



**How it  
WORKS**



**Proctor** 



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

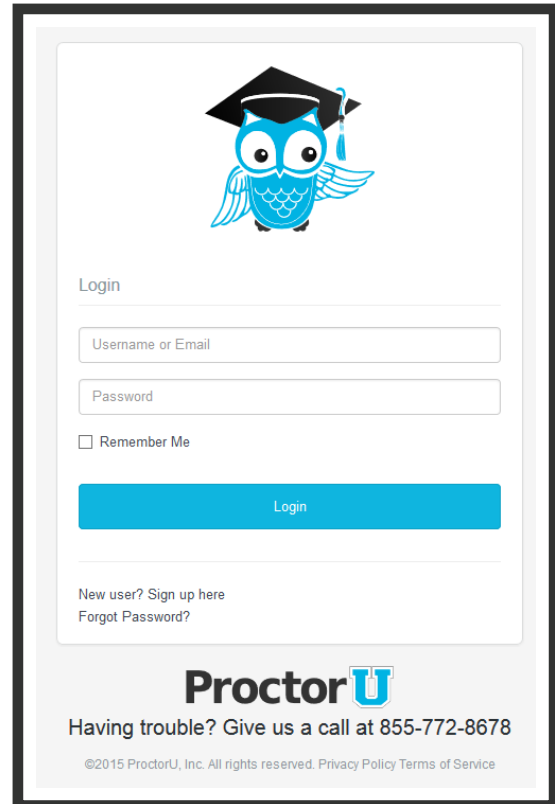
# Adding an Exam

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.

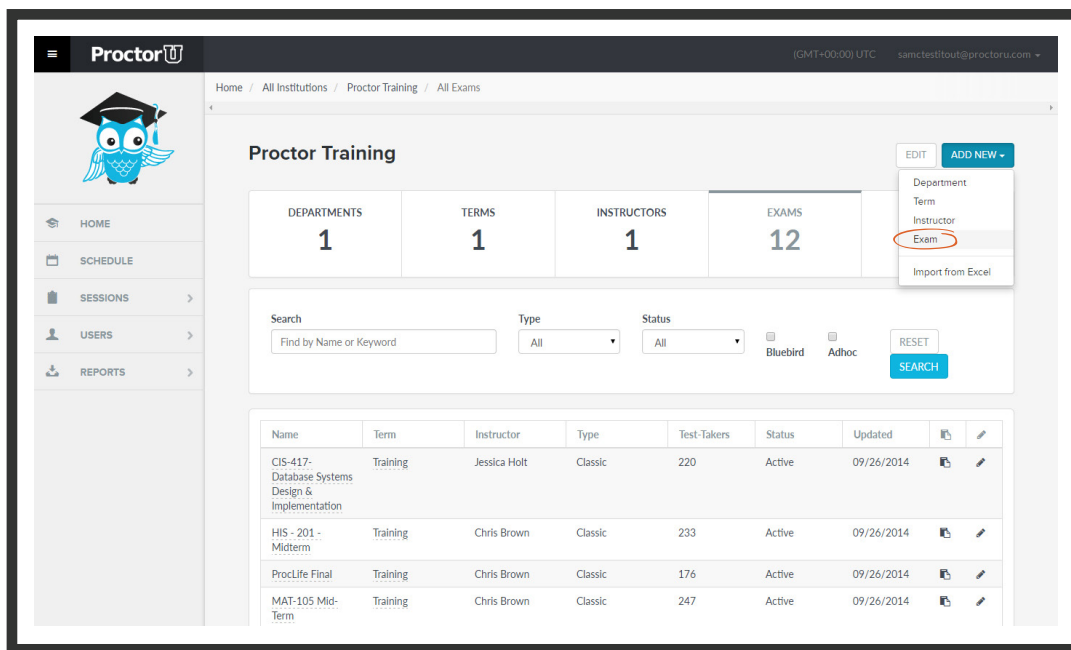
First, instructors log in to their ProctorU account at [go.proctoru.com](http://go.proctoru.com) (Figure 1).

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 image shows the ProctorU login page. At the top center is the ProctorU owl logo wearing a graduation cap. Below the logo is a 'Login' section with a text input field for 'Username or Email', another for 'Password', and a checkbox for 'Remember Me'. A large blue 'Login' button is positioned below these fields. At the bottom of the login section, there are links for 'New user? Sign up here' and 'Forgot Password?'. The ProctorU logo is repeated at the bottom of the page, along with the text 'Having trouble? Give us a call at 855-772-8678' and a copyright notice: '©2015 ProctorU, Inc. All rights reserved. Privacy Policy Terms of Service'.

Figure 1



The image shows the ProctorU Proctor Training dashboard. The top navigation bar includes the ProctorU logo, the current page path 'Home / All Institutions / Proctor Training / All Exams', and the user's session information '(GMT+00:00) UTC samctestt@proctoru.com'. The main content area is titled 'Proctor Training' and features a summary section with four cards: 'DEPARTMENTS 1', 'TERMS 1', 'INSTRUCTORS 1', and 'EXAMS 12'. An 'ADD NEW' button is visible next to the 'EXAMS' card, with a dropdown menu open showing options: 'Department', 'Term', 'Instructor', 'Exam' (highlighted with a red circle), and 'Import from Excel'. Below the summary is a search section with a search box, filters for 'Type' (All) and 'Status' (All), and buttons for 'RESET' and 'SEARCH'. At the bottom is a table of exams 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		
ProLife 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.

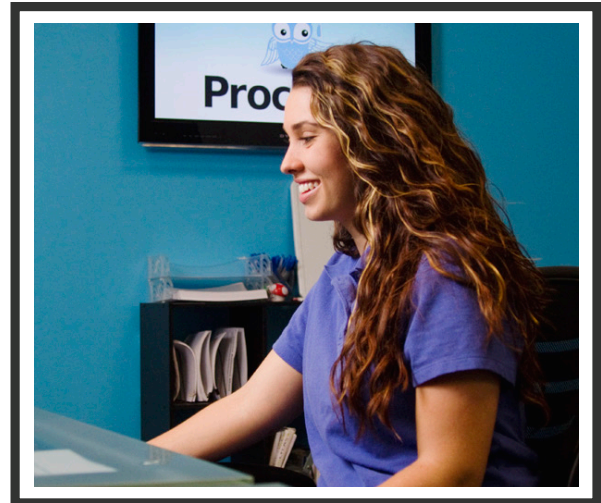
Figure 4

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**