



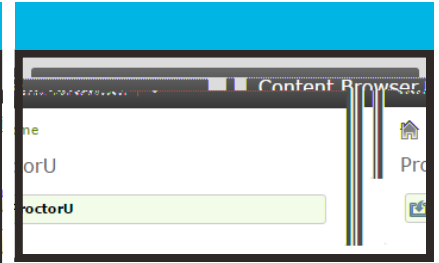
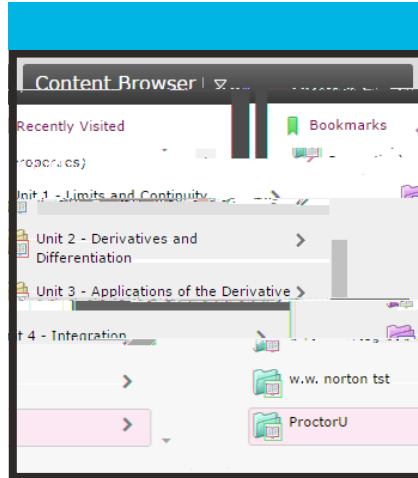
HOW IT WORKS

TEST-TAKER PROCESS

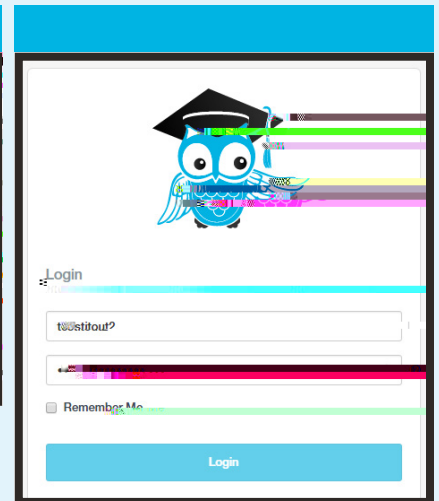
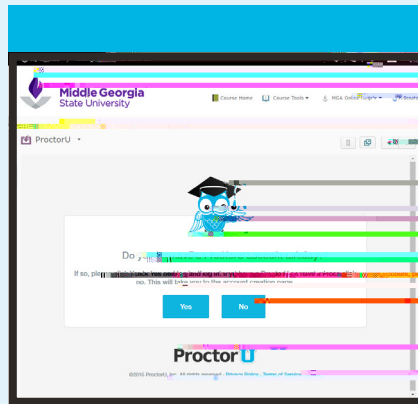
- Create an account
- Schedule an exam
-



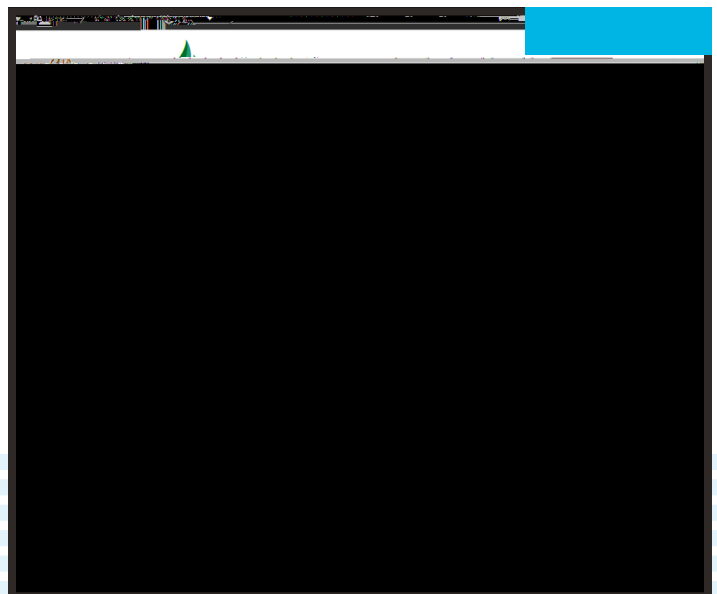
- A test-taker navigates to [https://my.mga.edu/d2l/](#) and logs in to their Middle Georgia State University (MGA) Desire2Learn account.
- The test-taker selects ProctorU under the Content Browser menu ([https://my.mga.edu/d2l/content-browser/](#)) and clicks the subsequent ProctorU integrat on link ([https://my.mga.edu/d2l/content-browser/proctoru/](#)).



