SmarterProctoring
Introduction by Assessment Centers

Virtual Proctoring via ProctorU
October 2020
Introducing SmarterProctoring

- What is SmarterProctoring
- Getting Started with the Platform
  - Faculty resources to set up exams
  - Student resources to schedule sessions
- Notes about Accommodations
What is SmarterProctoring?

- **SmarterProctoring**
  - Web-based platform that interacts with Blackboard to assist faculty in submitting test requests to Assessment Centers
  - Assessment staff review test requests for exam set up and approve during regular office hours (M-F 8:30 am – 5 pm)
  - Faculty can make changes to the test set up before student's schedule to take their exams
What is ProctorU?

- ProctorU online proctoring service that interacts with SmarterProctoring to assist students with online test scheduling and test completion.
  - Once faculty exams are approved in SmarterProctoring, students will be able to schedule a test appointment and complete their exam with an online proctor through ProctorU, anytime, any day, 24/7, 7 days a week.
  - This service is free of charge to MC students.
Getting Started with SmarterProctoring
Faculty Resources

- Faculty Guide (presentation)
  - Detailed instructions on:
    - Linking to SmarterProctoring through Blackboard
    - Setting up an exam
    - How to make changes on an exam set up
    - Adding DSS accommodations
  - Frequently Asked Questions

- Faculty Quick Start Guide (pdf)
  - One-page document providing high-level instructions to set up an exam
Student Resources

- Student Guide (presentation)
  - Detailed instructions on:
    - Registering with SmarterProctoring
    - How to make, reschedule and cancel an exam appointment
    - How to start the ProctorU session
  - Frequently Asked Questions

- Student Quick Start Guide (pdf)
  - One-page document high-level instructions for students
    - Registering for SmarterProctoring
    - Scheduling or changing an exam session

- Student Technical Guide for ProctorU (pdf)
  - One-page document on equipment and system requirements
  - Instructions for testing their systems before the exam session
Notes about Accommodations
Student DSS Accommodations

- Disability Support Services (DSS) Office determines student accommodations on a case by-case basis
- DSS students must contact their DSS counselor to confirm that their computer hardware works for remote learning and testing
  - DSS has tested ProctorU extensively and can inform students if ProctorU is appropriate
  - DSS will inform the professor of the accommodation needed
    - Faculty will share specific accommodation for an exam with the Assessment Center
- DSS does not share student accommodation information directly with the Assessment Center
- Noting accommodations in SmarterProctoring
  - Extended time
    - Is noted on the individual student’s profile in SmarterProctoring
    - Must be updated on the student’s profile for each exam given – the accommodation does not automatically carry through to each exam
  - Other accommodations are arranged with DSS as required
Adding DSS Accommodations

- Faculty should encourage students to register for SmarterProctoring through Blackboard during the first week of class

- Faculty will submit tests via SmarterProctoring for approval
  - Faculty will add any DSS accommodations in the Proctoring Notes field of the SmarterProctoring test approval request

- Assessment Center will enter accommodations for the exam as noted for individual students and approve the exam
  - If the student’s name does not appear on the roster, Assessment Center staff will reach out to the student to register for SmarterProctoring through Blackboard
Email us: AcademicTesting@montgomerycollege.edu

Assessment Staff are available:
Monday, Thursday and Friday 8:30 am to 5:00 pm
Tuesday and Wednesday 8:30 am to 7:00 pm
www.montgomerycollege.edu/assessment