


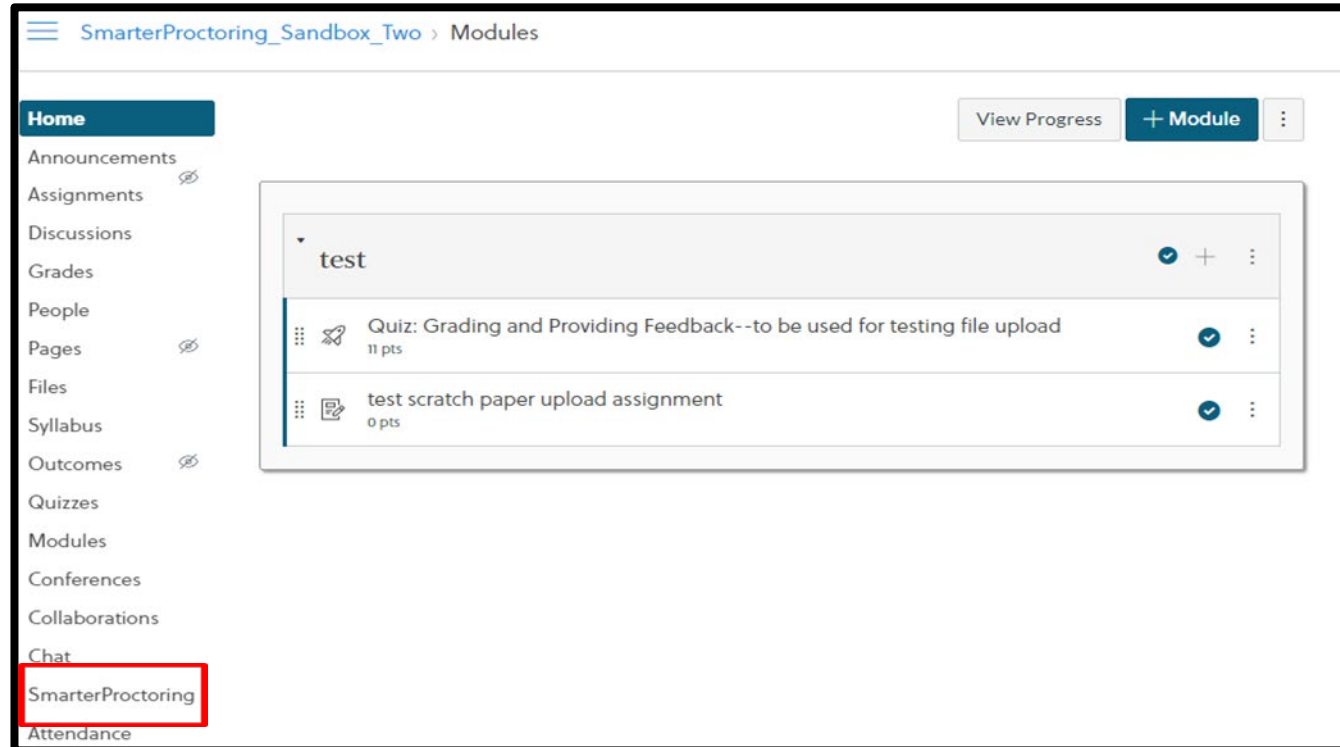


STUDENT SCHEDULING THROUGH SMARTERPROCTORING

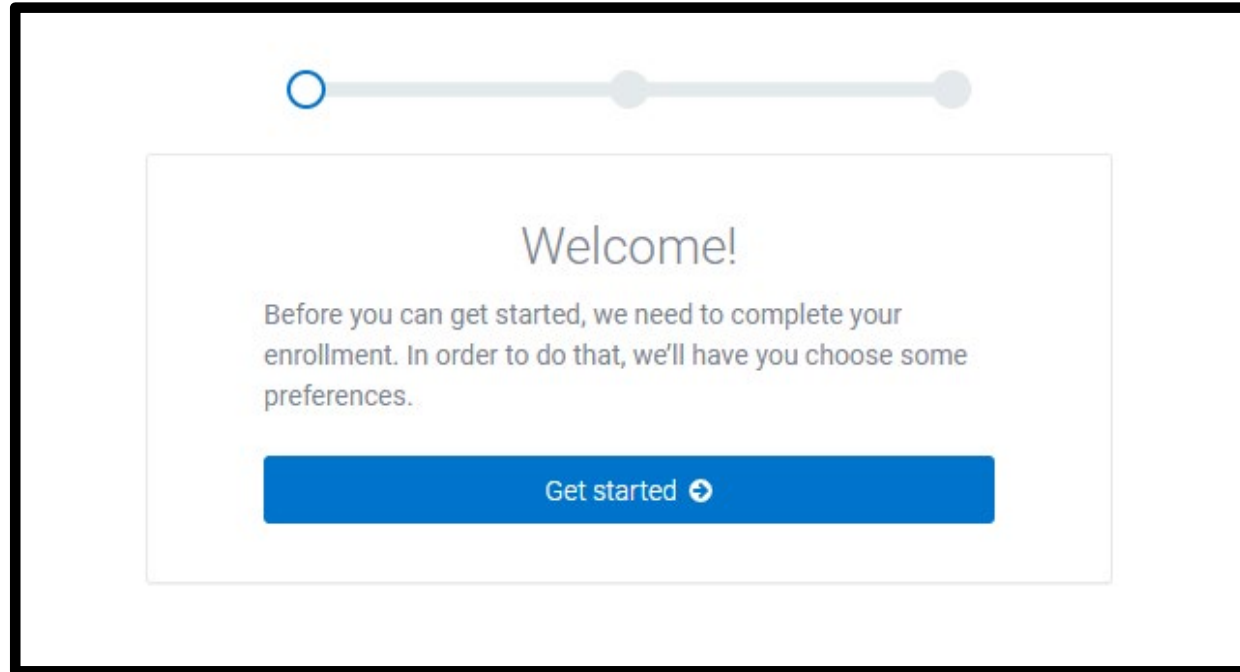


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- Students using any of the virtual testing options – ProctorU, Automated Proctoring, or Automated Proctoring w/Review + – must test in a room without any other testers.
 - The assessment centers do not provide seating for virtual testing options.

