



**How it
WORKS**



Proctor 



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FACULTY EXPERIENCE

- An exam must be added to the ProctorU system before an instructor's test-takers can schedule an exam via ProctorU.
- An administrator or instructor may create an exam using their ProctorU account. Faculty in need of an account may contact a partnership services representative to set up an account.
- Administrators can create an exam using the following process after logging into their administrative account:
 - » On the home page in the top right, there is a blue Add New button (**figure 1**). Clicking on the button will open a drop down menu.
 - » Selecting Exam will open a new screen where instructors may detail the exam appointment (**figure 2**).

The screenshot shows the ProctorU Proctor Training dashboard. At the top right, there is a blue 'ADD NEW' button. A dropdown menu is open, showing options: Department, Term, Instructor, Exam (highlighted with a red circle), and Import from Excel. Below the dashboard, there is a table with columns: Name, Term, Instructor, Type, Test-Takers, Status, and Updated.

Name	Term	Instructor	Type	Test-Takers	Status	Updated
CIS-417- Database Systems Design & Implementation	Training	Jessica Holt	Classic	220	Active	09/26/2014
HS - 201 - Midterm	Training	Chris Brown	Classic	233	Active	09/26/2014
ProctLife Final	Training	Chris Brown	Classic	176	Active	09/26/2014
MAT-105 Mid-Term	Training	Chris Brown	Classic	247	Active	09/26/2014

figure 1

The screenshot shows the 'New Exam' configuration page. It includes sections for Exam Settings, Exam Configuration, Permitted resources, Permitted browsers, and Exam Windows. The Exam Settings section has fields for Exam title, Course Number, and Department. The Exam Configuration section has checkboxes for Bluebird, Adhoc, and various resources like Calculators, Notes, and Software. The Exam Windows section has date and time pickers for Start and End times, and a Name field.

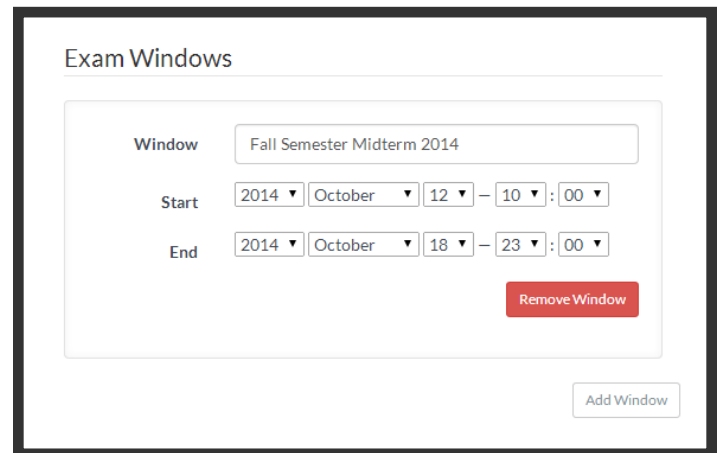
figure 2

Instructors can specify the following details:

- Exam title
- Course number
- Department
- Bluebird/adhoc
- Term
- Instructor
- Duration
- Exam URL (location)
- Exam password
- Permitted resources
- Permitted browsers
- Additional exam notes & accommodations
- Expected no. of test-takers
- Notify on schedule emails
- Point of contact for exam

Instructors may use the provided check boxes to specify allowed resources and browsers, and a dialogue box is provided for any available resources not listed.

Exam availability can also be added on this page. Clicking **Add Window** opens a prompt where instructors can specify an exam time frame and set start and end dates and times. Multiple exam windows may be added for a recurring exam (**figure 3**).



The screenshot shows a web interface titled "Exam Windows". It features a form with the following fields:

- Window:** A text input field containing "Fall Semester Midterm 2014".
- Start:** A date and time selector with dropdowns for year (2014), month (October), day (12), and time (10:00).
- End:** A date and time selector with dropdowns for year (2014), month (October), day (18), and time (23:00).
- Remove Window:** A red button located below the end time field.
- Add Window:** A button located at the bottom right of the form area.

figure 3

After completing the exam form, administrators receive a notification that the exam has been sent for review.

ProctorU's assessment services review the exam information and enter it into the system. Instructors are notified when the exam has been activated.

