



HOW IT WORKS

Instructor Exam Creation

- Add an exam iteration
- Reporting capabilities

Have questions? Contact us!

support.proctoru.com

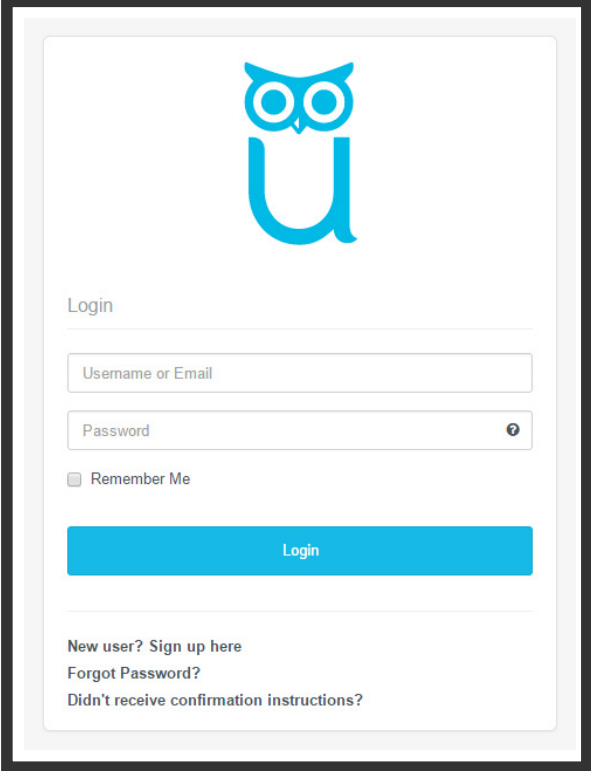
Adding An Exam

An exam must be added to the ProctorU system in order for test-takers to schedule an exam.

To set up an exam, use the form within your ProctorU account. If you do not have an instructor account, contact your Client Success Manager or submit a ticket at support.proctoru.com.

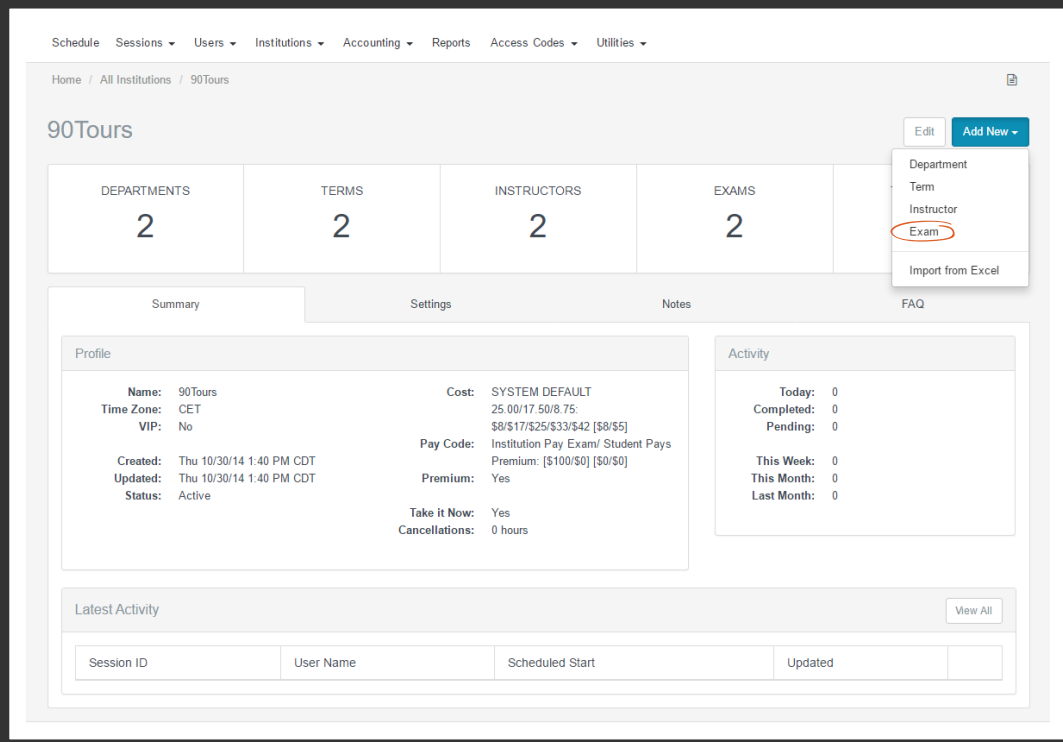
Log in to your ProctorU account at go.proctoru.com (Figure 1).