- Students will first login to their course in Canvas and select the SmarterProctoring link.



- Students need to complete SmarterProctoring's registration page.



- In the SP Dashboard, students will identify which exams are open to them and which ones are closed.
- Students will select the exam that they would like to take and click on **Start exam.**


The screenshot displays five distinct message cards for exam status:

- When an exam is not yet open:** A light blue card with the text "Your exam is not yet open." and "This exam opens 6/23/2020 at 4:00am EDT and closes 6/30/2020 at 4:00am EDT, please come back to take the exam during that time."
- When an exam is open and can be taken:** A light blue card with the text "Your exam is open until 5/31/2020 at 4:00am EDT." and "Please click Start exam below to begin your exam." Below the text is a green button labeled "Start exam" with a right-pointing arrow.
- If an exam is already closed and was not taken:** A light blue card with the text "This exam is now closed." and "Please contact your instructor if you still need to take this exam."
- If the exam has been completed and there are additional attempts allowed:** A light blue card with the text "Thank you for taking your exam!" and "You have 9 attempts remaining for this exam." Below the text is a green button labeled "Retake exam" with a right-pointing arrow.
- If the exam has been completed and no additional attempts are allowed:** A light blue card with the title "Sample Automated (Completed)". Below the card is a section titled "Session Details" with a horizontal line underneath.

- Students should pay close attention to the exam due date and time to ensure they have enough time to complete the exam before it is scheduled to close.

My Exams

Upcoming Exams

 Comprehensive Final Exam: Option 2 - Essay Exam (Proctored)

You need to select a proctor to request a session.

[Choose a proctor ↻](#)

Exam Information

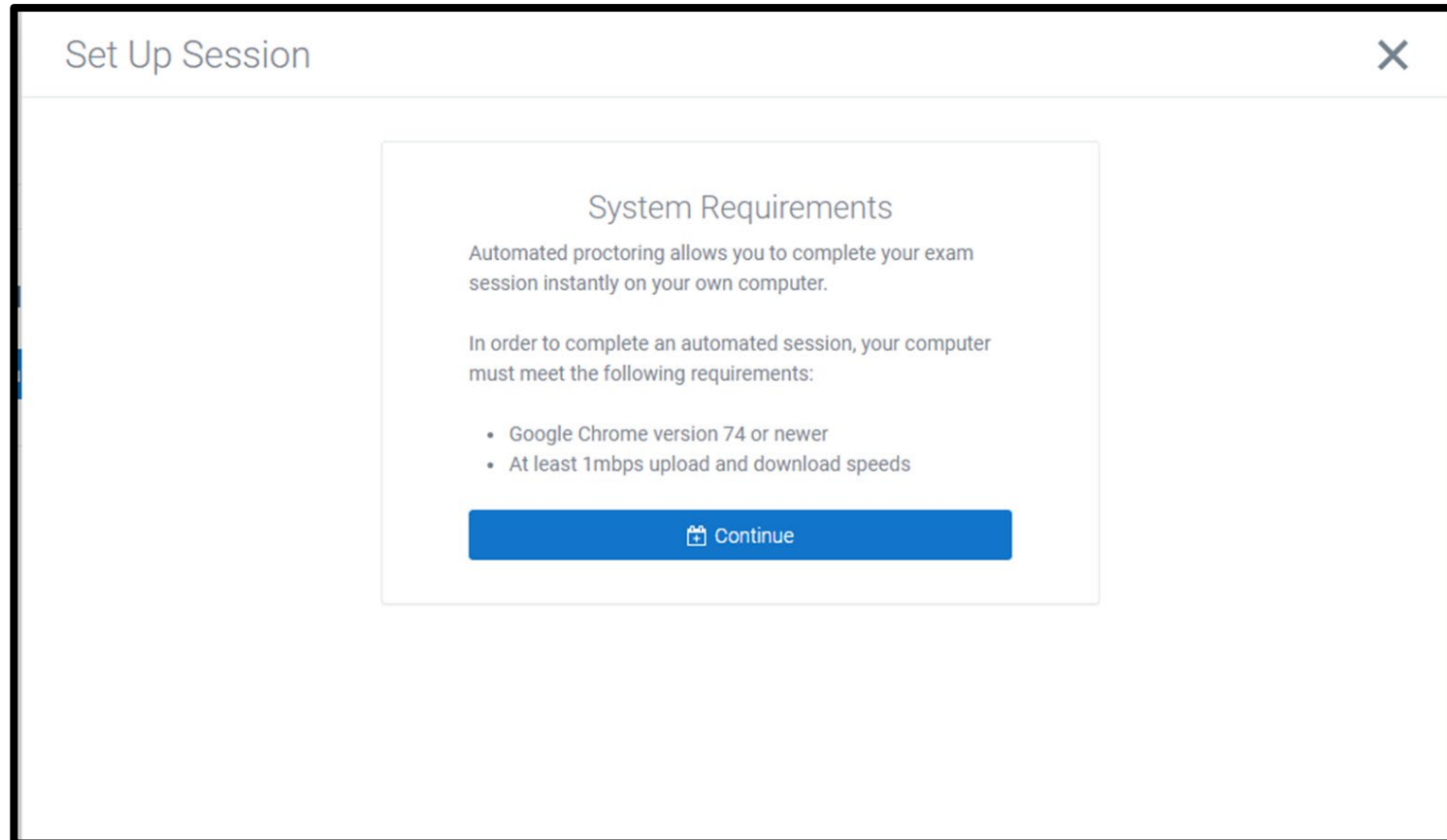
Type Online	Opens 8/14/2022 at 12:00am EDT	Closes 8/23/2022 at 11:59pm EDT
Exam Duration 1 hour 40 minutes	Scheduling Opens 6/3/2022 at 11:59pm EDT	Scheduling Closes 8/23/2022 at 11:59pm EDT

