

SmarterProctoring 2.0 Guide for Students

Students will use the SmarterProctoring 2.0 link in the Canvas course menu to begin the process of scheduling proctored tests. Follow the instructions below to create your SmarterProctoring Profile and to register for your proctored exams.

1. To Launch Smarter Proctoring

- a. Log into your Canvas course.
- b. Click **SmarterProctoring 2.0** from Canvas course menu.
- c. Click **Authorize** to begin setting up your SmarterProctoring account.
- d. Agree to the different **Terms of Use**.
- e. Click **Submit**.

2. To Set Up Your Account (To begin you will be required to complete your account registration. You will only complete this on your first login to SmarterProctoring 2.0.)

- a. Your name will be automatically added from Canvas.
- b. Enter your **MDCC student email** address.
- c. Enter at least **one phone number**. This number will be used to contact you in case of an issue the day of your scheduled exam.
- d. Check the **time zone** and make sure it is correct for you.
- e. Check the **currency** selected. This will be used for any virtual proctoring (ProctorU) fees.
- f. Enter your **zip code** or **city and state**. This will be used to make sure the proctoring locations closest to you appear first in the proctored location list.
- g. Click Save when done.
- h. Your account has been successfully registered. You are now ready to schedule your exam.

3. To Sign Up for a Proctored Exam

- a. Click **Choose a proctor** in the exam window under **My Exams** – You will need to register for **each** proctored exam your instructor has available under **My Exams**.
- b. You will have three options for proctoring your exam.

- i. Click **Find Location** under **MSVCC Testing Locations** to take your exam at a proctored test location at a Mississippi community college, including MDCC.
 - ii. If you are out of state and plan to take at a location other than a MS community college, you must submit an off-campus proctored test form. This form can be found on the eLearning page of MDCC's website.
 - iii. If you plan to use **ProctorU** for virtual proctoring, click **Schedule Appointment** under **Live Online Proctor**.
- c. To select a testing center, click **Request Session** next to the location of your choice under **Results**.
- d. Click **Continue** at the bottom of the **RegisterBlast** pop-up window.
- e. Complete the **Exam Registration** in the **RegisterBlast** window.
 - i. Select the **date** of the appointment. Only available dates for your exam and the testing center will show in the calendar.
 - ii. Select a **time** for your exam. Only available times for your exam and the testing center will show in the drop down list.
 - iii. Click **Complete Registration** to finish registering for your exam.
- f. Once your registration is complete, click **Return to Dashboard**.
- g. Review your exam registration information in the **My Exams** Proctoring exam window.
 - i. Review your **Appointment Details** to make sure they are correct.
 - ii. Review your **Exam Information** to view important information about your exam.
 - iii. If you need to **Cancel** the session click **Cancel session**.

Virtual Proctoring Testing Guidelines

The following guidelines must be followed when student takes a virtually proctored exam.

1. Student must show complete room scan which includes complete desk area. (Please view attached video for an example of a complete room scan.)
2. The desk or table must be cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc., unless specifically permitted in posted guidelines for that particular examination.
3. No visible writing on desk or on walls in front, behind, or below desk area.
4. All other programs and/or windows on the testing computer must be closed prior to logging into the proctored test environment.
5. Loud music, television, or other distractions playing in the background are prohibited.
6. No other persons or parties aside from the examinee should be permitted near the testing environment, and all communication between examinee and third parties is prohibited.
7. Student's shoulders and face must be present at all times in the viewing area. No reclining or lying on a bed or sofa is allowed.
8. Screen must be shared at all times. If screen share is stopped, student will receive a zero or there will be points deducted.
9. Absolutely no profanity or obscenity is **tolerated**.
10. Cell phone use is not **tolerated**. Cell phones or other communication devices must be turned off if in the room and shown in the room scan.
11. If there is not a video or sound after the exam is taken, a student will not receive credit for the exam.
12. If a student excessively stares off to the right, to the left, in the lap, and/or above the computer, the **student will receive a failing grade, or he will have points deducted**.
13. The instructor reserves the right to have the student come in and re-take an assignment/test if discrepancies are found (if the instructor chooses); the time limit is up to two weeks after the original assignment was completed.
14. If a student is deemed as cheating, his grade will result in an automatic ZERO (0) on the assignment and an "F" in the course without the possibility of withdrawing.



