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SmarterProctoring
Preparing for your First Exam

Introduction by the Assessment Center
October 2020

Introducing SmarterProctoring

➢ What is SmarterProctoring

➢ Testing Your System

    ➢ What you need before your start

    ➢ Testing system components

    ➢ Troubleshooting

➢ Starting a Proctored Exam

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What is SmarterProctoring?

- **SmarterProctoring**
  - Web-based platform that interacts with Blackboard enabling students to schedule an exam session with ProctorU.
  - The professor will provide instructions for the student and the proctor through the exam template.
  - SmarterProctoring does not proctor the exam sessions.

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What is ProctorU?

- **ProctorU** online proctoring service that interacts with SmarterProctoring to assist students with online test scheduling and test completion.
    - Students can 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.

proctorU®

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Getting Started

➢ Before you start make sure you are using:

  ➢ A PC with Windows Vista (or higher) or MAC with OS X 10.5 (or higher)

    ➢ What is not supported:

Chromebooks	Linux OS
Tablets	Smart Phones
Virtual Machines	Windows 10 S mode

  ➢ A PC/MAC with a functioning microphone and web camera (640x480 resolution)

  ➢ Google Chrome or Mozilla Firefox for the internet browser

    ➢ Browsers that are not supported:

Microsoft Edge	Internet Explorer
Safari	Avast
Opera	Maxthon
Avant	Others...

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Testing Your System

➢ Go to https://test-it-out.proctoru.com

    ➢ Do NOT create a ProctorU account to test your equipment

    ➢ The system test will automatically run from this site

    ➢ The test will show a check mark ✓ if a component working or an X if a component is not working

        ➢ Remember, Chromebooks are not supported, even if the OS component is checked
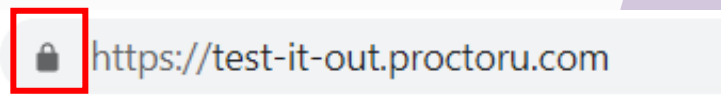

Testing Your Equipment

Camera Check   Microphone Check   Flash Check   OS Check   Bandwidth Check

Please visit **Camera Help** for instructions on how to enable your camera.

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

Enabling Components

➢Click the lock symbol in the address bar

🔒 https://test-it-out.proctoru.com

➢Click on Site Settings at the bottom of the pop-up window

➢Find the component in the settings

➢In the permissions field, choose "Allow" for each component that is blocked

　　➢Flash may require a software update

➢Close the settings page then refresh your screen to rerun the system test

All Set?

➢ Yes – all components in the equipment check had a green check

  ➢ Great, download the ProctorU extension for the browser you are using

    ➢ Chrome Extension
    ➢ Mozilla Extension

  ➢ Schedule your exam session through your Blackboard class

➢ No – and I'm not sure what I need to do

  ➢ If you are unable to get all components working, contact the Assessment Center

    ➢ Email: AcademicTesting@montgomerycollege.edu

    ➢ Check for the Assessment Center office hours

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Finding an Exam Time

Finding an Exam Time

➢ Use the Student Guide or the Student Quick Start Guide for instructions on how to register with SmarterProctoring and set an exam appointment

➢ Your Professor will set the

  ➢ Length of the exam – how long you have to complete the
  ➢ Exam opening time – when you start the exam
  ➢ Exam closing time – when you have to have the exam completed by

➢ Example

  ➢ Your exam is 30 minutes long
  ➢ The exam opens at 8 am, which is earliest time you can schedule a testing session
  ➢ The exam closes at 12:30 pm, which is the time you have to be finished testing
  ➢ The latest appointment that can you can schedule is at 11:30 am
    ➢ You must add 30 minutes to the testing time for check-in purposes

  ! Schedule Early! If you schedule your testing session near the closing time, you may not have the option to reschedule your appointment if there is a problem.

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Starting the Exam

<u>Starting Your Proctored Exam</u>

➢ Download the ProctorU extension:

  ➢ Chrome Extension

  ➢ Mozilla Extension

➢ Log in to the test session through your Blackboard 3-5 minutes before your scheduled appointment time

➢ When the session begins, you will be prompted to

  ➢ Take a photo of yourself and your ID

  ➢ Download the chat box

  ➢ Review the exam rules with the proctor

  ➢ Allow the proctor to check your system remotely

  ➢ Provide a camera pan of the room you are testing in

    ➢ Unless previously approved by your professor:

      ➢ You must be alone

      ➢ Your phone will need to be out of reach

➢ For more information about what to expect on the day of the exam, visit

  https://support.proctoru.com/hc/en-us/articles/360043565051-Exam-Day-What-to-Expect-

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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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