Permitted Items

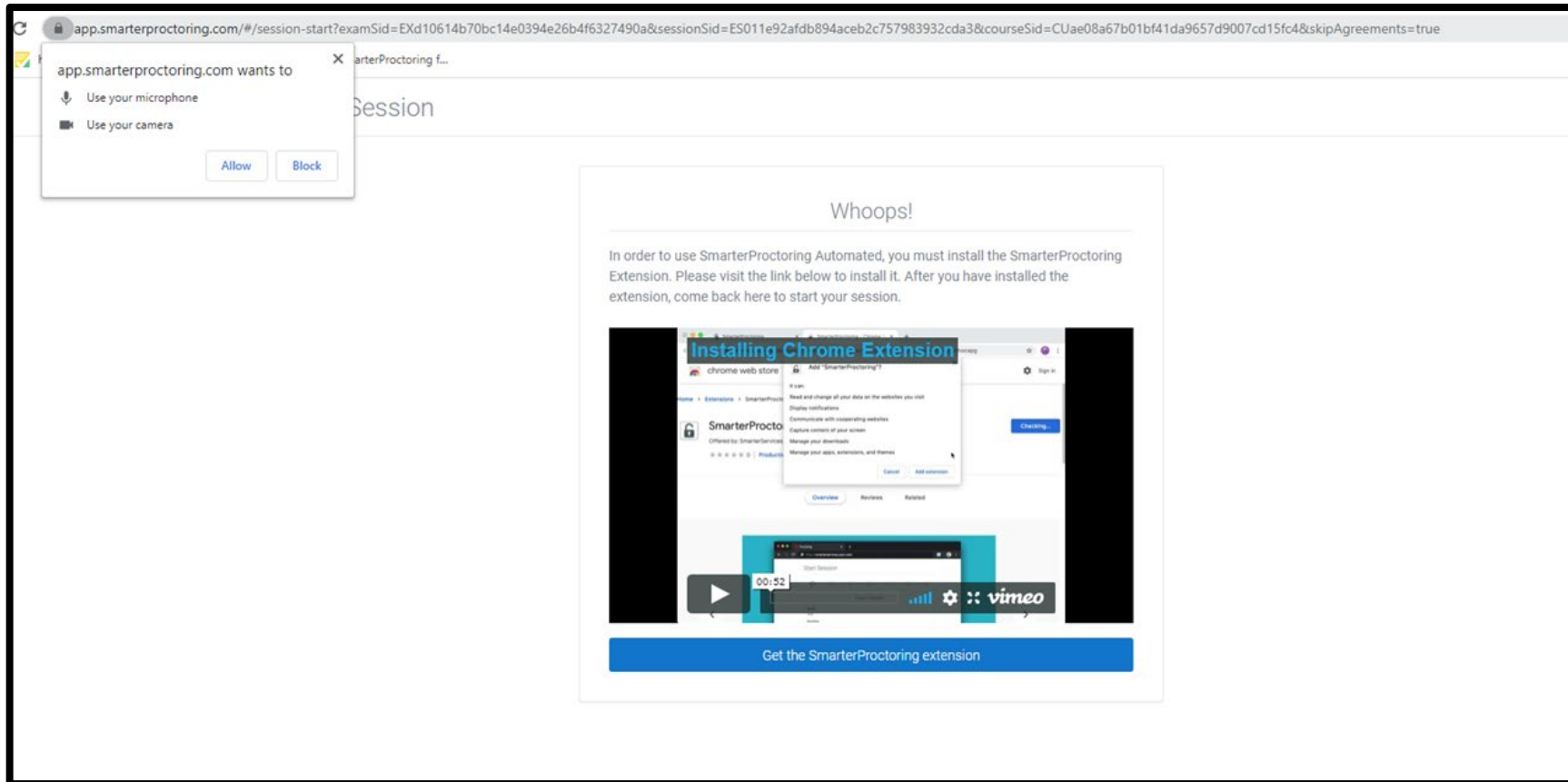
Other Items
No phones

Notes:
Have your photo ID available.

- The System Requirements will be displayed, so students can ensure their computers meet the requirements for automated proctoring. Select “Continue” to proceed.



- Students will need to allow SmarterProctoring to use their microphones and cameras.
- The system will also request that students download and install the Google Chrome extension.