HOW IT WORKS

Test-Taker Walk-Through SmarterProctoring 2.0

To use ProctorU, you will need the [Google Chrome Extension](#). Click this [link](#) to install the extension in your [Google Chrome](#) web browser.

WHAT DO I USE SMARTERPROCTORING FOR?

Students use SmarterProctoring to register for all types of proctoring sessions, such as testing in a local testing center and/or testing online.

- To access SmarterProctoring, go to your online course and click the SmarterProctoring link.
- Choose the proctoring option that meets your needs.
- Select a date and time that works for you.
- Click **REGISTER FOR THE EXAM SESSION**.

WHAT IS PROCTORU?

ProctorU is a live online proctoring service that allows you to take your exam from the comfort of your home. Your proctor monitors your exam session using webcams and screen-sharing technology to make sure academic misconduct doesn't occur.

REQUIREMENTS FOR USING PROCTORU:

1. A webcam and microphone
2. High-speed internet connection
3. Latest version of the Google Chrome browser
4. ProctorU **extension** installed and enabled in Chrome
5. A private, well-lit testing environment

ProctorU recommends that you visit <http://go.proctoru.com/testitout> prior to your proctoring session to test your equipment.

HOW DO I GET HELP?

If you need assistance while launching your exam or during your session, please utilize Live Chat from within the ProctorU interface. Additionally, you may also submit a help request at this [link](#).

WHAT DOES IT COST?

Each exam costs \$17.00–\$30.00 depending on the duration of the exam. Current proctoring fees are as follows:

- 1-hour session: \$17.00
- 1.5-hour session: \$21.00
- 2-hour session: \$25.00
- 3-hour session or more: \$30.00

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.

1. LOG ON TO YOUR LEARNING MANAGEMENT SYSTEM

Log on to the student dashboard, and navigate to the “Proctoring” tab.

SmarterServices

Email

Password

Stay signed in

[Forgot Password?](#) [Log In](#)

[Help](#) [Privacy policy](#) [Terms of service](#) [Facebook](#) [Twitter](#)

INSTRUCTURE

Account

Dashboard

Courses

Calendar

Inbox

Help

Discussions

Grades

People

Syllabus

Proctoring

Conferences

Collaborations

My Exams

Midterm Message inst

The scheduling window for this exam has closed.

Exam Details

OPENS 9/21/2017 at 12:00am EDT	CLOSES 10/31/2017 at 12:00am EDT	EXAM DURATION 1 hour 30 minutes
SCHEDULING OPENS 9/15/2017 at 12:00am EDT	SCHEDULING CLOSES 10/25/2017 at 12:00am EDT	

Final Exam Message inst

You need to select a proctor to request a session.

2. CHOOSE PROCTOR

Find the exam that you need to schedule a proctor for, and click the **CHOOSE A PROCTOR** button.

2/12/2018 at 12:00am EST 2/16/2018 at 12:00am EST Blank Paper, Earplugs, Formula Sheets

Notes:
Do not cheat

BIO 320 Message instructor

The scheduling window for this exam has closed.

Exam Details

OPENS 2/26/2018 at 5:00am EST	CLOSES 2/28/2018 at 11:59pm EST	EXAM DURATION 2 hours
SCHEDULING OPENS 2/19/2018 at 5:00am EST	SCHEDULING CLOSES 2/23/2018 at 11:59pm EST	ALLOWED ITEMS Blank Paper, Earplugs

Soc 111 - Final Exam Message instructor

You need to select a proctor to request a session.

Choose a proctor

Exam Details

OPENS 3/13/2018 at 12:00am EDT	CLOSES 3/16/2018 at 11:59pm EDT	EXAM DURATION 1 hour 30 minutes
SCHEDULING OPENS 3/1/2018 at 11:10am EST	SCHEDULING CLOSES 3/16/2018 at 11:59pm EDT	ALLOWED ITEMS Notes

3. SELECT SESSION

From the “Select Session Type” window, click the **SCHEDULE ONLINE PROCTOR** button.

