• 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, clicking the Add New button (figure 1) will open a drop down menu.
  » Selecting Exam will open a new screen where instructors may detail the exam appointment (figure 2).
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**).

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. Details can be change until 24 hours before the exam start time. Within this time period, assessment services must be contacted to change exam parameters.

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

**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.

**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.
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

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