Students Manual

Proctorio Setup

Proctorio is a software your instructor might use when you take an exam remotely.

When you're ready to take a proctored exam, you will need to use latest version of the supported internet browsers on a desktop/laptop. Other mobile and tablet devices (such as iPhones, iPads, or Android phones) are **not** supported for proctored exams.

The list below are the supported browsers:

- Google Chrome
- Microsoft Edge
- Opera
- Brave

If not already installed, please download one of the supported browsers.
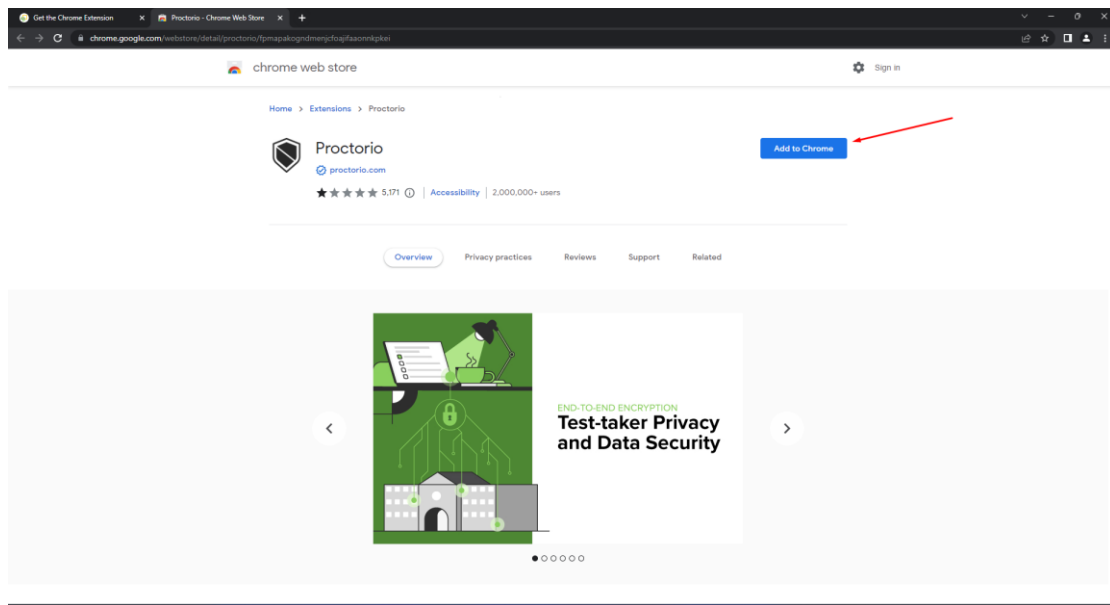
Installing the Proctorio Extension