In-Person Proctor

In-Person proctoring will allow you to find a proctor in your area and physically meet them to complete the exam. These proctors include school testing centers, professional testing centers, and independent proctoring professionals.

Each proctor sets their own prices which you will see prior to scheduling or contacting them.

Locate a Proctor

Online Proctor - ProctorU

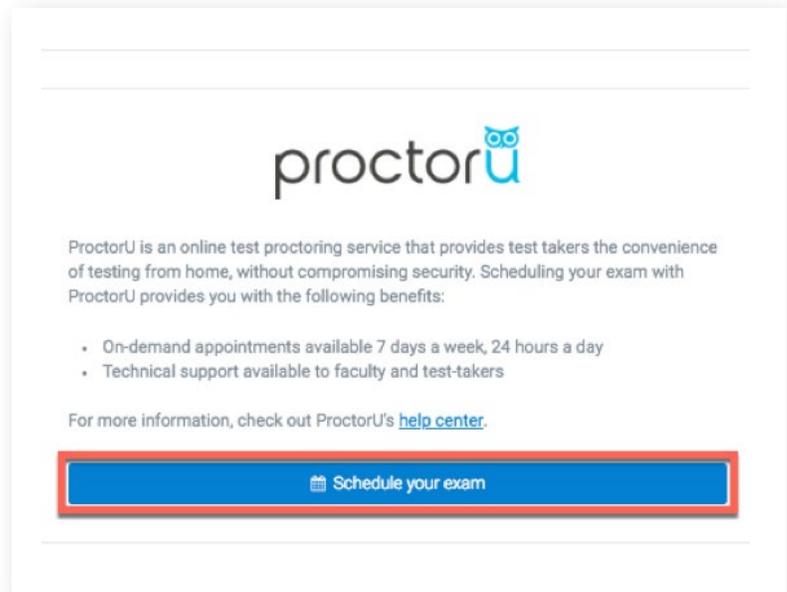
Live online proctoring allows you to complete your exam in the comfort of your own home while your proctor is monitoring you via webcam. Your proctor will not only be monitoring you via the webcam but will also be monitoring what is happening on your computer.

Schedule Online Proctor

4. SCHEDULE EXAM

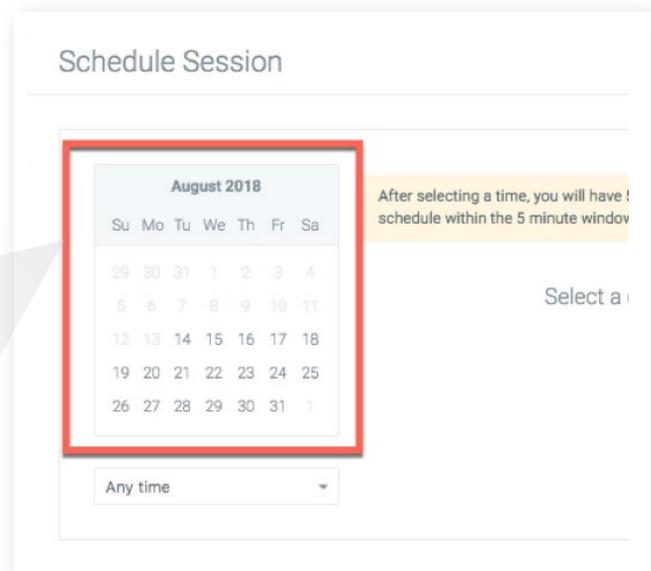
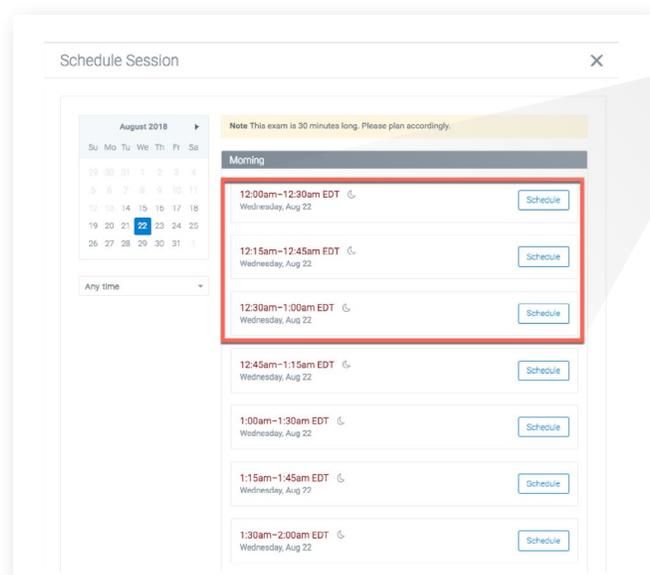
Click **SCHEDULE YOUR EXAM**.