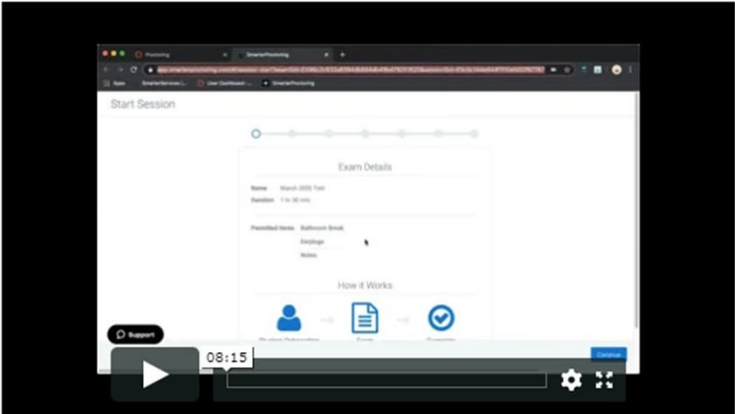


- Students now have the option to watch a short video tutorial on automated proctoring before proceeding.

Start Session


Using SmarterProctoring Automated

Please watch the short video below to get an understanding of how to use the SmarterProctoring Automated System.



- Next, students will be given an overview of the exam and the process of starting their test session.

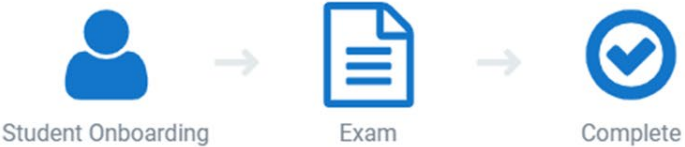
Start Session



Exam Details

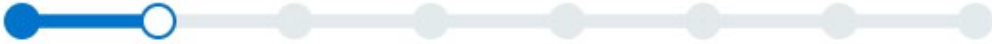
Name Live Testing 4-3-20
Duration 10 minutes

How it Works




Student Onboarding → Exam → Complete

- Students will need to ensure that they are in a well-lit area and have their IDs ready. They will be prompted to take a break, if it is needed.



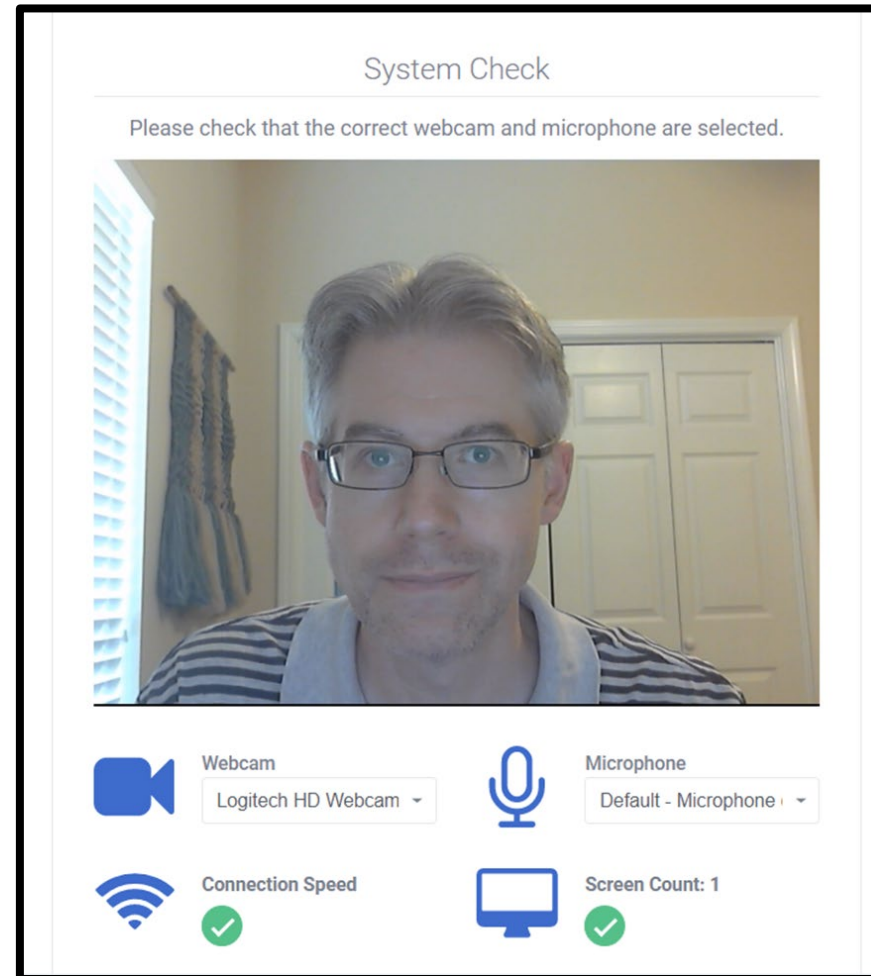
Preparing for Your Exam

Before you start make sure you have a government issued ID present, and you are in a quiet, well-lit testing area.

