

PROCTORU

Information for Successful Testing

Signing Up for the Exam

To sign up to take an exam for the first time go to <https://www.proctoru.com/portal/gsw> and click the ‘Getting Started’ link. You will enter demographic information for proctoring purposes. After you have signed up, you will then click on ‘Log In’ and begin making an appointment to take the exam. You will select the exam, date, and time of the appointment for the exam. ProctorU allows students to take an exam on demand or by appointment. All appointments should be made at least 3 days in advance. Be sure to use a valid phone number and email address for contact information.

Cost of the Exam

Students are responsible for paying for exams and the convenience fee. The GSW Bookstore sells ProctorU access card bundles that may be purchased with your books or individually. The bundles contain access codes for three exams. You should purchase one bundle for each course requiring ProctorU testing. The access codes do not cover the convenience fee. Students can also pay for each exam through the ProctorU website when making appointments. The exam costs for MBA (graduate) courses will be paid for by GSW but students are responsible for the convenience fee.

Technical Requirements for the Exam

Students are responsible for meeting the following technical requirements:

- Students must meet the minimum requirements at <https://www.proctoru.com/proctoru-live-resource-center>. (Click on Requirements button.)
- Headphones or working speakers connected to the computer.
- A working microphone connected to the computer. We recommend a web cam that has a built-in microphone.
- A compatible browser: Google Chrome or Firefox.
- Adobe Flash
- A reliable, high-speed internet connection.
- The ability to allow video and screen-sharing connections to the computer you will be using to take your exam.
- CPU capacity of 80% or lower.
- Students should test their computer at the beginning of the term and prior to each exam. [Click here](#).

Preparing for the Exam

You can take exams through ProctorU 24 hours a day seven days a week. You will be connected to a live person during your exam that will be there to guide you through the process and assist with any technical problems. If you have any questions, use the chat box at the bottom right of the ProctorU webpage. Test your equipment by logging on to their ProctorU account and clicking the Test Your Equipment button before your appointment to ensure everything works.

- Watch the student walkthrough video. [Click here](#).
- Make sure you have a fast and reliable internet connection. If you are connected through an intermittent WiFi connection, you may want to plug in directly to your modem, to avoid disconnecting during your exam. If you lose connectivity, reconnect by using either the proctor chat box or the chat box in the bottom right of the ProctorU webpage.
- Please turn off all cell phones and find a comfortable, quiet spot in a well-lit room. Try to put

light sources in front of you, such as windows or lamps, so they don't cast shadows on your face. Your proctor will need a clear view of your surroundings and face in order to grant access to your exam.

- If your Learning Management System allows, please remember to save each answer as you go in case you lose connectivity or there is an error with the testing site.
- Some course instructors allow scrap paper and others do not. If scrap paper is allowed be prepared to show it to the proctor to ensure it is blank.

Taking the Exam

Plan ahead for your session. Make sure you have a quiet, private location in which to take the test. The area and room around your computer will be scanned using a web cam prior to your exam, so all non-authorized materials should be put away and the area should be clutter-free. If you are using a public computer lab, you must have a web cam connection and use headphones, so you won't disturb others. You will also be required to show picture identification to your proctor at the time of your exam. Approved forms of identification include, but are not limited to, a driver's license, military identification card, passport, or school-issued identification card. No breaks are allowed during your testing session and cell phones and other devices will not be permitted in the testing area. No other people are allowed in the area in which the test is being taken. Any unauthorized resources used, or unusual movements during the exam will be reported to your instructor.

Follow the Live Human Proctored Launch instructions at test time. [Click here](#).