

USING THE GSW LIBRARY FOR PROCTORU TESTING

Students can use designated study rooms in the James Earl Carter (GSW) Library to test using ProctorU. Availability is first come first serve with students making reservations having priority. Reservations should be made with Kay Bell at 229-931-2259 (kay.bell@gsw.edu) between 8:00 AM - 5:00 PM Monday-Friday. The Library staff will not be able to assist with ProctorU issues.

1. **Make a reservation with Kay Bell at 229-931-2259** (kay.bell@gsw.edu) between 8:00 AM - 5:00 PM Monday-Friday. Plan to arrive 30 minutes early to check in at the circulation desk and get set up in the study room before the appointment time with ProctorU. You will need to complete your exam 30 minutes before the GSW Library closes. If you use a study room without a reservation, you may lose the opportunity to use the rooms in the future.
2. **Make your appointment with ProctorU.** Be sure to schedule during the Library hours.
3. **GSW laptops are available for testing use.** If you need to use a GSW laptop to test, one will be available. Students can bring their own laptops but if there are issues you should immediately return to the Circulation Desk to request a GSW laptop to use during the exam. Library staff will not be able to assist with testing issues on personal laptops.
4. **Check your Ethernet cable connection after you use your laptop to perform the room scan.** The cable could have been loosened while scanning the room causing you to be disconnected from ProctorU.

If you are using your personal laptop (you must have a reservation to use the study room):

- **Bring your laptop, including camera/headphones/power cord, to take the exam.** Remember you must have working audio and video to take your proctored exam. If you need to test out your equipment before the exam, you need to schedule this with Ms. Bell in the GSW Library.
- **Students must connect using an Ethernet cable in one of the two designated study rooms in the Library.** You will be using the GSW internet and connecting with an Ethernet cable. If you don't have an Ethernet cable, they are available at the circulation desk. It must be returned to the circulation desk when you leave the Library. An adapter for a Mac is also available if you need this device to connect to the Ethernet cable. Other study rooms in the Library have Ethernet connections but the port is only open in the designated rooms.
- **Turn off the wi-fi on your computer.** Your computer will probably not recognize the Ethernet cable connection unless you turn off your wi-fi. If you aren't connecting with ProctorU properly, check to be sure the Wi-Fi is turned off.
- **Check your Ethernet cable connection after you use your laptop to perform the room scan.** The cable could have been loosened while scanning the room causing you to be disconnected from ProctorU.