How it WORKS

Instructor Exam Creation
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).
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 3](image3.png)

![Figure 4](image4.png)
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