Proctorio requires an extension to be added to your supported browser. You only need to install the extension once.
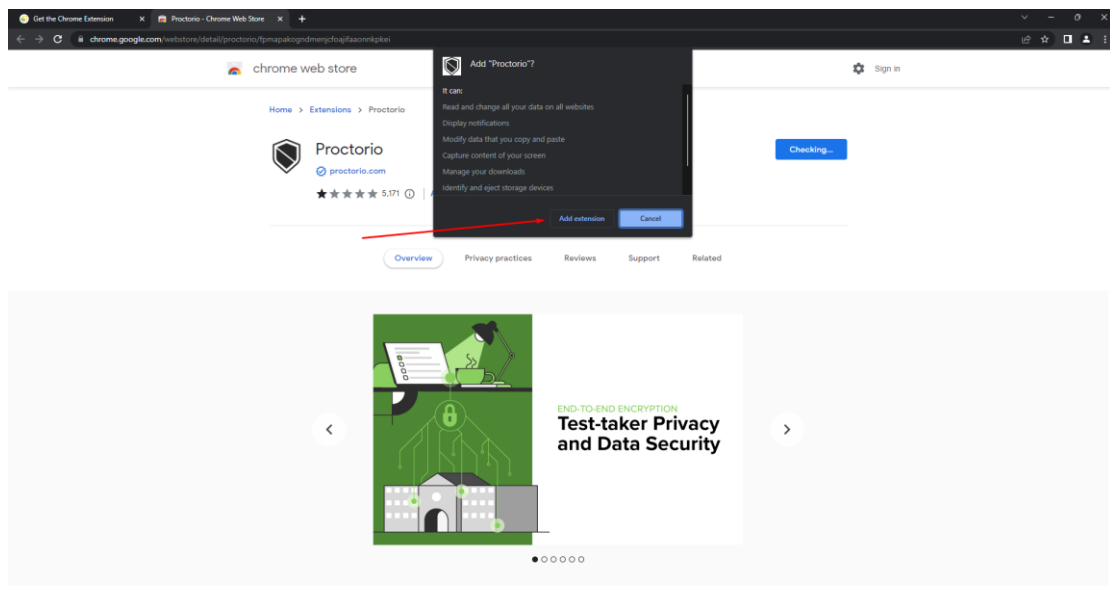
You can download the extension from https://getproctorio.com/.
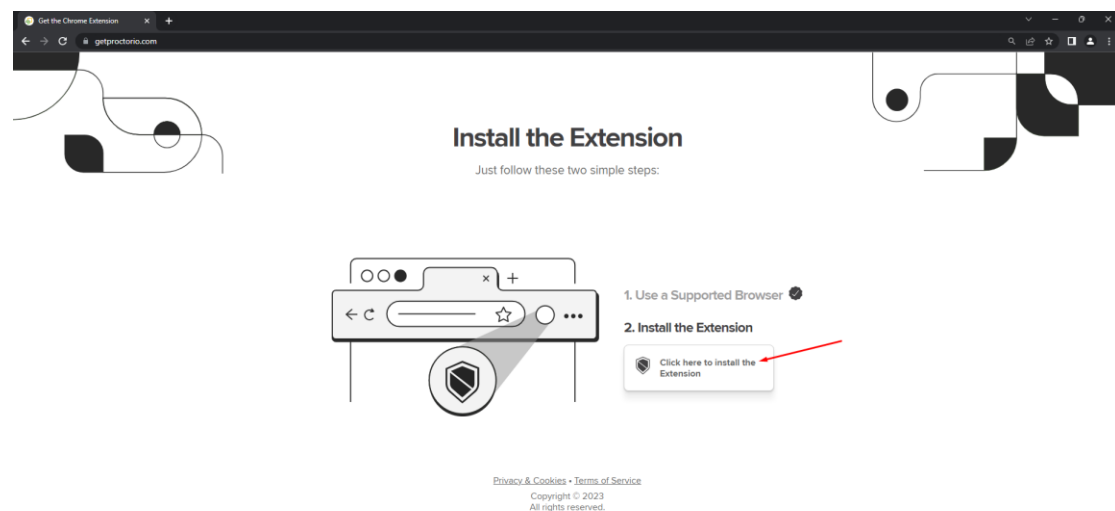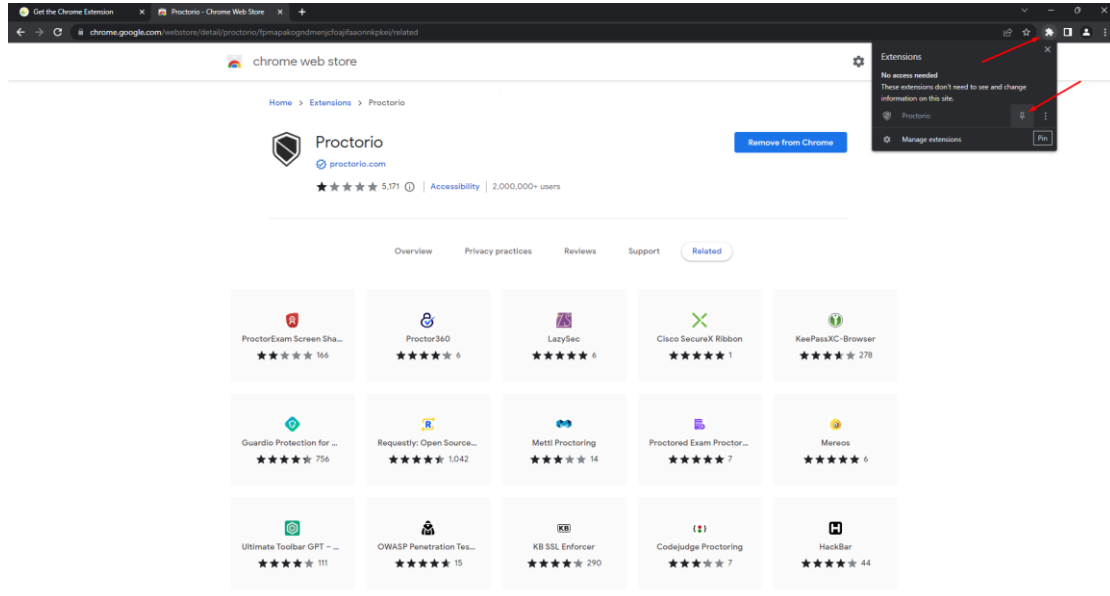
Click on **Add to Chrome**
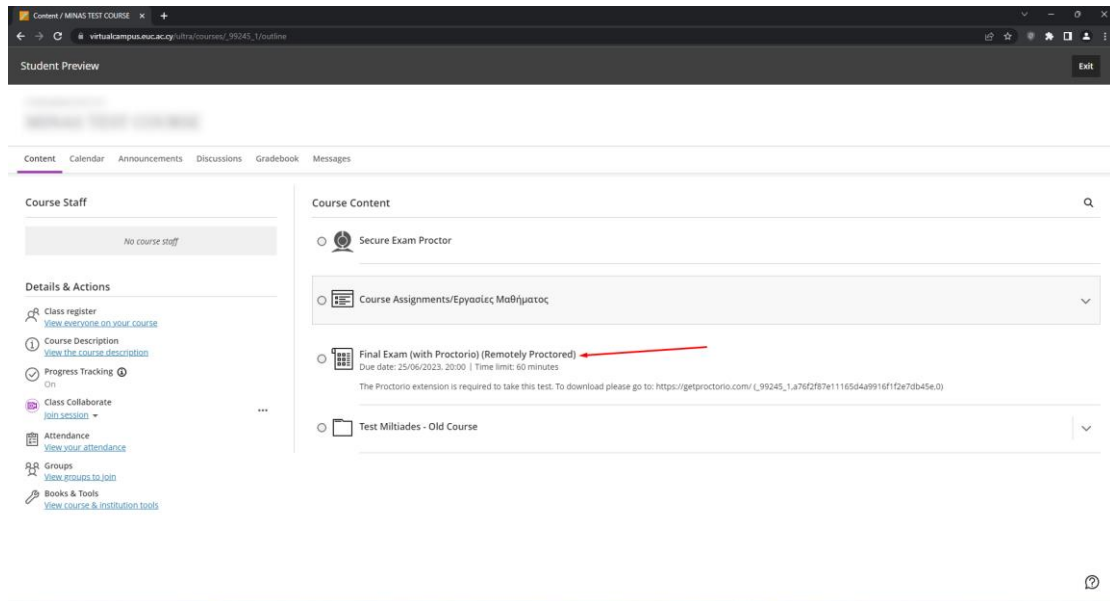

