



How it
WORKS

proctoru



Instructor Exam Creation



www.ProctorU.com
contact@proctoru.com

Adding An Exam

An exam must be added to the ProctorU system in order for test-takers to schedule an exam via ProctorU.

To set up an exam instructors may use the integrated form within their ProctorU account. Faculty in need of an instructor account may contact a partnership services representative to be set up with an account.

First, instructors log in to their ProctorU account at go.proctoru.com (Figure 1).

On the home page, instructors click on the exam tab at the top to list available exams (Figure 2). Instructors click the blue **Add New** button to open a drop down menu and select **Exam**, opening a new screen where instructors provide exam appointment details (Figure 3).

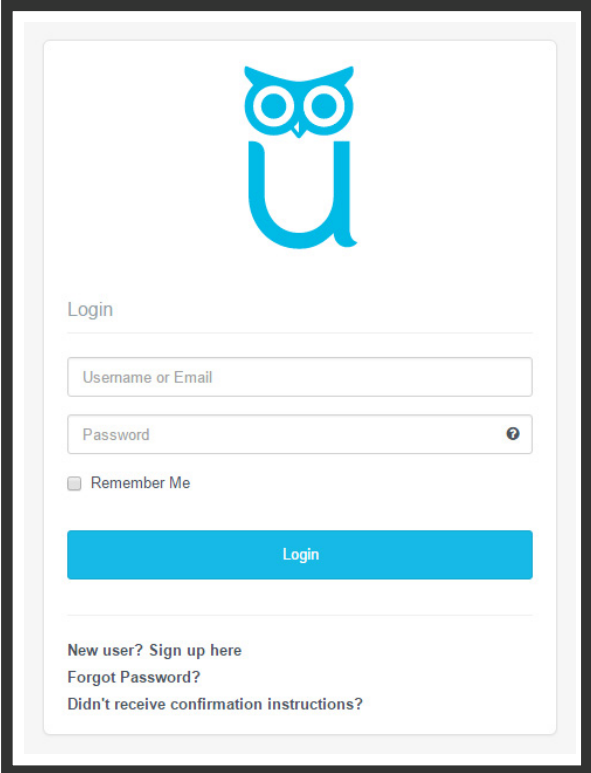
The image shows the ProctorU login page. At the top center is the ProctorU logo, which is a stylized blue owl with large eyes above a blue letter 'U'. Below the logo, the word "Login" is displayed. There are two input fields: "Username or Email" and "Password". To the right of the password field is a small question mark icon. Below these fields is a checkbox labeled "Remember Me". A large blue button labeled "Login" is positioned below the checkbox. At the bottom of the page, there are three links: "New user? Sign up here", "Forgot Password?", and "Didn't receive confirmation instructions?".