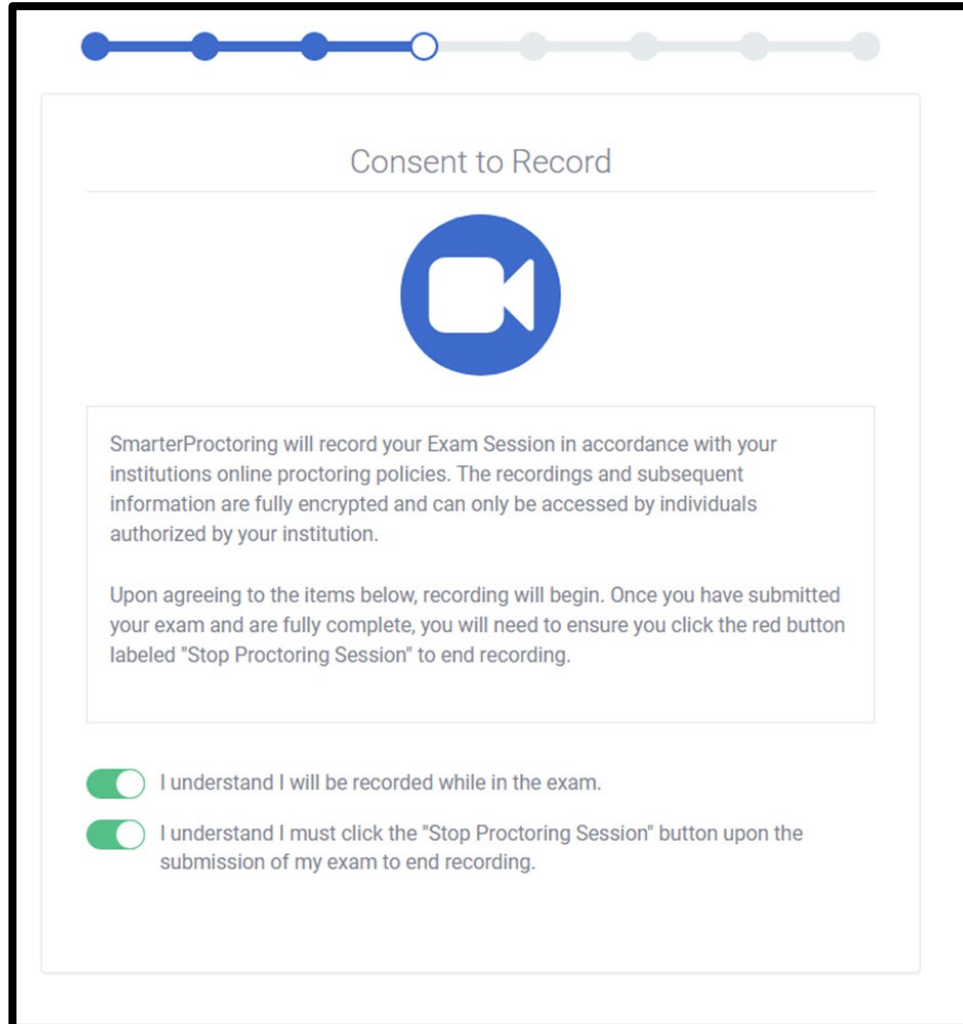


If you need to take a short break, please do so now.

- A systems check is conducted to ensure the functionality of the camera, microphone, internet connection, and screen.




- Students will agree to the Consent to Record and to stop their proctoring session once they have finished testing.



The screenshot shows a 'Consent to Record' form. At the top, there is a progress indicator with seven circles; the first four are filled with blue, and the fifth is white with a blue outline, indicating the current step. Below the title 'Consent to Record' is a large blue circular icon containing a white video camera symbol. The main text explains that SmarterProctoring will record the exam session and that recordings are encrypted. It also states that recording begins upon agreement and ends when the user clicks the 'Stop Proctoring Session' button. At the bottom, there are two consent items, each with a green toggle switch that is currently turned on.

Consent to Record



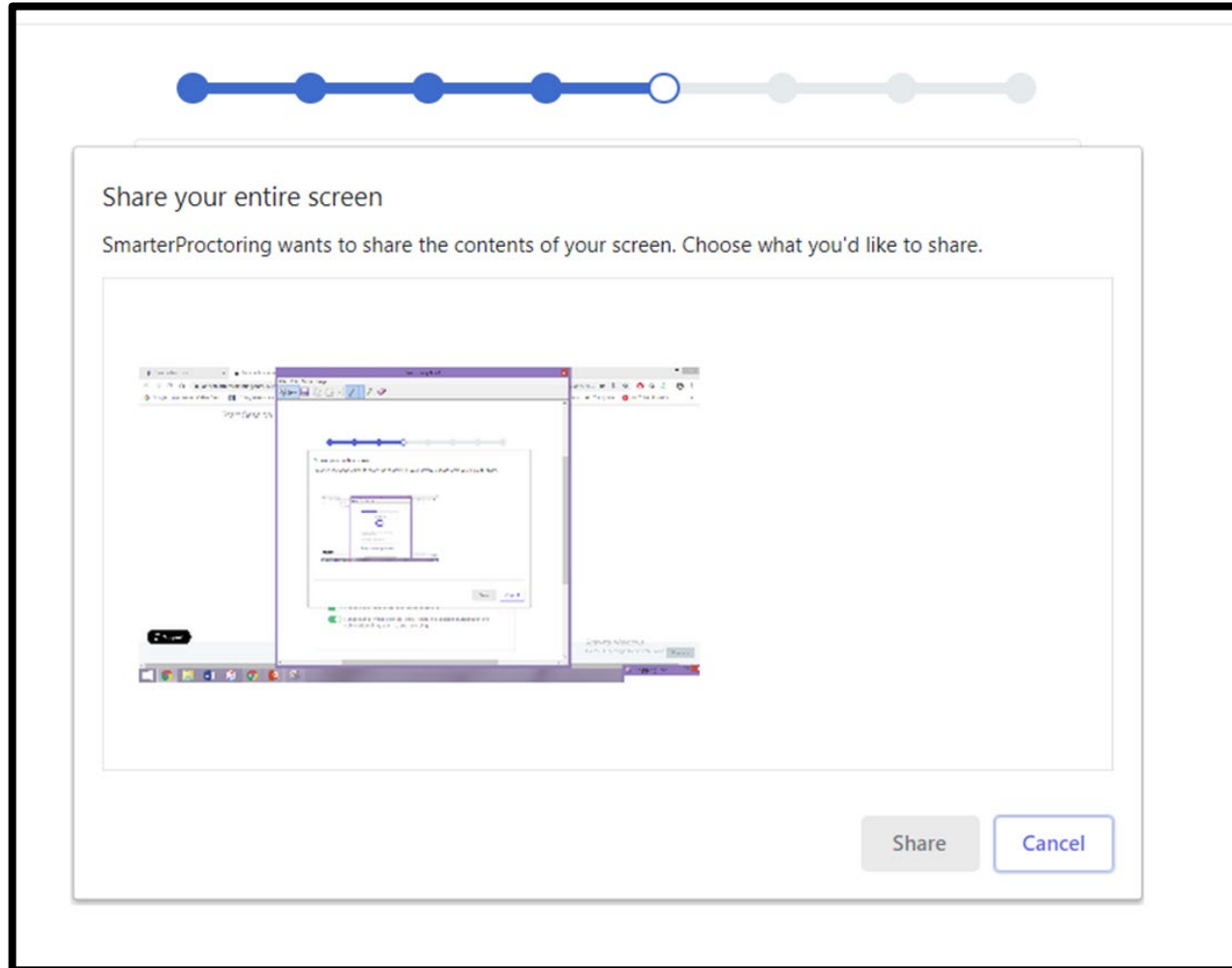
SmarterProctoring will record your Exam Session in accordance with your institutions online proctoring policies. The recordings and subsequent information are fully encrypted and can only be accessed by individuals authorized by your institution.