Once it's selected, you will be prompted to choose your preferred test date and time.



5. CHOOSE EXAM TIME

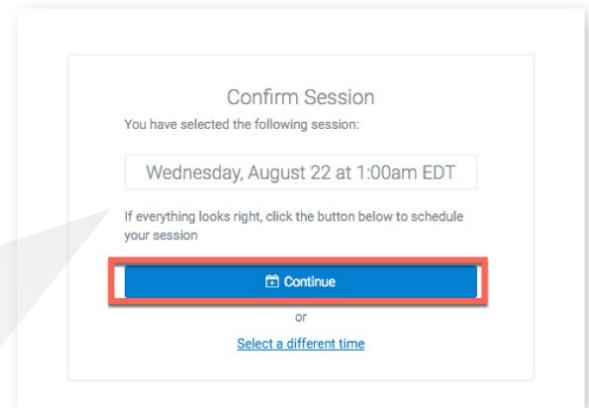
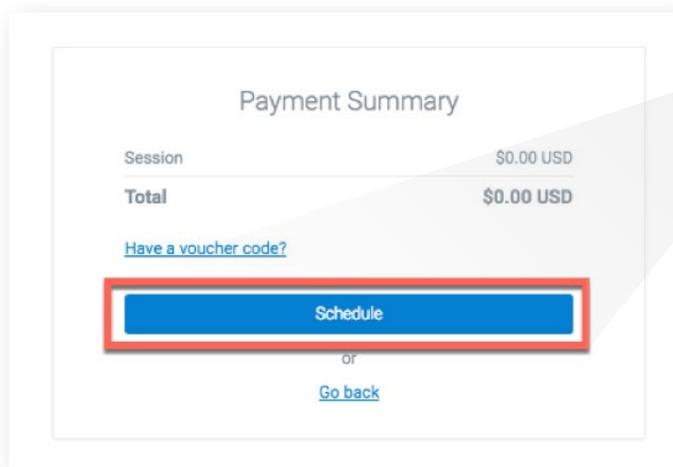
Select your preferred date and time. All times are shown in your time zone.



6. MAKE PAYMENT

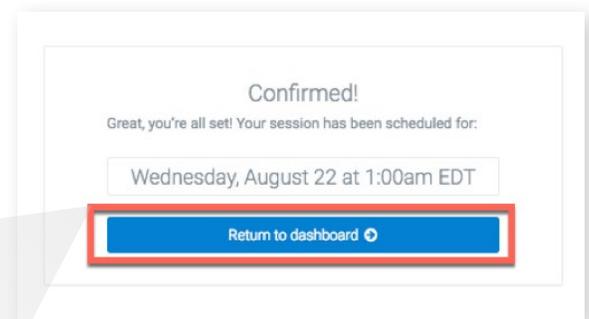
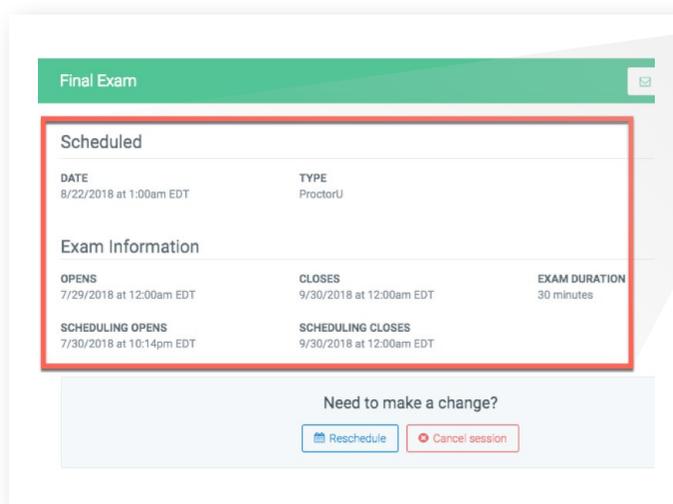
You will be asked to confirm your date and time in the system.