- The LTI integrat on asks the test-taker if they already have a ProctorU account ([https://my.mga.edu/d2l/content-browser/proctoru/](#)).
- Clicking **Yes** prompts the test-taker to log in with their ProctorU account. Af er the frst login, the LTI will remember a logged in user ([https://my.mga.edu/d2l/content-browser/proctoru/](#)).
- Select ng **No** will prompt the test-taker to create an account ([https://my.mga.edu/d2l/content-browser/proctoru/](#)).



- Af er logging in or creat ng an account, the **My Exams** page will be displayed with the LTI integrat on inside the MGA D2L website ([https://my.mga.edu/d2l/content-browser/proctoru/](#)).



- If a test-taker does not have a ProctorU account, they click **No** on the account prompt in the LTI, and selects **Test-taker** option to create an account and completes their profile information ().
- This screen includes basic contact information and institution enrollment.

FIGURE 6

Create an account

Name

First name:

Last name:

Account

Username:

Email:

Password:

Confirm password:

Timezone

Time Zone:

Contact

Phone mobile:

Phone home:

Phone work:

Address

Street1:

Street2:

City:

State:

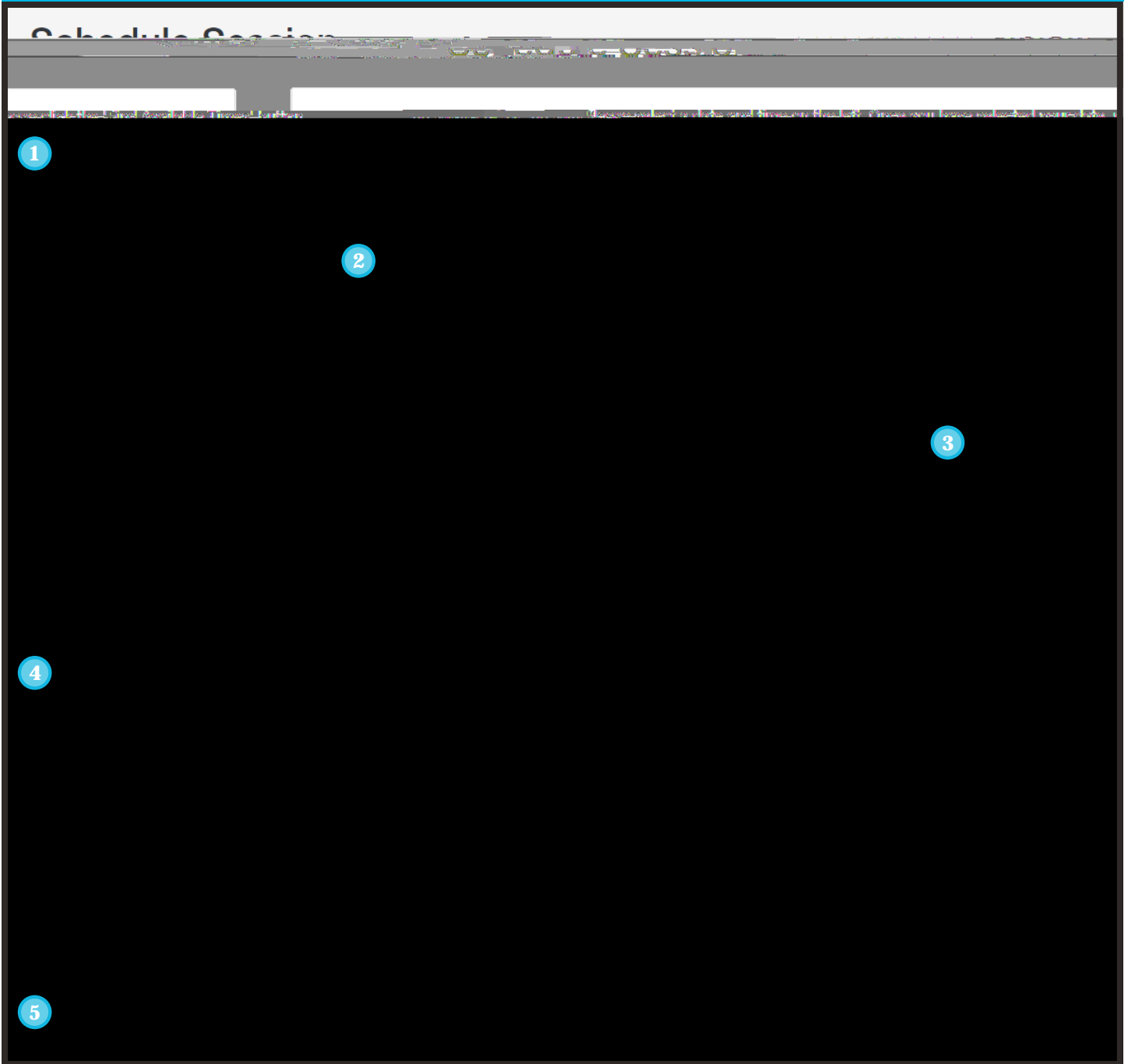
Zip:

