

ProctorU (Tentative, can be updated)

Exams will be administered through ProctorU, which will charge approximately \$25 for each of the four exams for the service.

ProctorU is an online proctoring service that allows students to take exams online while ensuring the integrity of the exam for the institution. The service uses proctors who monitor exam takers in three ways. ProctorU will

1. **Authenticate the test taker's identity** to ensure that the person being monitored is the correct student.
2. **Observe the test taker via a webcam.** The student is connected to a real person who guides him/her through the process.
3. **Watch the test taker's screen in real time** and can see everything the student is doing both at the location and on screen.

General Information

- A minimum of 72-hour notice is required to schedule an online exam with ProctorU. All appointments should be made at least 3 days in advance, since reservations made within 72 hours of your exam are subject to an \$8 late reservation fee. If you wait to reserve your appointment within 24-hours the late fee is \$12.
- The exam can be taken online at your convenience, at a specified date and time.
- The exam is a timed, online exam (see the exam description in your course syllabus for course-specific exam time limits).
- Two forms of photo ID, along with a webcam, microphone, and computer with Internet connection are required.
- Exams fees are billed when you schedule the exam.
- Refunds are given if the exam is canceled within 48 hours before the scheduled exam time.

Technical Requirements

OPERATING SYSTEM

- PC: A reliable computer running Windows XP or higher with 1024 MB of RAM or higher
- Mac: A reliable computer running Mac OS 10.5 or higher

BROWSER REQUIREMENTS

- Google Chrome or Firefox Browser are required.
- [ProctorU Chrome Extension](#) or [ProctorU Firefox Extension](#) are required.

OTHER TECHNICAL SPECIFICATIONS

- Webcam with 640x480 video pixel resolution
- Headphones or working speakers connected to the computer
- Microphone connected to the computer (we recommend having a webcam that has a built-in microphone)
- Reliable high speed Internet connection (minimum 768 Kbps download speed /128 upload speed Kbps)
- Web browser with Adobe Flash Player installed (Flash Player 10 or higher recommended)
- Authority to allow remote access to your computer and screen by one of our proctors

System Test

Is your system ready? Take the [ProctorU System Test](#).

Schedule an Exam

Learn how to [schedule an exam](#) with ProctorU.

The latest ProctorU equipment requirements can be found at <https://support.proctoru.com/hc/en-us/articles/115011772748-Equipment-Requirements>