Then click **Add extension**

Once you add the extension click on the extension icon to pin to your browser bar.

The extension will only be active while you are taking the exam (is displayed in green) otherwise it will be off (is displayed in grey).
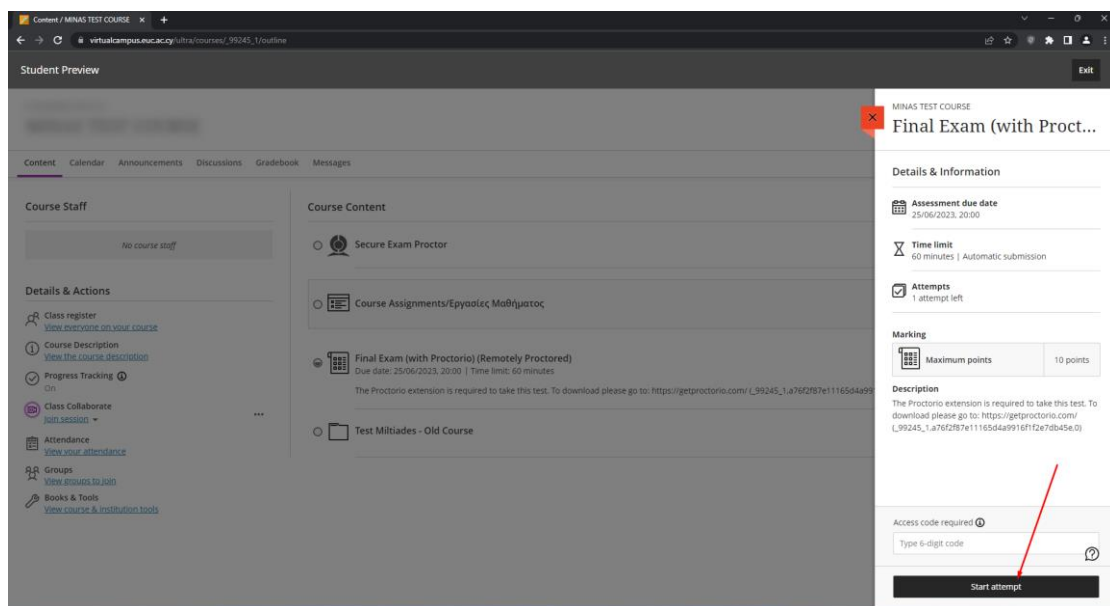
Taking a proctored assignment

Enter your Blackboard course and find your exam.

