Creating an Exam in ProctorU

In addition to verifying the identity of online students, ProctorU also serves as an online proctor for exams delivered in Blackboard. Faculty set up an exam in ProctorU, specifying the details of the exam and which resources students are permitted to use (such as notes or a textbook). Students then schedule an appointment to complete the exam with a proctor, who will monitor the exam and report any incidents of suspicious activity. This document will outline the steps for creating an exam in ProctorU and having students schedule an exam appointment.

**Important:** Instructors looking to create an exam in ProctorU should do so approximately **two weeks** prior to the exam. ProctorU reviews all exam setups before making them available to students. Students should schedule their appointment to complete the exam approximately **three days** in advance. Students who attempt to schedule an exam with less than three days’ notice may be charged a premium fee.

**Setting Up an Exam**

To set up an exam, access ProctorU through your Blackboard course. On the right side of the page, click the blue **Add New** button, then select **Exam**.

This will take you to the **New Exam** page, where you can specify settings and configuration for your exam. The following details are required:

- **Exam Title.** ProctorU recommends including the name/number of the course (e.g., NUR 6042) and the name of the exam (e.g., Midterm).
- **Department.** Select your department from the list. If you do not see your department listed, contact Academic Computing for assistance.
- **Term.** Select the term from the list. If you are teaching a 7-week course, be sure you have selected the correct session (e.g., 16SP Session 1).
- **Duration.** Enter the duration in minutes.
- **Permitted resources.** Select **ALL** resources students will be permitted to have during the exam. This includes access to Blackboard and publisher websites. When the student begins the exam, the proctor will verify that the student has only the materials you have selected. **Note:** If any students will be permitted additional accommodations during the exam, please make note of it in the **Additional Exam Notes & Accommodations** Section.
• **Expected Number of Test Takers.** Enter the number of students in your course.

• **Contact Info for Exam Issues.** Enter the following:
  - Name: IT Help Desk
  - Email: ithelpdesk@aic.edu
  - Phone number: 413-205-3402

• **Exam Window.** Enter the start and end dates for when you would like students to complete the exam. Please note that you will not be able to make any changes to your exam settings 24 hours prior to the exam date.

Once you have entered the specific settings for your exam, click **Submit.** You will receive an email confirmation from help@proctoru.com when your exam is active. Your students will not be able to schedule exam proctoring appointments until the exam is active.

**Having Students Schedule an Exam Appointment**

Once your exam is available, students can log in to schedule appointments at any time using the following steps:

1. Navigate to ProctorU through the Course Tools area in Blackboard.
2. In ProctorU, click on the **Schedule New Session** button on the right side. The **Select New Session** window will open.
3. Confirm your institution and the current term from the drop down menu.
4. Select your exam from the drop-down menu. You can either choose one from the list or type in an exam name to search for it. All exams begin with the course number (e.g. NUR 6042) and include the instructor’s name, helping you to identify them easily.
5. Select **Find Session.**
6. On the **Schedule Session** page, choose a date and preferred start time on the calendar. ProctorU will generate a list of open appointments. Press **Select** to choose a time, then **Schedule** to confirm it.

You will receive an email confirmation when your reservation is booked. For further details on scheduling and completing an exam in ProctorU, please review this document (starting on page 2).