Note: You may be prompted to pay for your session before being directed back to the dashboard. If payment has already been made, no payment information will be required.



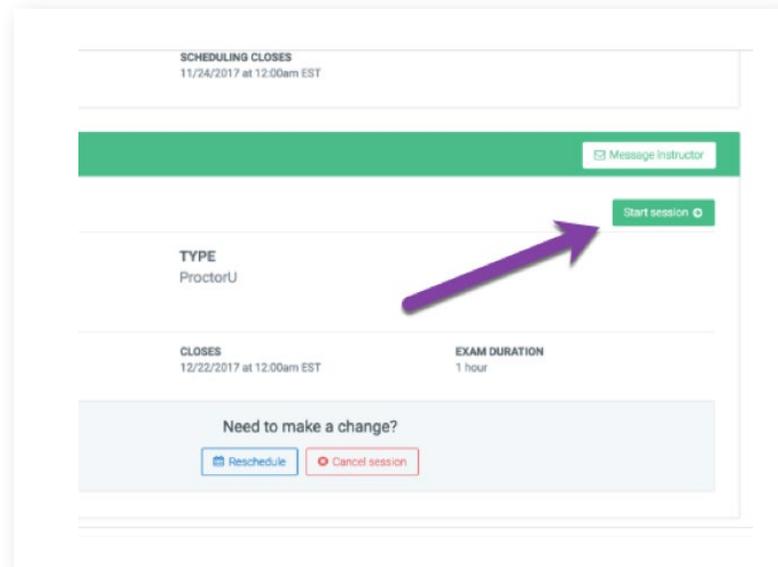
7. CONFIRM SESSION

Once your session is confirmed, you will be redirected to the main screen, where you'll see your selected date and time.



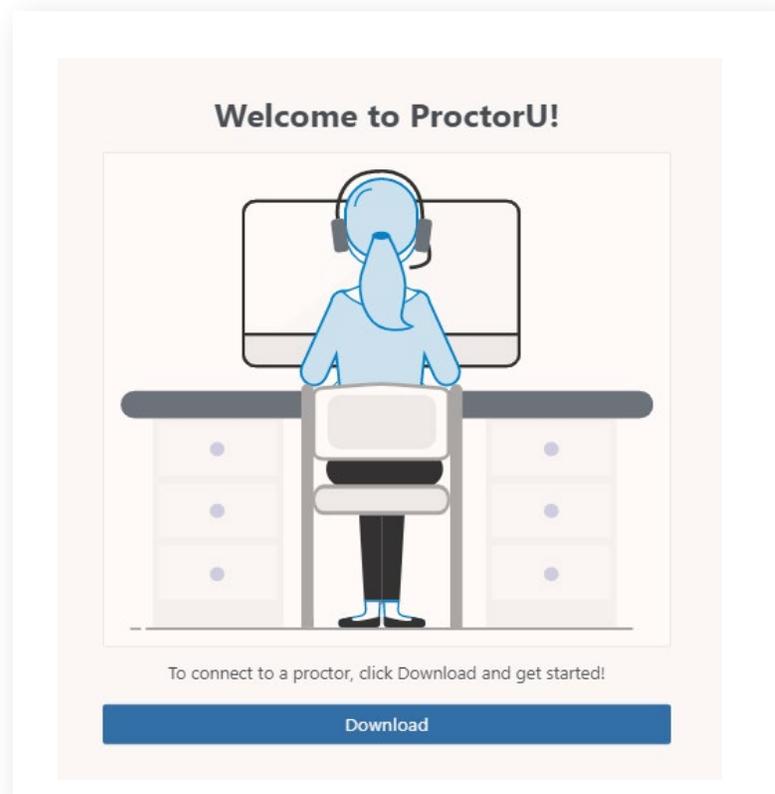
8. START SESSION

When it's time to take your exam, access your learning management system and click the **START SESSION** button in the upper-right corner.



