



Proctor **U**

HOW IT WORKS

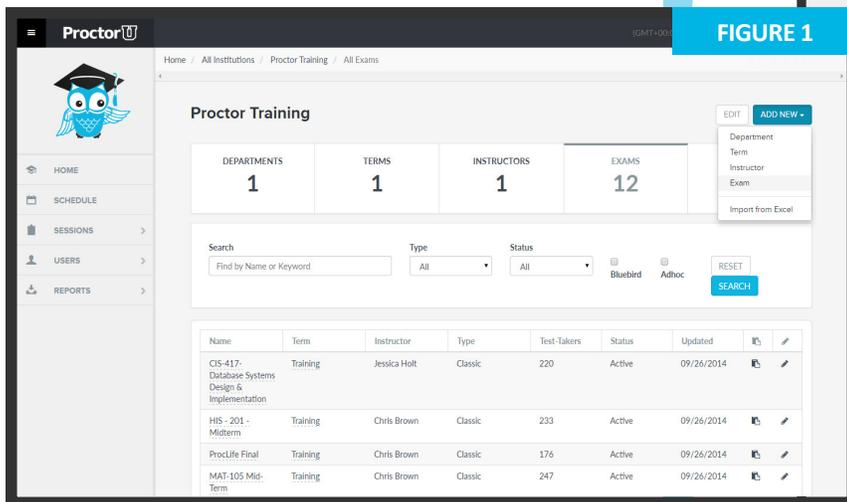
FACULTY PROCESS

- Add an exam iteration
- Reporting capabilities

www.ProctorU.com
855 - 772 - 8678
contact@proctoru.com

FACULTY EXPERIENCE

- An exam must be added to the ProctorU system before an instructor's test-takers can schedule an exam via ProctorU.
- An administrator or instructor may create an exam using their ProctorU account. Faculty in needing an account may contact a partnership services representative to set up an account.
- After logging into their administrative account, administrators can create an exam using the following process:
 - ◇ On the home page in the top right, clicking the **Add New** button (**Figure 1**) will open a drop down menu.
 - ◇ Selecting **Exam** will open a new screen where instructors may detail the exam appointment (**Figure 2**).