Country:

Enrollment

Institution:

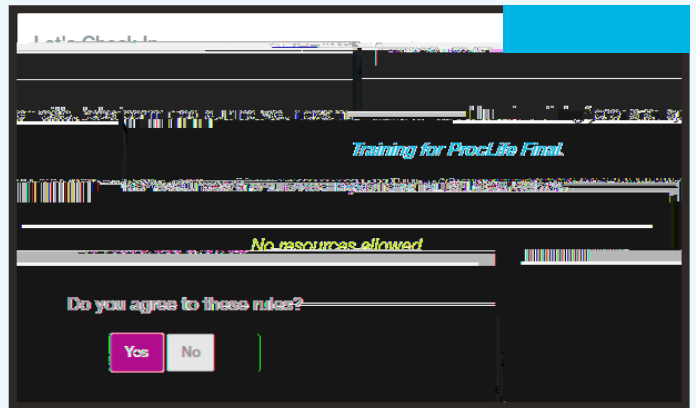
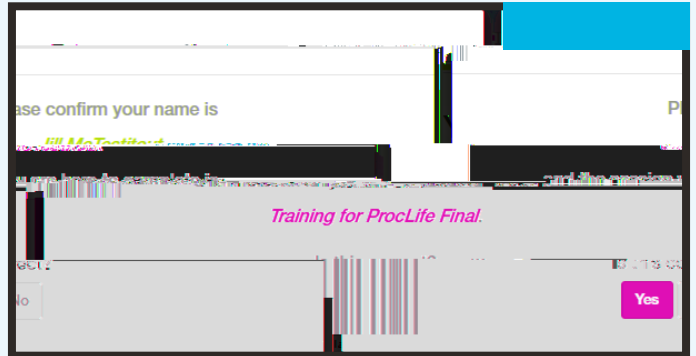
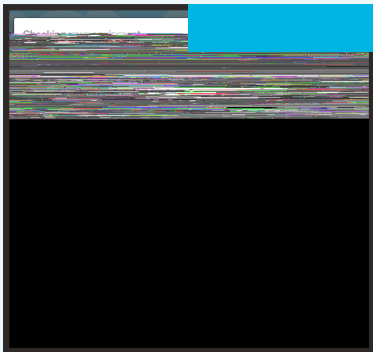
[Remove Enrollment](#)

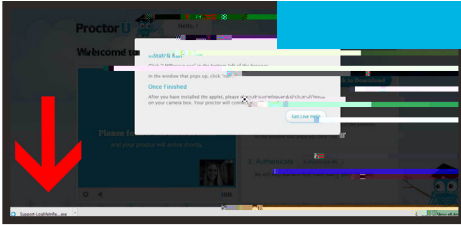


- A test-taker can select a desired appointment day and time with the calendar.
- After clicking , the six appointments closest to the desired time appear on the right.
- After clicking **SELECT** to choose an appointment, the test-taker confirms the time slot by choosing **SCHEDULE** ().
- If payment is set up as test-taker pay, the exam will be added to the test-taker's cart for payment and checkout ().

