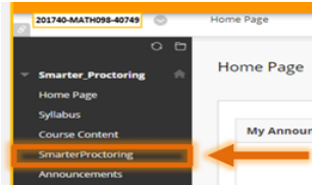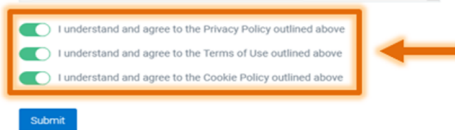# Student Quick Start Guide for SP Automated Proctoring

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

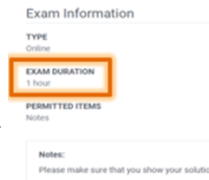- Agree to the Privacy & Terms of Use and submit

- Click "Get Started", then complete the "Profile Settings"

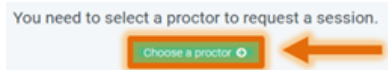- Click "Save" and your account will be registered

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
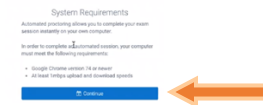- Click "Choose a proctor->"
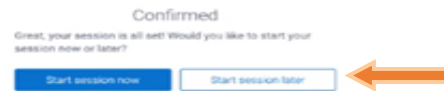

Step 3: Continued

- Click on Automated Proctoring

- Check your computer's technical requirements

- 🛑 If any requirements are not met, contact SmarterProctoring Support **BEFORE** beginning your exam ⊙ Support
- Click the "Continue" button
- At the "Confirmed" screen, choose
  - Start Session Now—to begin immediately
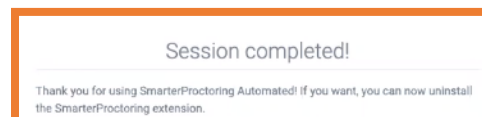 - Start Session Later—to test at a later time

- 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