MONTGOMERY COLLEGE

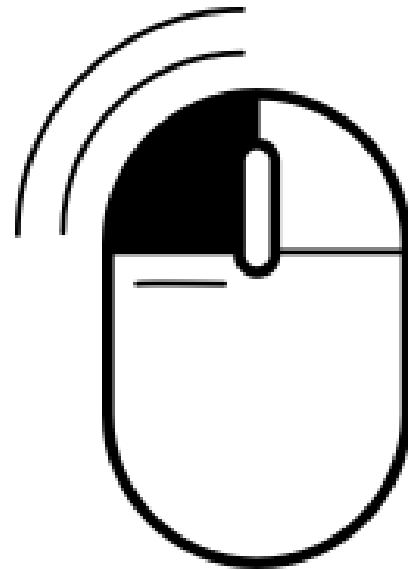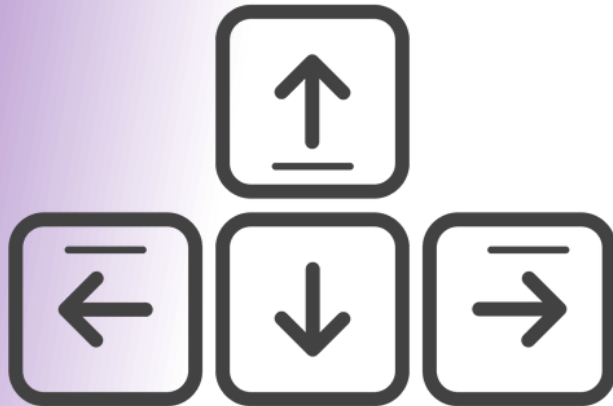# SmarterProctoring
Student Guide

Virtual Proctoring via ProctorU

TO NAVIGATE THIS PRESENTATION

Use the Arrow Keys on your Keyboard, or your Mouse

What is SmarterProctoring?

➢ **SmarterProctoring** is a platform that streamlines the exam scheduling process at Montgomery College. It integrates with **ProctorU,** a platform that provides virtual proctoring.

Quicklinks:

➢ Registering with SmarterProctoring
➢ How to make an Exam Appointment
➢ How to start your ProctorU Session
➢ How to Reschedule or Cancel Appointments
➢ Contact Us

MC MONTGOMERY COLLEGE

REGISTERING WITH SMARTERPROCTORING

Go to www.montgomerycollege.edu and click the **Access MyMC** button located on the top-right corner of the page. Use Google Chrome (recommended) or Mozilla Firefox as your browser.

Enter your **username** (MyMC ID) and **password ,** then click the **Sign In** button to log in to your MyMC account.

From your MyMC home page, click the **Blackboard** button located on the upper-right corner of the page to access your **Blackboard** account.

On your **My Blackboard** page, under **My Courses** or **Courses Tab**, select the course you wish to schedule an exam for. For example, 201740-MATH098-40749

On the course homepage, click **SmarterProctoring2017** located on the sidebar. If you do not see it, click **Tools** to add the SmarterProctoring2017 link to the sidebar.

On the **Tools,** scroll the list of available links, locate, and click the **SmarterProctoring2017** link.

First time users must agree to **Privacy & Terms of Use.** Toggle on each agreement, then click the **Submit** button. If you are not a new user, you can skip to the next section

First time users need to complete the **SmarterProctoring Enrollment** to choose preferences. To begin, click the **Get started ->** button.

Under **Profile Settings – General Settings,** fill out required fields marked with an asterisk (*). Include your **Mobile Phone Number** to get text reminders of exam appointments.

You are using an unsupported browser. We recommend that you update your browser for the best experience.

Profile Settings

General Settings

In order to provide you with accurate information, please fill out the form below. Required fields are marked with an asterisk (*).

First Name *
Ramon

Last Name *
Valenzuela_PreviewUser

Preferred Email *
This is the email address that we will send all communication to.
ramon.valenzuela@montgomerycollege.edu

Home Phone Number
Home Phone Number

Mobile Phone Number
Mobile Phone Number

Time Zone *
America/New_York

Default Currency *
US Dollar

Providing your location helps us show the proctors closest to you. The more precise you are with your location, the more accurate your proctor results will be. At a minimum, you must provide a city.

❓ Support

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Recent Updates   Documentation

In **Location**, enter the name of your city (i.e. Rockville, Silver Spring), then click the **Save** button.

HOW TO MAKE AN EXAM APPOINTMENT

On the Course Dashboard, find the exam you are taking under **My Exams.** Review the Exam Information. Click the **Choose a proctor ->** button.

The scheduling window for this exam has closed.

Exam Information

TYPE
Online

OPENS
3/4/2019 at 5:00am EST

CLOSES
12/19/2019 at 2:30pm EST

EXAM DURATION
4 hours

SCHEDULING OPENS
3/4/2019 at 12:22pm EST

SCHEDULING CLOSES
12/19/2019 at 2:30pm EST

PERMITTED ITEMS
Bathroom Break, Calculator (?), Notes

🖥 Valenzuela, Ramon - SMPT101 - 20123 - Intro to SmarterProctoring

You need to select a proctor to request a session.

Choose a proctor ➡

Exam Information

TYPE
Online

OPENS
1/20/2020 at 12:00am EST

CLOSES
3/31/2020 at 3:30pm EDT

EXAM DURATION
1 hour

SCHEDULING OPENS
1/19/2020 at 11:59pm EST

SCHEDULING CLOSES
3/31/2020 at 5:00pm EDT

PERMITTED ITEMS
Notes

Notes:
Please make sure that you show your solution on each problem. Good Luck!