Click the Add New button in the top right and select Exam (Figure 2).



The image shows the ProctorU login page. At the top center is the ProctorU logo, which is a stylized blue owl with large eyes above a blue letter 'U'. Below the logo is a 'Login' section with a text input field for 'Username or Email', a password input field with a toggle icon, and a 'Remember Me' checkbox. A large blue 'Login' button is positioned below these fields. At the bottom of the login section, there are three links: 'New user? Sign up here', 'Forgot Password?', and 'Didn't receive confirmation instructions?'.

Figure 1



The image shows the ProctorU dashboard for a specific exam named '90Tours'. The top navigation bar includes links for 'Schedule', 'Sessions', 'Users', 'Institutions', 'Accounting', 'Reports', 'Access Codes', and 'Utilities'. Below the navigation, the breadcrumb path is 'Home / All Institutions / 90Tours'. The main content area features a summary card with four metrics: 'DEPARTMENTS' (2), 'TERMS' (2), 'INSTRUCTORS' (2), and 'EXAMS' (2). To the right of this card is an 'Add New' dropdown menu with options: 'Department', 'Term', 'Instructor', 'Exam' (highlighted with a red circle), and 'Import from Excel'. Below the summary card are tabs for 'Summary', 'Settings', 'Notes', and 'FAQ'. The 'Summary' tab is active, showing a 'Profile' section with details like Name (90Tours), Time Zone (CET), Cost (SYSTEM DEFAULT), and Status (Active). To the right of the profile is an 'Activity' section showing counts for Today, Completed, Pending, This Week, This Month, and Last Month, all of which are zero. At the bottom, there is a 'Latest Activity' table with columns for Session ID, User Name, Scheduled Start, and Updated.

Figure 2

Figure 3

You can specify the following details:

- * Denotes required field
- 1. **Exam title***
- 2. **Department***
(e.g., English, math, accounting, etc.)
- 3. **Term***
(e.g., Fall 2014, Spring 2015, etc.)
- 4. **Instructor**
(Select a current instructor or add an instructor's name.)
- 5. **Duration (in minutes)***
- 6. **Exam URL (location)**
- 7. **Exam password**
- 8. **Permitted resources checkboxes***
(e.g., scratch paper, calculator, eBook, textbook, etc.)
- 9. **Permitted browsers**
- 10. **Other allowed resources**
- 11. **Expected no. of test-takers***
- 12. **Additional exam notes & accomodations**
(e.g., ADA, extended times, etc.)
- 13. **Notify on Schedule Emails**
(i.e., emails of personnel notified when a test-taker schedules an examination)
- 14. **Contact Info for Exam Issues***
(i.e., the institution contact for exam issues)
- 15. **Exam Windows***

Clicking **Add Window** gives you the option to specify the start and end dates of the exam's availability. Multiple exam windows can be added for a recurring exam.

Click **Submit for Review** to finalize and submit your exam for ProctorU approval.

Figure 4

After submitting your exam details, you will receive a notification that the exam was successfully submitted for review.

ProctorU's Client Success team will review the information and you will be notified when the exam is made active.

Once an exam is active, test-takers may begin scheduling appointments.



Have Questions?

If you have further questions, please contact
an assessment services representative at

support.proctoru.com