Figure 1

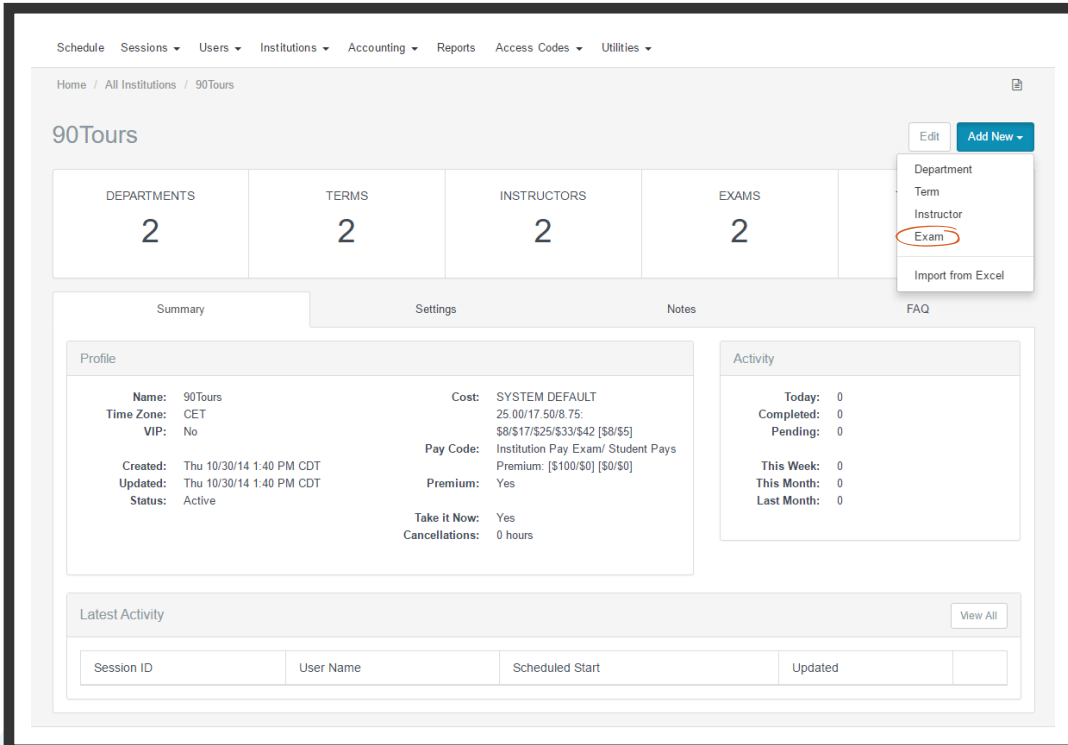
The image shows the ProctorU dashboard for a specific exam named "90Tours". At the top, there is a navigation menu with items like "Schedule", "Sessions", "Users", "Institutions", "Accounting", "Reports", "Access Codes", and "Utilities". Below the menu, the breadcrumb "Home / All Institutions / 90Tours" is visible. The main content area features a summary card for "90Tours" with four categories: "DEPARTMENTS" (2), "TERMS" (2), "INSTRUCTORS" (2), and "EXAMS" (2). To the right of this card is an "Add New" button with a dropdown menu. The dropdown menu is open, showing options: "Department", "Term", "Instructor", "Exam" (which is circled in red), and "Import from Excel". Below the summary card are tabs for "Summary", "Settings", "Notes", and "FAQ". The "Summary" tab is active, showing a "Profile" section with details like Name, Time Zone, Cost, Pay Code, and Status. To the right of the profile is an "Activity" section showing counts for Today, Completed, Pending, This Week, This Month, and Last Month. At the bottom, there is a "Latest Activity" table with columns for Session ID, User Name, Scheduled Start, and Updated.

Figure 2

Figure 3

Instructors can specify the following details:

* Denotes required field

1. **Exam title***
2. **Department***
(e.g., English, math, accounting, etc.)
3. **Term***
(e.g., Fall 2014, Spring 2015, etc.)
4. **Instructor**
(Select a current instructor or add an instructor's name.)
5. **Duration (in minutes)***
6. **Exam URL (location)**
7. **Exam password**
8. **Permitted resources checkboxes***
(e.g., scratch paper, calculator, eBook, textbook, etc.)
9. **Permitted browsers**
10. **Other allowed resources**
11. **Expected no. of test-takers***
12. **Additional exam notes & accommodations**
(e.g., ADA, extended times, etc.)
13. **Notify on Schedule Emails**
(i.e., emails of personnel notified when a test-taker schedules an examination)
14. **Contact Info for Exam Issues***
(i.e., the institution contact for exam issues)
15. **Exam Windows***

The exam availability window is also added on this page. Clicking **Add Window** opens a prompt where instructors can specify start and end dates, as well as name the exam time frame (**Figure 4**). Multiple exam windows may be added for a recurring exam.

Clicking **Submit for Review** finalizes exam details.

Figure 4

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.



Have Questions?

If you have further questions, please contact an assessment services representative at

passwords@proctoru.com