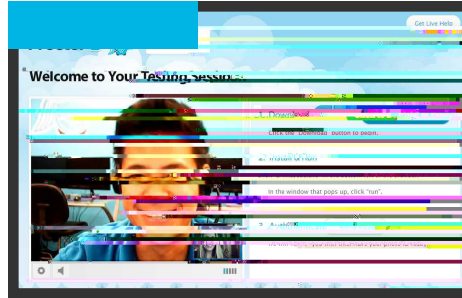
After scheduling an exam, a countdown to the

-)
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-)

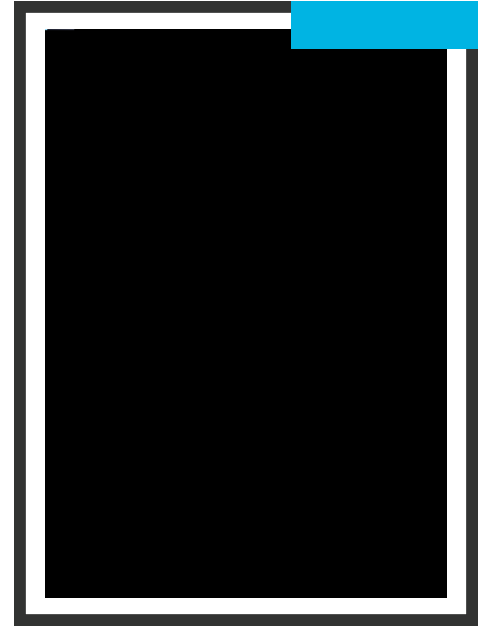


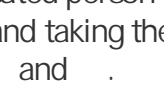



7) The test-taker is prompted to download and run an applet (). When the proctor and test-taker connect in the proctoring room, the examinee's video is shown in the bot om right corner of the video feed and the proctor's video is on the lef ().



8) shows the downloaded applet and the chat box, which connects the test-taker's screen to the proctor. Once the test-taker has connected their screen to the proctor, the proctor connects the two-way video and audio connect on.



After completing authentication, the test-taker navigates to their Learning Management System (LMS) and the proctor verifies that the authenticated person is logged in to their individual account and taking their assigned exam, as shown in  and .

During the exam, the test-taker is proctored by monitoring their video feed and testing environment and ensuring they are not receiving verbal answers from an outside source.

Screen-sharing technology allow

ProctorU engages the test-taker 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 within two business days.

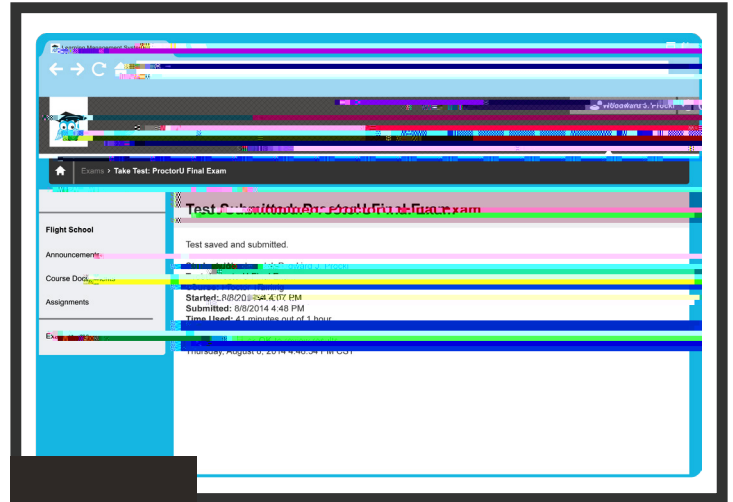
Once an exam has been completed, the test-taker contacts the proctor via the chatbox () and submits their exam.

They show the proctor their submission screen () and

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The proctor will guide the test-taker through the closing process by verifying the test submission and watching the examinee log out of their learning management or test-delivery system. An example log out button is shown at right.

Should the test-taker have any concerns about their session, they can ask their proctor or fill out the post-examination survey with their comments and rate their proctor and proctoring session.





What can my proctor

SEE and **DO**
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