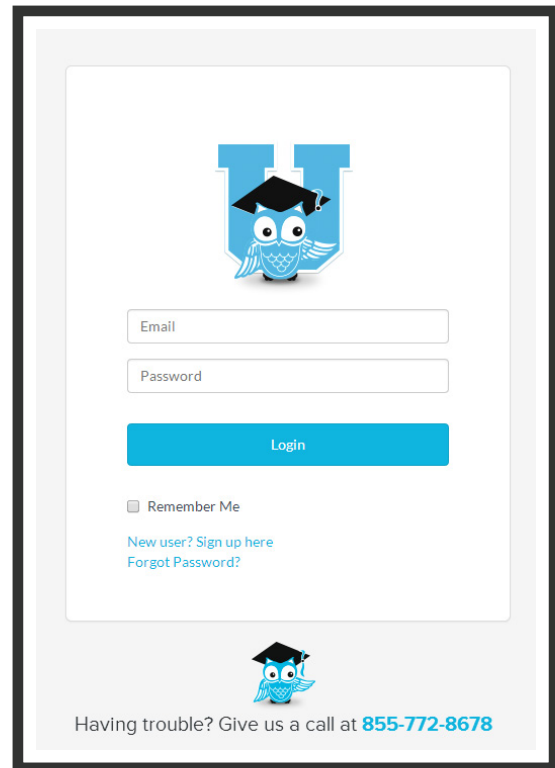
An exam must be added to the ProctorU system in order for test-takers to schedule an exam via ProctorU.

To set up an exam, 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](https://go.proctoru.com) (Figure 1).

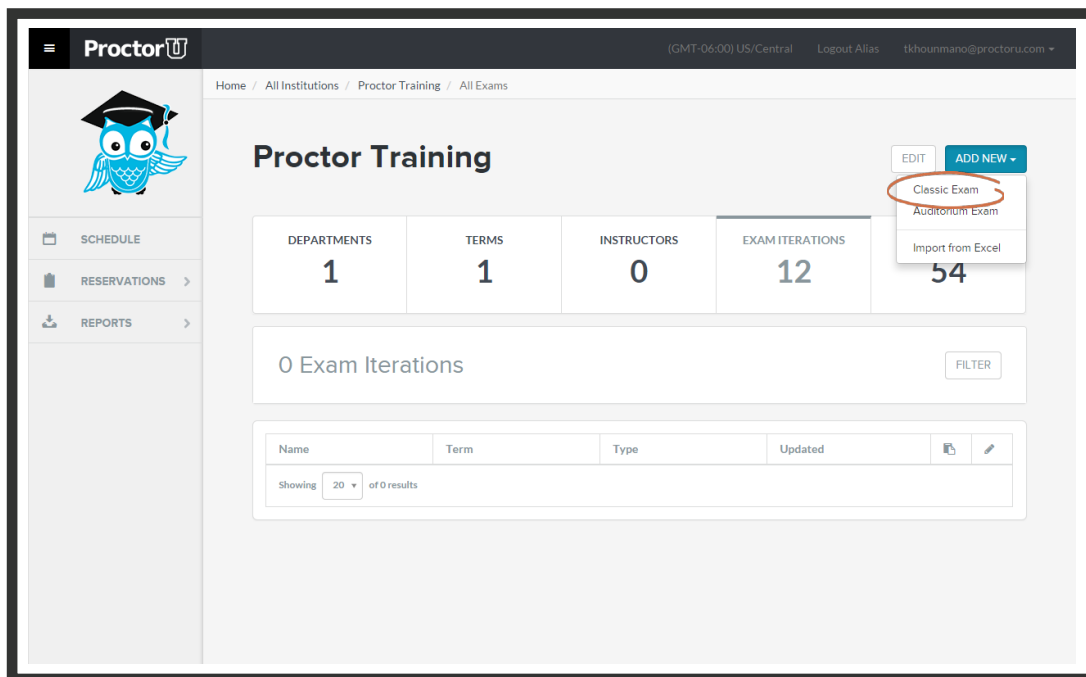
On the home page, click on the exam tab at the top to list exams available to be scheduled (Figure 2). In the top right, there is a blue **Add New** button. Clicking on the button will open a drop down menu with available exam types.

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



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

Figure 1



The dashboard shows the ProctorU logo and navigation menu on the left. The main content area is titled 'Proctor Training' and includes a summary table with the following data:

DEPARTMENTS	TERMS	INSTRUCTORS	EXAM ITERATIONS
1	1	0	12

Below the table, it shows '0 Exam Iterations' with a 'FILTER' button. A table below that shows columns for Name, Term, Type, and Updated. At the bottom left of the table, it says 'Showing 20 of 0 results'. On the right side of the dashboard, there is an 'EDIT' button and an 'ADD NEW' button with a dropdown menu. The dropdown menu is open, showing 'Classic Exam' (circled in red), 'Auditorium Exam', and 'Import from Excel'.

Figure 2

Home / All Institutions / Proctor Training

(GMT+00:00) UTC samc

## New Classic Exam Iteration

General Setting  
Exam Instance  
Exam Windows  
Exam Procedure

**Exam Settings**

- Name
- Course number
- Department: General Exams

**Iteration Settings**

- Bluebird
- Adhoc
- Term: MCB4503 section 0788 Virology Exam 1
- Instructor: Other
- Instructor (other)
- Duration
- Exam url
- Exam password
- Notes
- Notify on Schedule Emails: user1@example.com, user2@example.com

**Exam Windows**

Window

Start: 2014 September 10 15:41

End: 2014 September 10 15:41

Remove Window

Add Window

Create Iteration

Figure 3

**Instructors can specify the following details:**

- Exam name**
- Course number**
- Department**  
(e.g.: English, math, accounting, etc.)
- Bluebird/adhoc**
- Term**  
(e.g.: Fall 2014, Spring 2015, etc.)
- Instructor**  
(Select a current instructor or add an instructor's name.)
- Duration (in minutes)**
- Exam URL (location)**
- Exam password**
- Notes/allowed resources**  
(e.g.: scratch paper, calculator, eBook, textbook, etc.)
- 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.

**Exam Windows**

Window: Fall Semester Midterm 2014

Start: 2014 October 12 10:00

End: 2014 October 18 23:00

Remove Window

Add Window

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](mailto:passwords@proctoru.com)

or

**855-772-8678 option 3**