ProctorU Home / All Institutions / Proctor Training / All Exams

Proctor Training

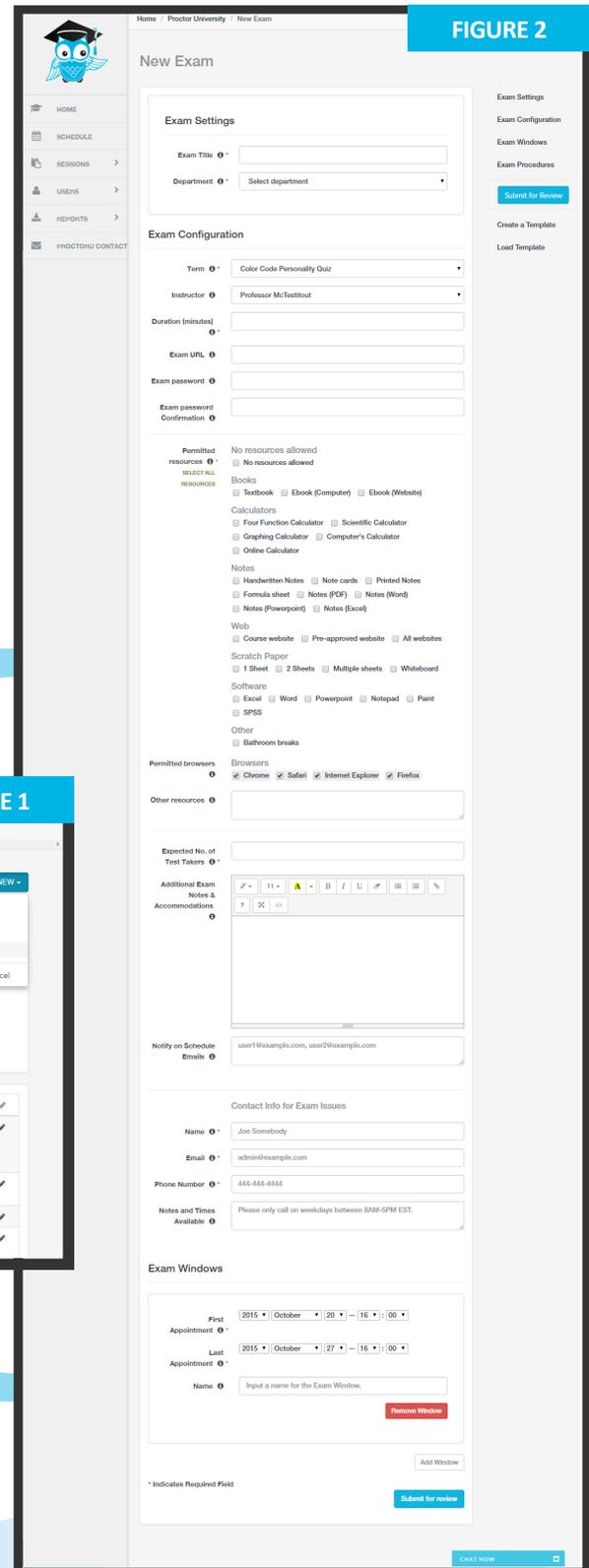
EDIT ADD NEW

DEPARTMENTS	TERMS	INSTRUCTORS	EXAMS
1	1	1	12

Search: Find by Name or Keyword Type: All Status: All Bluebird Adhoc

Name	Term	Instructor	Type	Test-Takers	Status	Updated
CIS-417- Database Systems Design & Implementation	Training	Jessica Holt	Classic	220	Active	09/26/2014
HIS - 201 - Midterm	Training	Chris Brown	Classic	233	Active	09/26/2014
ProLife Final	Training	Chris Brown	Classic	176	Active	09/26/2014
MAT-105 Mid-Term	Training	Chris Brown	Classic	247	Active	09/26/2014

FIGURE 1



Home / Proctor University / New Exam

New Exam

Exam Settings

Exam Title: [Text Field]
Department: [Select department]

Exam Configuration

Term: [Color Cook Personality Quiz]
Instructor: [Professor McTestout]
Duration (minutes): [Text Field]
Exam URL: [Text Field]
Exam password: [Text Field]
Exam password Confirmation: [Text Field]

Permitted resources

No resources allowed
No resources allowed

Books
Textbook [Ebook (Computer) Ebook (Website)]

Calculators
Four Function Calculator Scientific Calculator
Graphics Calculator Computer's Calculator
Online Calculator

Notes
Handwritten Notes Note cards Printed Notes
Formula sheet Notes (PDF) Notes (Word)
Notes (Powerpoint) Notes (Excel)

Web
Course website Pre-approved website All websites

Scratch Paper
1 Sheet 2 Sheets Multiple sheets Whiteboard

Software
Excel Word Powerpoint Notepad Paint
SPSS

Other
Bathroom breaks

Permitted browsers
Browsers
[x] Chrome [x] Safari [x] Internet Explorer [x] Firefox

Other resources

Expected No. of Test Takers

Additional Exam Notes & Accommodations

Notify on Schedule Emails
user1@example.com, user2@example.com

Contact Info for Exam Issues

Name: [Joe Somebody]
Email: [admin@example.com]
Phone Number: [666-666-6666]

Notes and Times Available
Please only call on weekdays between 9AM-5PM EST.

Exam Windows

First Appointment: [2015] [October] [20] [16] :00
Last Appointment: [2015] [October] [27] [16] :00
Name: [Input a name for the Exam Window.]