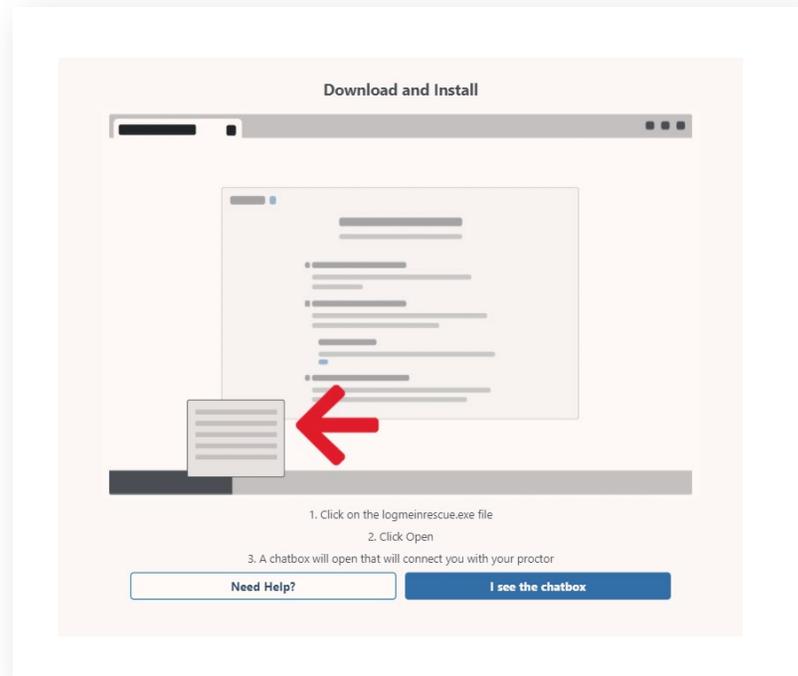
9. WELCOME

The ProctorU modal window will appear. Click **DOWNLOAD** to connect to your proctor.



10. DOWNLOAD AND INSTALL

Follow the prompts to download the LogMeIn Rescue applet in your browser. Once you are connected to your proctor, you will see a chatbox. Click **I SEE THE CHATBOX** to proceed.



11. CHECK EXAM RULES

Review the rules of your exam, and click **AGREE**.

Exam Rule Check

<p>Guidelines</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  Stay seated </div> <div style="text-align: center;">  Stay in frame </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  Stay quiet </div> <div style="text-align: center;">  Stay in a private room </div> </div>	<p>Rules</p> <p style="text-align: center;">No rules are allowed for this exam</p>	<p>Allowed Resources</p> <p style="text-align: center;">No resources are allowed for this exam</p>
<p>Accommodations</p> <p style="text-align: center;">No accommodations are allowed for this exam</p>	<p>Breaks</p> <p style="text-align: center;">No breaks allowed during your exam</p>	<p>Other Resources</p> <p style="text-align: center;">No other resources are allowed for this exam</p>

12. SHOW PHOTO ID

Provide a valid government-issued ID to proceed to the next step. The ID must be aligned properly within the lines, as indicated here.

Government ID

Please take a clear photo of your government-issued ID card



Take Photo

|| auto.proctoru.com is sharing your screen.

[Stop sharing](#)
[Hide](#)

13. REVIEW SESSION RECORDING NOTICE

You will be asked to share your screen throughout the exam so that your institution can review both the webcam and the desktop recordings of your session. Review the terms, and click **I AGREE**.

Note: *If you decline to agree to the terms, you will be unable to proceed to the next step.*

Exam Session Recording Notice

Review the terms

ProctorU will record your Exam Session for potential review and training purposes. This information is encrypted and can be accessed only by institution-authorized individuals. Recording will begin after we check your system and environment. Following exam completion (including final review of your exam), you **MUST** disconnect from your ProctorU session by closing the application and your browser. The webcam will continue to record until you complete BOTH actions.