Read the information provided by your instructor and then select **"Start attempt".**

Please note: If your Instructor has set a time limit for the exam, the time will not begin until after you have completed Proctorio's pre-check process.

If the exam is with closed notes or books you must **"click here"** to close all browser tabs.

After closing click on **"Continue"**

Proctorio will perform a system diagnostic test to ensure you have good connectivity before proceeding with the assignment.

Proctorio may ask you to provide permission to access your webcam or microphone and may check to ensure your webcam and microphone are working.

Click **Allow** to give Proctorio to access your camera and/or microphone. Access is only required while you are taking a proctored exam.

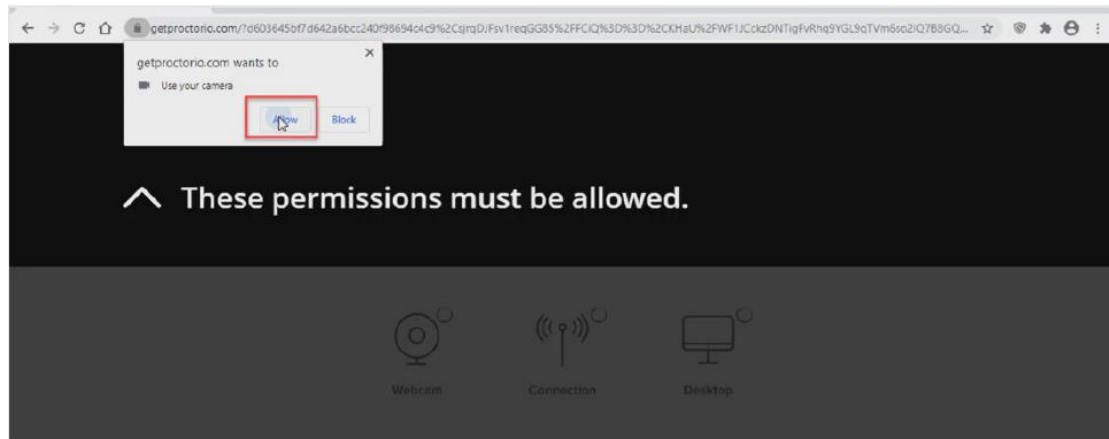If your instructor enabled **record screen** for the exam, Proctorio will perform a desktop check, asking you to share the screen where you are taking your exam. To share your desktop screen, click on the tile that shows your exam, and then click **"Share"**. If your instructor does not require record screen, you will not see this screen.
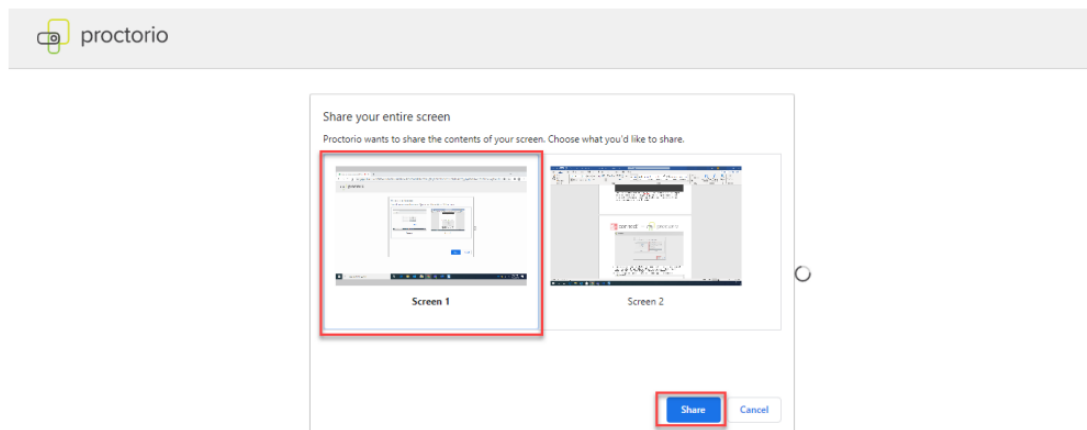
If your instructor is requiring record video, you'll need to ensure your webcam is connected and working properly. On the **Systems Diagnostic Test page**, make sure you see your face in the frame.