Note: If you have an approved accommodation for time, double check that the Exam Duration has been updated BEFORE you schedule your exam session. Contact your professor if it is not there.

? Support

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On the next window, **Select Session Type.** Click the **Select Time ->** button under **ProctorU – B-Virtual**,.

Select Session Type

ProctorU
B-Virtual

Select Time ➤

ProctorU is only available for online exams such as digitized exams found in Blackboard.

MC Assessment Centers
Montgomery College Testing Centers

Choose ➤

Important: MC Assessment Centers are closed until further notice. Do **NOT** select this option until the centers open.

Before scheduling, confirm your computer meets the Technical Requirements. Click the **Test your equipment** link to verify.

Note: You do not need to create an account with ProctorU to complete this equipment verification.

Select Session Type

proctorü

ProctorU is an online test proctoring service that provides test takers the convenience of testing from home, without compromising security. Scheduling your exam with ProctorU provides you with the following benefits:

- On-demand appointments available 7 days a week, 24 hours a day
- Technical support available to faculty and test-takers

Technical Requirements

- **Google Chromebooks are not currently supported**
- ProctorU Extension
- A functioning webcam and microphone
- Google Chrome Browser

When testing with ProctorU, you will be recorded using both screen capture and your webcam, during the whole time of connection with the service. It will be the student's responsibility to end the recording by closing the browser tab and clicking on the red X of the chat box. If the student does not close out the recording, they will continue to be monitored by the screen and webcam recordings.

Test your equipment

How much does it cost?

This exam will cost **$0.00 USD**

Credit/debit card payment is required when scheduling an appointment. Students are encouraged to register for their exams at least three days in advance of their preferred testing time.

📅 Schedule your exam

? Support

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Test your equipment to make sure each item meets the requirements, and update items as needed.
Remember: You must use Google Chrome or Mozilla Firefox as the browser.

Testing Your Equipment

Camera Check   **Microphone Check**   **Flash Check**   **OS Check**   **Bandwidth Check**

Update items, like your Flash player, **BEFORE** you sit for your exam.

Please enable Flash from your browser or download the latest version.

Please note ❗

The automated equipment check does not guarantee your equipment's functionality on exam day. Blocked ports and security firewalls may inhibit your ability to connect to a proctor. To ensure functionality, scroll down to chat with a live technician!

Note: If your computer does not meet the equipment requirements, contact the Assessment Center for assistance.

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When you know all requirements have been met, click the **Schedule your exam** button

Select Session Type

If one of the components does not clear, and you cannot fix the issue, contact the Assessment Center before scheduling your exam.

STOP

proctorU

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📅 Schedule your exam

? Support

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Select the **date** and **time** when you want take your exam, then click the **Schedule** button. You will need to add a half hour to the allotted exam time for proctoring sign in when you schedule.

Example: If your exam is 2 hours long, and it expires at 5 pm, you must schedule your session before 2:30 pm

The **Confirm Session** section will show the date and time you selected. If correct, click **Continue** to confirm your appointment.

Confirm Session
You have selected the following session:

Saturday, February 29 at 2:30am EST

If everything looks right, click the button below to schedule your session

📅 Continue

or

Select a different time

Note: If the date and time are incorrect, click the **Select a different time** link to return to the previous page.

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The **Payment Summary** page shows a zero balance since MC students do not pay for this service. Click the **Schedule** button to confirm your ProctorU session.

Payment Summary

Session $0.00 USD

Total   **$0.00 USD**

Have a voucher code?

Schedule

or

Go back

Note: If you want to make any changes, click the **Go back** link provided above.

Select Session Type

You are using an unsupported browser. We recommend that you update your browser for the best experience.

https://app.smarterproctoring.com/#/schedule-session/exam/EX8c79abd1e30f4e9b97f49fa18cb66391/session/ES8c7e8566a5fe08d1b0bc4524723a6f6c/configuration/ECc1c7f00914d748aa905887c4401...

Home - montgomerycollege.edu   Home Page – Smarter_Proctoring   SmarterProctoring

Support

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The confirmation page shows your appointment date and time. Click the **Return to Dashboard ->** once done.

Home - montgomerycollege.edu   Home Page – Smarter_Proctoring   SmarterProctoring

https://app.smarterproctoring.com/#/schedule-session/exam/EX8c79abd1e30f4e9b97f49fa18cb66391/session/ES8c7e8566a5fe08d1b0bc4524723a6f6c/configuration/ECc1c7f00914d748aa905887c4401...

You are using an unsupported browser. We recommend that you _update your browser_ for the best experience.

Select Session Type

Confirmed!

Great, you're all set! Your session has been scheduled for:

Saturday, February 29 at 2:30am EST

Return to dashboard ➔

② Support

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Start   Document1 - Word   SmarterProctoring - ...   1:45 PM

HOW TO START YOUR PROCTORU SESSION

Montgomery College

Within 15 minutes of the exam session start, go back to your course dashboard and click the **Start session ->** button to start your test. Have your ID with you.

HOW TO RESCHEDULE OR CANCEL APPOINTMENTS

Go to the course dashboard and look for the scheduled exam that you want to change. Click the **reschedule or cancel** button and follow the prompts.

CONTACT US

Got Questions? We are here to help!

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

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