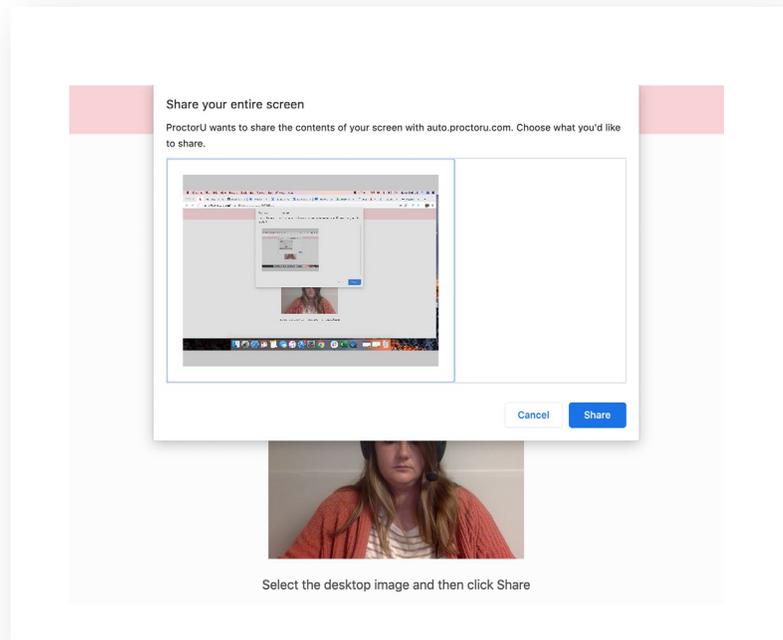
- I consent to ProctorU recording me via my computer's camera and microphone during my test.
- I consent to ProctorU's use of biometric facial recognition to prevent identity fraud during my test.
- I consent to allowing ProctorU to view my desktop; view my system information; run scripts; deploy Rescue Calling Card in the event I need technical support; and invite technicians for collaboration, if needed.
- I understand that I must close both the application and my browser to end the recording of my test.

I agree to all the above statements

Agree

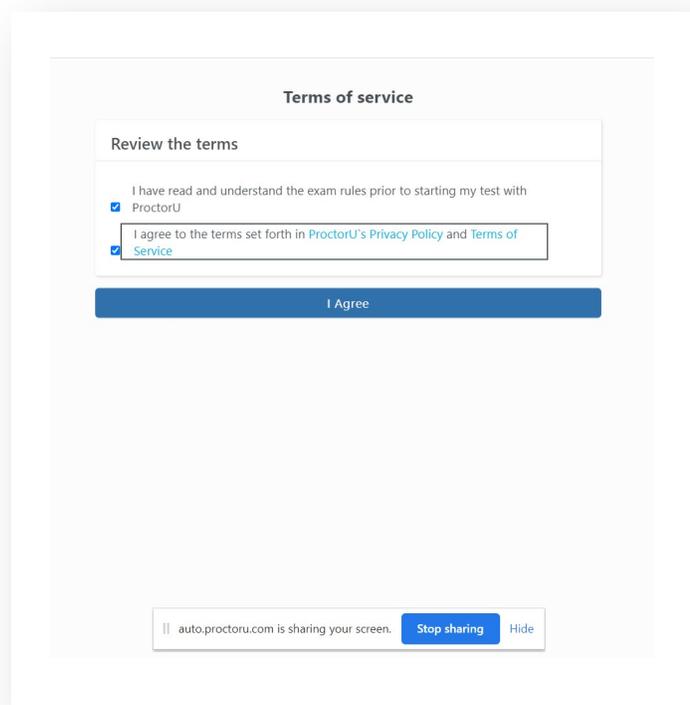
14. SHARE YOUR SCREEN

To make sure you're sharing your screen, follow the prompts from your browser and click **SHARE**.



15. REVIEW TERMS OF SERVICE

Review ProctorU's Terms of Service and Privacy Policy. Click **I AGREE** to proceed to the next step.



16. GOOD LUCK!

Your proctor will walk you through the rest of the launch process and take you into your exam.