If you do not, click on the link that says **"Don't see yourself above?"** for help in getting your webcam selected. Once you complete the system diagnostics test, click **Next** to proceed to the next step.

proctorio

System Diagnostics Test

Initial system checks passed

Your exam is about to begin.

⬭⬭ Use Restroom.

🮲 Get water.

🖼 Get comfy.

🏃 Get ready.

Don't see yourself above?

Next »

Your instructor may require an **ID check** for your exam. If an ID check is required, you will need to have a **Student ID** ready. Make sure you have good lighting and hold up your ID to your webcam, aligning the ID against the green outlined box. This will allow the system to scan your ID for verification.

If you are having trouble with your Student ID card capturing, click on the **"Having trouble?"** link below the box to manually enter card information.

Identification Card

Show a photo ID to the camera within the area indicated. This will be used to validate your identity. If this is unsuccessful a link will appear. Simply click the link to manually scan a photo of your ID.

Hold identification card here.
It will scan automatically.

Having trouble?
Don't see yourself above?
⚠ Flip Horizontally?

If your instructor enabled **record video**, they might want to verify that your webcam is working appropriately. You will be asked to perform a webcam image test, which will capture five images from your webcam.

Make sure your face is well lit, centred, and clearly visible, then click begin camera test. If the camera has trouble seeing you, try adjusting your light source or making the room brighter, then click on re-test.
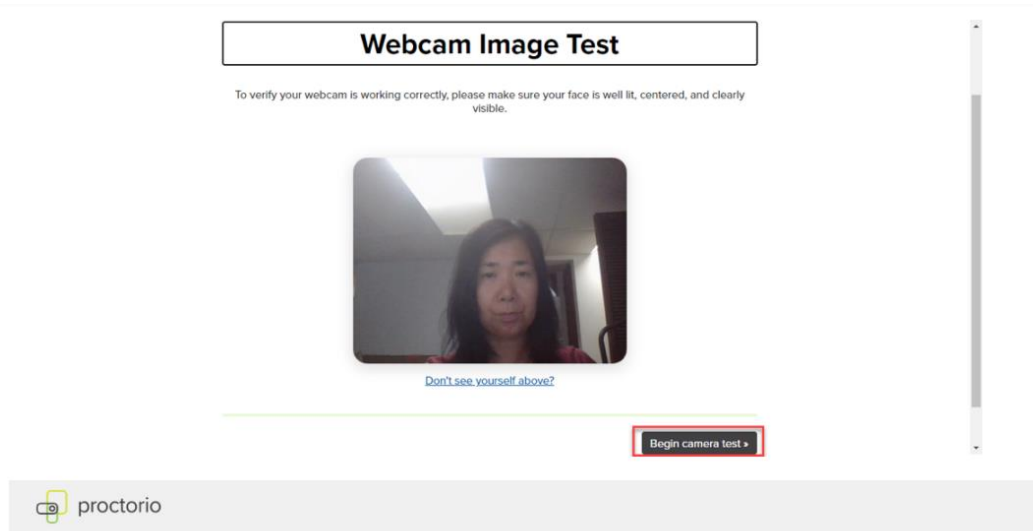
The final pre-check step is the exam agreement. Take a few minutes to review the agreement, terms of service, and privacy policy. Proctorio takes privacy very seriously your information will ONLY be accessible to your instructor and school, no one else.

If your instructor requires you to sign the exam agreement, you must add your signature to the signature box appearing on the screen.

Please sign the exam agreement below

By clicking "I agree" I represent and warrant that I, Jo Smith, am the person whose name is associated with the login used in this assessment system. I further certify that I am the person whose name appears on the identification presented and that said identification is legible in the image shown. I understand the prohibited actions and code of conduct as described in the applicable policy of this Institution. If over the age of 18, I acknowledge that I have read and agree to the Terms of Service, and to the Privacy Policy . If under the age of 18, I understand that when my parent or legal guardian provided consent to the Institution for my access to the Services, they consented to the same terms and privacy policy. If I or my parent or legal guardian have any questions, we will contact Proctorio before clicking "I agree" or otherwise using the Services. If I am under 18, I understand that my parent must sign the agreement below and that by signing, my parent or legal guardian is providing express consent to access the Services, which includes the collection of my information as described in the privacy policy. Sign the agreement below to begin the exam.

