

# SmarterProctoring

## Introduction by Assessment Centers

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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

# CONTACT US

Got Questions? We are here to help!

Email us: [AcademicTesting@montgomerycollege.edu](mailto: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](http://www.montgomerycollege.edu/assessment)