An exam must be added to the ProctorU system in order for an instructor’s test-takers to 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 an assessment 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 23a). 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 23b)
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

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 start and end dates, as well as name the exam time frame. Multiple exam windows may be added for a recurring exam (Figure 24).

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 start and end dates, as well as name the exam time frame. Multiple exam windows may be added for a recurring exam (Figure 24).

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Alternate exam setup method: Email an Assessment Directive Form (ADF)

The ADF Excel template may be requested and emailed to an assessment services representative as an alternate method of setting up an exam within the ProctorU System. Administrators or instructors may contact an assessment services representative at passwords@proctoru.com to use this method.

After completing the exam setup, administrators will receive an e-mail confirming receipt of the information. Exam details and accuracy can be easily reviewed within the ProctorU administrative account.

Test-takers may then begin scheduling appointments. Institutional administration is given an account that provides access to records of exams proctored for their examinees. Individual and aggregate records are available and accessed through the ProctorU administrative account online.
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 27 on the next page.
Incident Report

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 #: mmddyy-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

[Signature]
Carson Richards
Quality Control Coordinator

The information in this report is confidential and is intended for use by ProctorU Inc. and the institution listed above and may contain confidential, proprietary, and/or privileged material. Any review, retransmission, dissemination or other use than the intended recipient is prohibited. Under no circumstances should the proctor’s full name be disclosed to the test-taker named in this report. For any questions regarding this report please contact ProctorU Inc., 3083 Independence Drive, Suite A, Livermore, CA 94551, www.proctoru.com.