Upon agreeing to the items below, recording will begin. Once you have submitted your exam and are fully complete, you will need to ensure you click the red button labeled "Stop Proctoring Session" to end recording.

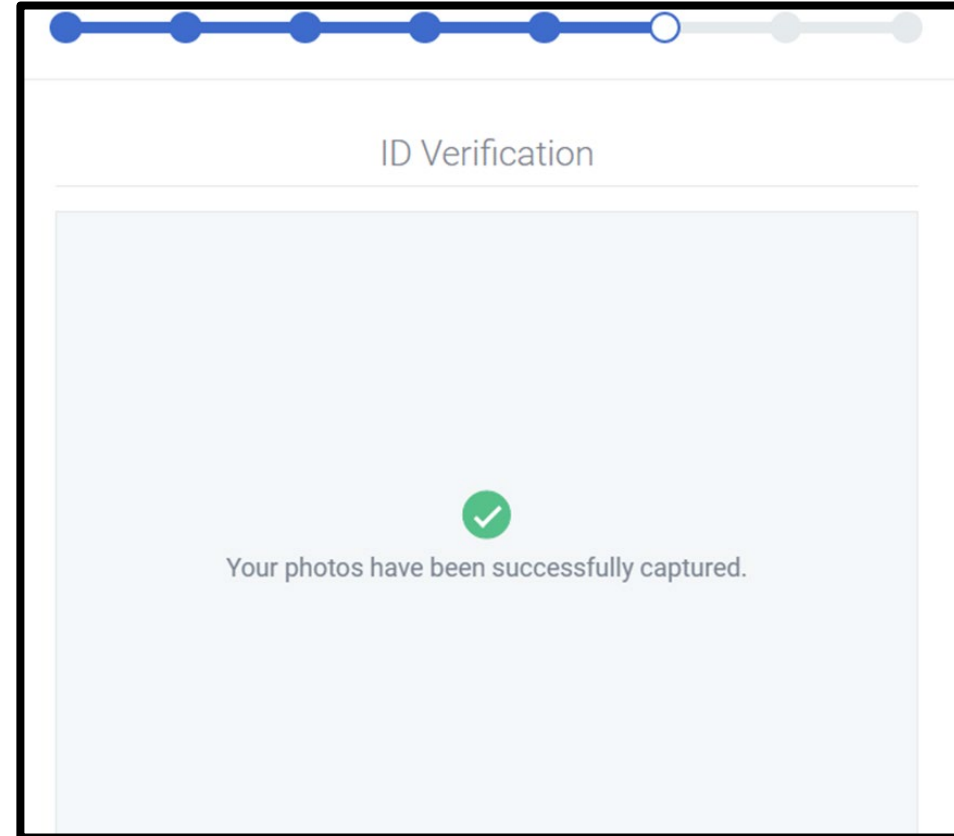
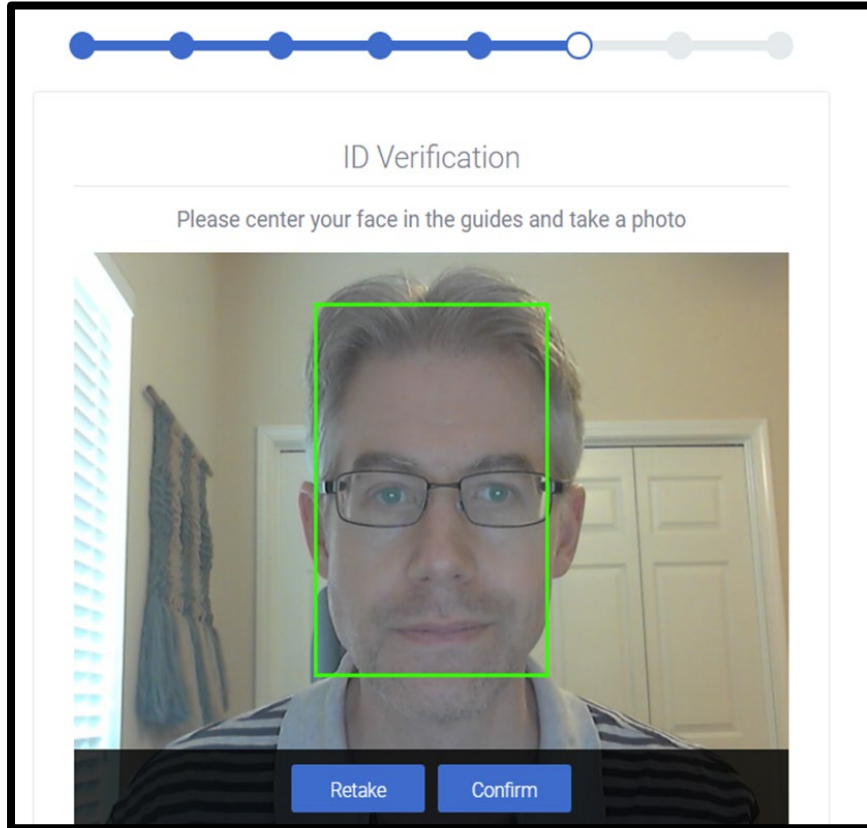
I understand I will be recorded while in the exam.

