

GETTING READY

MAKE APPOINTMENT

Make your appointment early to avoid the convenience fee. The last appointment time in ProctorU is different from the end time in GoVIEW, the last appointment time is backed up to ensure you have enough time to complete your exam. Do not wait until the last appointment time to take your exam. Unexpected events can arise and prevent you from testing. Also, if you have computer issues at the last minute there is no time to resolve the issues before the exam period ends.



Connect your laptop/computer to the electrical source and have new batteries quickly available if necessary, for your mouse. Losing power during an exam will cost you valuable test time.



Consider your ProctorU appointment to test in the same manner you would a doctor or dentist appointment. Be on time. Make sure you have scheduled time for delays and issues that are beyond anyone's control.



Create a positive testing environment. Your laptop or computer should be on a desk or level surface for the best experience. Testing with a laptop resting on your legs or pillow creates opportunities for you to be out of camera view. Be prepared to scan the room from floor to ceiling and under the desk. You will be asked to pan the testing area which will include moving pillows and bed linens if you are testing on your bed. Remember, no one is allowed in the area while you are testing, and you are not permitted to talk aloud during the exam or cover your mouth/chin with your hand. The proctor will interrupt you during the exam because you must follow specific procedures. Also, you may be required to re-pan the room and test area after the exam begins if the proctor determines it is necessary.



Post a sign in your testing area if other people are likely to enter the room or interrupt you while testing. You cannot talk to other people or have them pass through the room while you are testing.



Remove everything from your desk or table except for the specific items permitted for testing before you connect with ProctorU. This will save time during the pan of the room. If you are taking an exam that does not permit books, notes or paper then NOTHING should be on your desk or table except your computer/monitor/mouse. You can only use one monitor during testing, be sure to disconnect other monitors. You should have your cell phone available to show the proctor and then place it out of reach when the proctor gives the instructions. Be sure to have a photo ID ready to show the proctor.



Know how to find your exam. Many students save time by having the course already open and are ready to click open the exam. Regardless of who navigates to the exam site, it is your responsibility to locate the exam within GoVIEW, GeorgiaVIEW, MindTap, etc.



Remain connected with ProctorU until you have submitted the exam and the proctor tells you to log off. Disconnections are reported to the GSW School of Business and repeat occurrences are not tolerated. You should follow the steps below when you have completed your exam:

1. Notify the proctor in the chatbox when you are finished with your exam.
2. The proctor will confirm when you can submit your exam, remember the proctor needs to see you complete this process.
3. Close the course site tab in your browser.
4. Disconnect from ProctorU when the proctor gives the approval.