You are now ready to start your exam. If this is a timed exam, the timer will begin on this page.

If your instructor enabled force full screen on your exam, your exam will be displayed in full-screen mode. This means you will not be able to access any other applications or programs while taking this proctored assignment.

If your instructor selected record screen, you will want to click the hide link to hide the "Proctorio is sharing your screen" message so you can see the Connect question navigation bar.
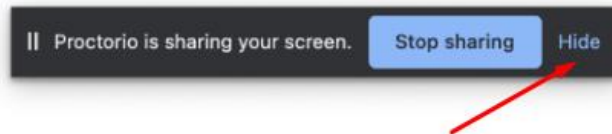
Depending on the tolerance level your instructor has selected:

- **30 seconds** – You have 30 seconds to close other windows or tabs before you are kicked out of the assignment.
- **15 seconds** – You have 15 seconds to close other windows or tabs before you are kicked out of the assignment.
- **0 seconds** – You will immediately be kicked out of the assignment.
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If you attempt to exit out of full-screen mode to access other windows or tabs, you will get a **warning** before being kicked out of the assignment.
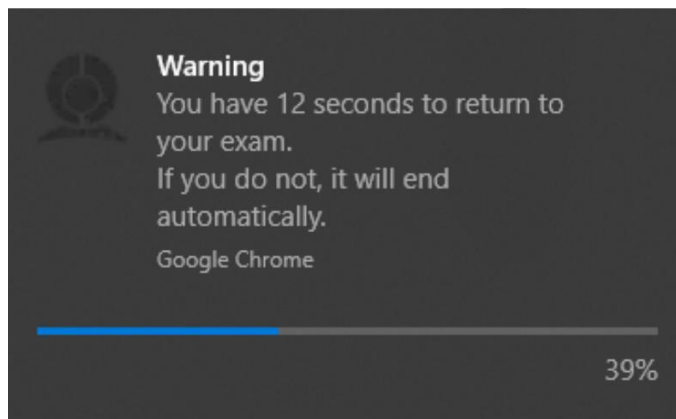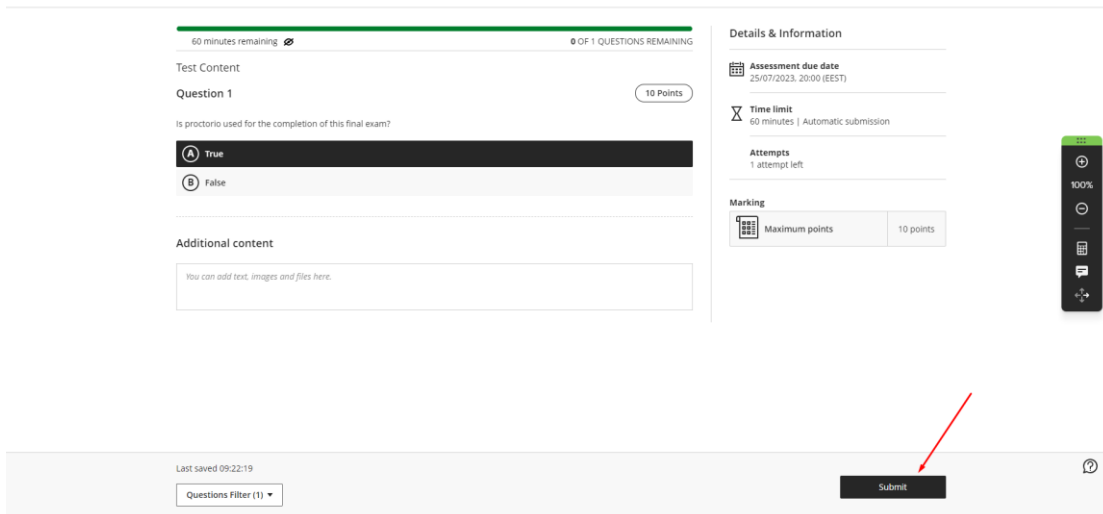
If your assignment automatically ended, you would see this screen

When completing your assignment, and you are ready to submit your assignment, click **submit.**

Final Exam (with Proctorio) (Secure Browser)