I understand I must click the "Stop Proctoring Session" button upon the submission of my exam to end recording.

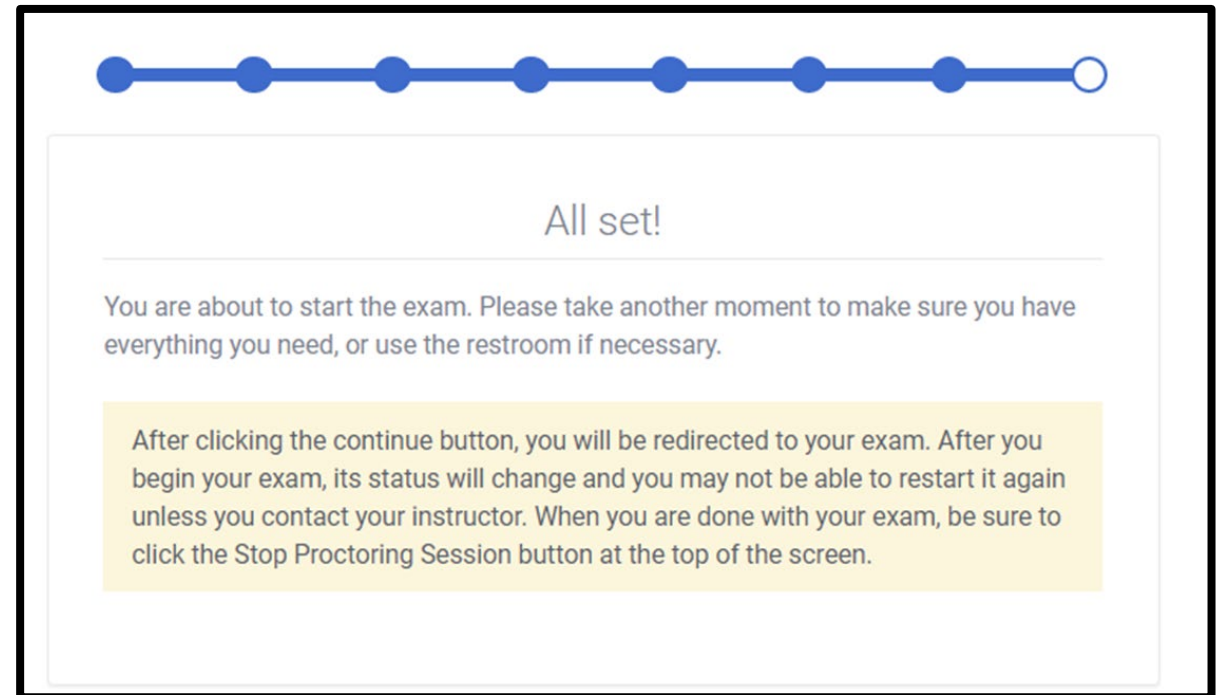
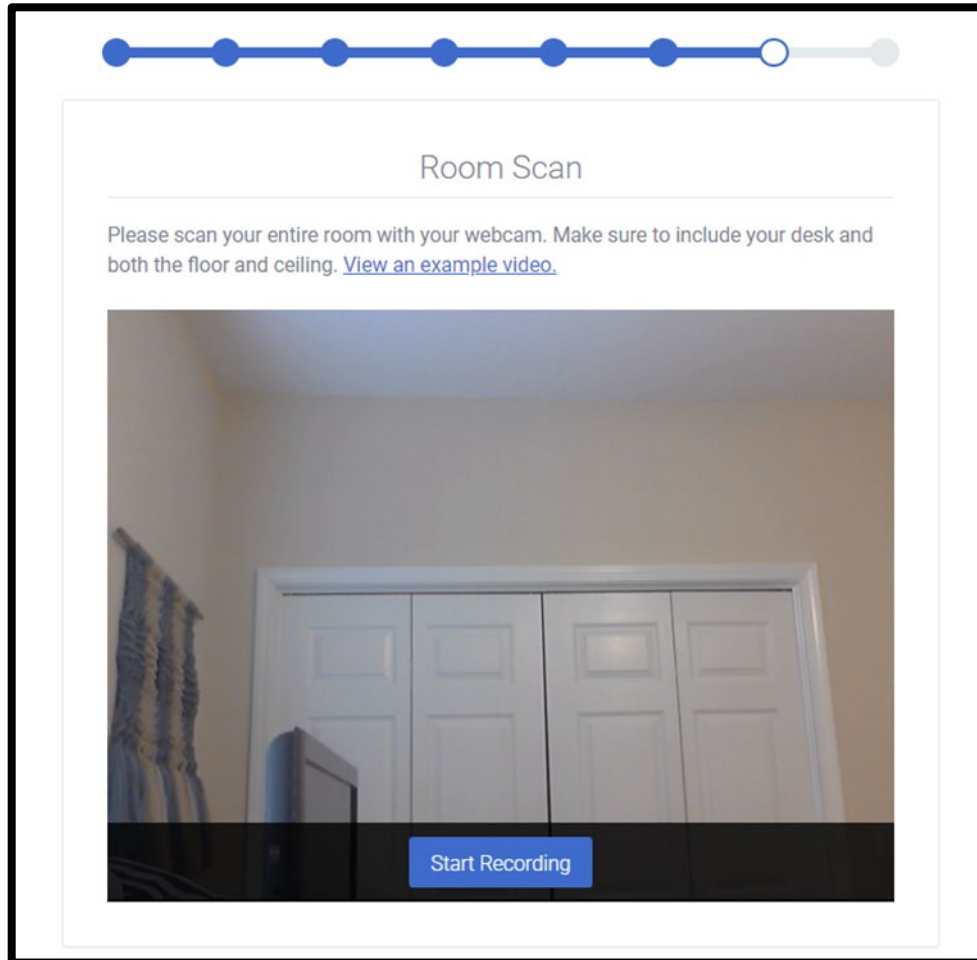
- Students must agree to share the contents of their screen.



