



# PREPARING FOR YOUR PROCTORU APPOINTMENT

**South  
east  
community college**



<https://www.ProctorU.com/portal/southeast>

## IMPORTANT NOTES

- Bring two photo IDs to each proctoring session, for example: a **government-issued ID** and your **institution ID**.
- After clicking **Start** to connect to your reservation and completing the pre-appointment steps (taking your photo and confirming the exam rules), it may take a moment to connect to your live proctor. Generally, your session with the proctor will begin within five minutes.
- It is highly advised that you **hard wire** into your router or modem. Wireless Internet is not recommended.
- **Paying for ProctorU:** Payment for your ProctorU appointment can be made with all major credit/debit cards as well as with **access cards**. Financial aid can be used to purchase access cards at the SCC book store.

EXAM	DATE & TIME	TYPE	PRICE
ProLife Final Proctor Training	04/08/2015 12:00PM-12:01	Class	\$40.00
ProLife Final Proctor Training	04/08/2015 12:00PM-12:01	Take a class	\$10.00
Subtotal			\$50.00
Options	Exam reason		
Course code #1970137564202101846437809P6564087564762412249824418464476			\$0.00 (MAX)
TOTAL			\$50.00

## PROCTORING APPOINTMENT - START-UP STEPS

**Prior to connecting to the proctor, you will:**

- Take your own **photo** for your ProctorU account using your webcam.
- Take a photo of your **government-issued** or **institution ID**.
- **Agree to the rules** of the upcoming exam, as defined by your institution.

**1** After completing the above steps, you will need to download and run the ProctorU screen sharing application (**figure 1**). After running the applet, the proctor will connect via a chat box and guide you through the process (**figure 2**).

As a reminder, it may take a minute for the proctor to connect to you.

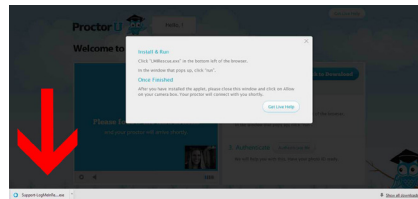


Figure 1

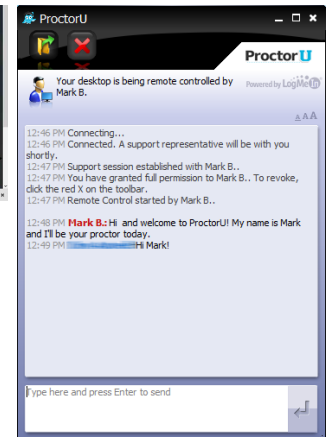


Figure 2

- 2** After connecting, the proctor will guide you through the authentication quiz. This challenge quiz uses information from publicly available records to authenticate your identity, but may not generate questions for all students. Please have a second form of photo ID available for back up authentication.
- 3** Proctors next secure your **virtual testing environment**. Prior to your appointment, please close all applications on your computer that do not relate to your exam.

Proctors will then secure your **physical testing environment**. Prior to connecting, please clear your desk space and surrounding area of notes, papers and other resources not allowed on your examination.

**4** Next, you will navigate to the exam location within Moodle.

The proctor will ask if you have any questions prior to the start of the testing session. Proctors can help you with technical issues, but cannot help with content related to the examination. If there are no further questions, the proctor enters the password to begin the exam.

During each appointment, you will interact with multiple proctors. One will launch your exam session and one will watch the session while you take your exam. Please do not be alarmed when you submit your exam and the proctor is a different individual.



## Need help or have a question? Talk to a real person!

If you have questions about the appointment process, need help with scheduling, have technical questions or just have general inquiries, head to [www.proctoru.com](http://www.proctoru.com) or log in to your account at [go.proctoru.com](http://go.proctoru.com) and click on the LiveChat icon in the bottom-right.

A ProctorU technician will connect via chat and help answer your questions!

Welcome to ProctorU

Welcome to ProctorU! Please fill in the form below using your ProctorU email before starting the chat.

Name:

E-mail:

Question:

Choose a department: \*

Powered by LiveChat