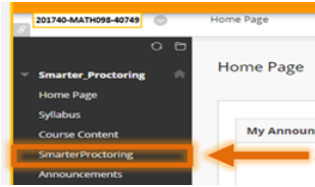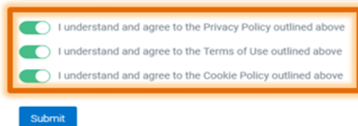# Student Quick Start Guide for SmarterProctoring/ProctorU

Step 1: Register for SmarterProctoring for the first time

- Make sure you are using an approved browser: Chrome (recommended) or Firefox
- From your Blackboard course home page click SmarterProctoring on the left side bar

- Agree to the Privacy & Terms of Use and submit

- Click "Get Started", then complete the "Profile Settings"

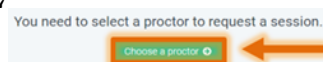- Click "Save" and your account will be registered

Step 2: Documented Accommodation

- Once registered (Step 1), from My Exams - Course dashboard in Blackboard look for the test you are taking
- Review Exam Information for exam details
- Check Exam Duration or Notes for your approved accommodation
  - If It's not there, contact your professor
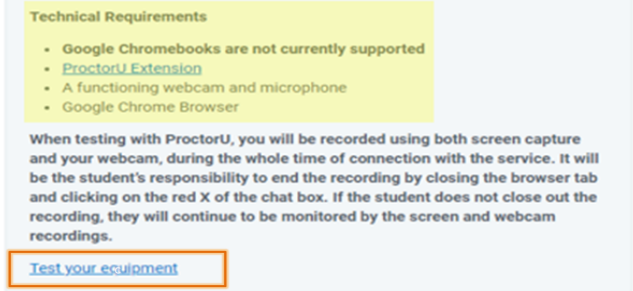- Once accommodations are there, proceed to the instructions for scheduling an exam session
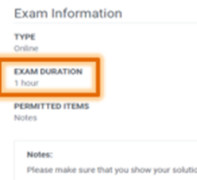
Step 3: Scheduling an Exam Session

- From My Exams - Course dashboard in Blackboard look for the test you are taking
- Review Exam Information for details about exam length, opening/closing date and any notes
- Click "Choose a proctor->"
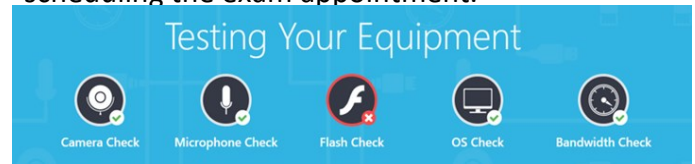
- Under ProctorU click "Select Time ->"

ProctorU
B-Virtual

Step 3: Continued

- Check that your computer meets the technical requirements

  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

- Make sure all items meet the requirements before scheduling the exam appointment.

  Testing Your Equipment
  Camera Check | Microphone Check | Flash Check | OS Check | Bandwidth Check

- 🛑 If any requirements are not met, contact the Assessment Center **BEFORE** scheduling your exam (AcademicTesting@montgomerycollege.edu)

- Click the "Schedule your exam" button
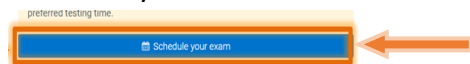
- Choose an exam date and time and "Schedule". **Remember** to add a half hour to start the proctoring schedule.

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

- On the Confirm Session page, review the date and time of the appointment and click "Continue"

- The Payment Summary page will have a $0 balance
- Click "Schedule"
- The Confirmed! Page will indicate the exam is scheduled

Step 4: Changing/Cancelling your Exam

- From the My Exams - Course dashboard, find the exam that you want to cancel or reschedule
- Click the reschedule or cancel button

  Need to make a change?
  Reschedule | Cancel session
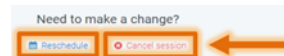
- Follow the prompts to change or cancel the date and time

For detailed student instructions visit
https://www.montgomerycollege.edu/assessment