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
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.
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.

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

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

**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.
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.

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

If one of the components does not clear, and you cannot fix the issue, contact the Assessment Center before scheduling your exam.
Select the **date** and **time** when you want to 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.

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

**Note:** If you want to make any changes, click the **Go back** link provided above.
The confirmation page shows your appointment date and time. Click the Return to Dashboard -> once done.
HOW TO START YOUR PROCTORU SESSION
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.
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