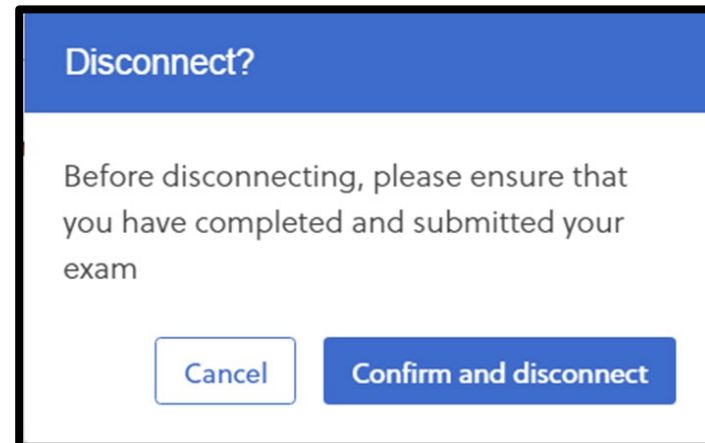
- SmarterProctoring will perform an ID verification. Students can proceed once their photos have been successfully captured.



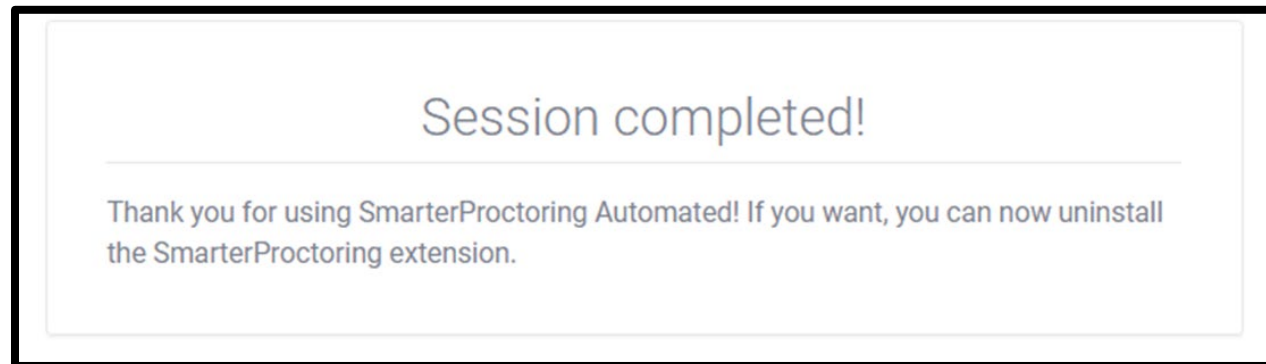
- Students will be asked to scan their room with their webcam. Then, they will receive a confirmation before testing.



- Upon test completion, students must select **Stop Proctoring Session**. Then, they must select **Confirm and Disconnect**.




- Finally, students will receive a message stating that their session has ended. They will have the option to uninstall the SmarterProctoring extension, if they wish.



- If a student experiences issues while testing, they can select the Support icon on the bottom of their screens. They will be connected to a live, SmarterProctoring representative who can assist them.





**HYBRID COURSE STUDENTS MUST FOLLOW
THE TESTING PROCEDURES AS OUTLINED
BY THEIR PROFESSOR**

ADDITIONAL LINKS

Student Links:

- SmarterProctoring Main Student Guides Section - <https://smarterproctoring.zendesk.com/hc/en-us/categories/360001291592-Test-Taker>
- SmarterProctoring Automated Proctoring Guides - <https://smarterproctoring.zendesk.com/hc/en-us/sections/360008137592-Automated-Proctoring>

OPEN CAMPUS STAFF CONTACTS

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