**Step 1: Register for SmarterProctoring for the first time**
- Make sure you are using an approved browser: Chrome (recommended) or Firefox
- From your Blackboard course home page click SmarterProctoring on the left side bar
- Agree to the Privacy & Terms of Use and submit
- Click “Get Started”, then complete the “Profile Settings”
- Click “Save” and your account will be registered

**Step 2: Documented Accommodation**
- Once registered (Step 1), from My Exams - Course dashboard in Blackboard look for the test you are taking
- Review Exam Information for exam details
- Check Exam Duration or Notes for your approved accommodation
  - If it’s not there, contact your professor
- Once accommodations are there, proceed to the instructions for Taking an Exam

**Step 3: Taking an Exam**
- Automated Proctoring does not require a scheduled exam session.
- Student will start the session any time during the professor’s exam window
- From My Exams - Course dashboard in Blackboard look for the test you are taking
- Review Exam Information for details about exam length, opening/closing date and any notes
- Click “Choose a proctor->”

**Step 3: Continued**
- Click on Automated Proctoring
- Check your computer’s technical requirements

**STOP** If any requirements are not met, contact SmarterProctoring Support BEFORE beginning your exam
- Click the "Continue" button
- At the “Confirmed” screen, choose
  - Start Session Now—to begin immediately
  - Start Session Later—to test at a later time
- Once you click “Start Now” the check-in process automatically begins
  - You are required to take a picture of yourself & your ID for ID verification
  - You will record a 360° view of your testing area
- After check-in, you return to the exam dashboard
- Click “Take Exam” to begin
  - The exam password is automatically entered
  - If it is not, click the key icon to “Inject Password”

- Enter the exam by clicking “Continue” on the final “All Set” page
  - Important: Do not start the exam in a separate tab from the onboarding tab
- At the end of the exam, click “Submit”
- When you return to the dashboard click “Stop Proctoring Session”
  - You will be asked if you want to disconnect
  - Confirm and disconnect to end the session
  - The “Session Completed” page will appear

Questions? Email AcademicTesting@montgomerycollege.edu

For detailed student instructions visit [https://www.montgomerycollege.edu/assessment](https://www.montgomerycollege.edu/assessment)