

# REMOTE TEST-TAKING WITH PROCTORU

## BEFORE EXAM DAY



### **Schedule your ProctorU session ASAP.**

Schedule your ProctorU session as soon as your faculty informs you the exam is available. Proctoring sessions are limited and fill up quickly.



### **Know the equipment requirements.**

Know what your specific computer will need in order to run ProctorU by visiting the [Equipment Requirements page](#) on ProctorU's website.



### **Test your equipment.**

No one needs added stress on exam day – [test out your equipment](#) before your exam to avoid any unwelcome technical difficulties.



### **Download the ProctorU extension.**

Download the ProctorU extension ahead of your exam and become familiar with the platform. [Chrome extension](#). [Firefox extension](#).

## ON EXAM DAY



### **Know the ProctorU Startup process.**

Be prepared to scan your room, show your government-issued photo ID, and have a picture taken of you - all for security reasons. Watch [ProctorU's Walkthrough](#) video for more information on the startup process.



### **Gather the items you will need for the exam.**

There are a some [items you need to have](#): a government-issued photo ID, materials authorized by your instructor (scratch paper, etc), a working webcam and microphone, a strong internet connection, and a private room.



### **Get mentally prepared for the exam.**

Some exams may not have breaks included. Use the restroom, eat a healthy snack, and remind yourself - "you got this"!

### **Log on to ProctorU 3 minutes before your exam time.**

On the "My Sessions" of your ProctorU account, there will be a countdown timer showing the time before your next exam. When the time reaches zero minutes, click the "Start Sessions" button.