Exam details and accuracy can be reviewed within the ProctorU administrative account.

Test-takers may begin scheduling appointments. The administrative account also provides access to records of proctored exams.



Activity Reporting

Reservation Data

On the left under the **Reports/Activity Report** heading, **Session Activity** can be viewed. Administrators can filter reservations by start and end dates (**figure 4**).

This page displays the test-taker's exam, department, instructor, test-taker's name, start time, exam duration. A detailed description of individual appointments is displayed by clicking the **clipboard edit icon** to the right of each appointment.

Exam	Department	Instructor	Test-Taker	Scheduled Start	Actual Start	Duration	
BIO 2263 Exam 4	New Hire Training	Chris Brown	CHANDLER TRAINING	Mon 01/05/15 3:30 PM CST	Mon 01/05/15 3:40 PM CST	75	
BIO 2263 Exam 4	New Hire Training	Chris Brown	HOOVER THE THIRD	Sat 01/17/15 10:55 AM CST	Sat 01/17/15 10:58 AM CST	75	
HIS - 201 - Midterm	New Hire Training	Chris Brown	Reverse Training	Sat 01/17/15 10:55 AM CST	Sat 01/17/15 10:58 AM CST	45	
CS-417 - Database Systems Design & Implementation	New Hire Training	Jessica Holt	HOOVER THE THIRD	Sat 01/17/15 11:15 AM CST	Sat 01/17/15 11:18 AM CST	150	
BIO 2263 Exam 4	New Hire Training	Chris Brown	HOOVER THE THIRD	Tue 01/20/15 2:05 PM CST	Tue 01/20/15 2:09 PM CST	75	
BIO 2263 Exam 4	New Hire Training	Chris Brown	CHANDLER TRAINING	Wed 01/21/15 1:10 PM CST	Wed 01/21/15 1:22 PM CST	75	

figure 4

Cancellations

Cancellation activity is also available under the **Reports** menu (**Figure 5**). This report displays exam name, test-taker name, scheduled start and end dates, reason for cancellation, proctor explanation for cancellation, who cancelled the appointment, the date cancelled and any credit given. Reports can be filtered by test-taker name, start and end dates, or by reason.


Exam	Test-Taker	Scheduled Start	Scheduled End	Reason	Explanation	Cancelled By	Created	Credit
HIS - 201 - Midterm	Folsom Training			Training		Nick Martucci	Sat 01/31/15 12:55 PM CST	Account
HIS - 201 - Midterm	Folsom Training			Training		Nick Martucci	Sat 01/31/15 12:55 PM CST	Account
BIO 2263 Exam 4	Folsom Training			Training		Nick Martucci	Sat 01/31/15 12:55 PM CST	Account
CS-417 - Database Systems Design & Implementation	Folsom Training	Fri 01/30/15 1:00 PM CST	Fri 01/30/15 3:50 PM CST	Training		Nick Martucci	Sat 01/31/15 12:55 PM CST	None
MAT-105 Mid-Term	Folsom Training			Training		Nick Martucci	Sat 01/31/15 12:54 PM CST	Account

figure 5

Suspicious activity is reported to the institution in the form of an **Incident Report**, which documents a potential breach of academic integrity. A sample incident report can be seen in **figure 6** on the next page.

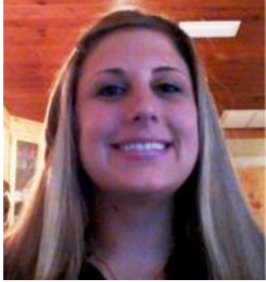
figure 6

Incident Report

 **ProctorU**

Proctor University
Jane McTestitout

Date: MM - DD - Year
Time: 12:00 PM Pacific Standard Time
Test-Taker: Jane McTestitout
Institution: Proctor University
Exam Name: Underwater Basket Weaving - Final
Instructor: Woodward J. Procki
Incident #: *mddyy-pr*
Proctor: ProctorU




Incident Summary: During the course of this exam, the proctor observed the test-taker utilizing Google to search for exam-related content. The test-taker searched for "What is the answer to life, the universe and everything?" The answer, of course, is "42."

Screenshots: Screenshots

Chatlog: Chatlog

Recap: Recap



Carson Richards
Quality Control Coordinator

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