Submit for review

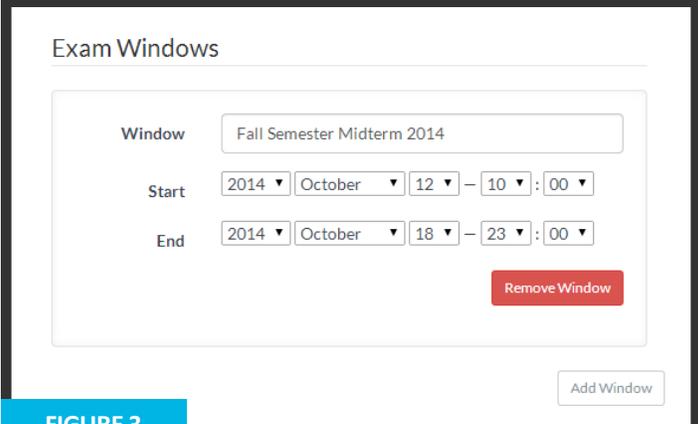
FIGURE 2

INSTRUCTORS CAN SPECIFY THE FOLLOWING DETAILS:

- Exam title
- Department
- Term
- Instructor
- Duration of exam
- Exam URL (location)
- Exam password
- Permitted resources
- Permitted browsers
- Other allowed resources
- Expected no. of test-takers
- Additional exam notes & accommodations
- Notify on schedule emails
- Point of contact for exam

Instructors may use the provided check boxes to specify allowed resources and browsers, and a dialogue box is provided for any available resources not listed.

Exam availability can also be added on this page. Clicking **Add Window** opens a prompt where instructors can specify an exam time frame and set start and end dates and times. Multiple exam windows may be added for a recurring exam (**Figure 3**).



The screenshot shows a web interface titled "Exam Windows". It features a form with the following fields:

- Window:** A text input field containing "Fall Semester Midterm 2014".
- Start:** A date and time selector with dropdowns for year (2014), month (October), day (12), hour (10), and minute (:00).
- End:** A date and time selector with dropdowns for year (2014), month (October), day (18), hour (23), and minute (:00).
- Remove Window:** A red button located below the end time field.
- Add Window:** A button located at the bottom right of the form area.

FIGURE 3

After completing an exam form, an administrator receives a notification that the exam has been sent for review.

ProctorU's assessment services team reviews the exam information and enters it into the system. An instructor is notified when the exam has been activated.

Exam details and accuracy can be reviewed within the ProctorU administrative account. Details can be changed until 24 hours before the exam start time. Within this time period, assessment services must be contacted to change exam parameters.

Test-takers may begin scheduling appointments. The administrative account also provides access to records of proctored exams.



ACTIVITY REPORTING

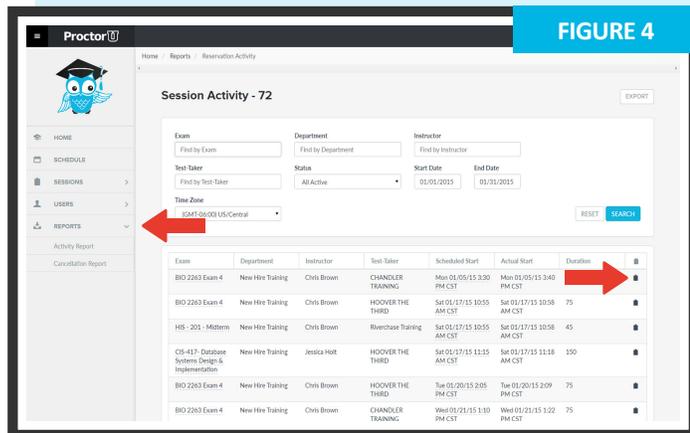


FIGURE 4

RESERVATION DATA

On the left under the **Reports/Activity Report** heading, **Session Activity** can be viewed.

Administrators can filter reservations by start and end dates (**Figure 4**).

This page displays a test-taker's exam, department, instructor, test-taker name, start time and exam duration. A detailed description of individual appointments is displayed by clicking the **clipboard edit icon** to the right of each appointment.

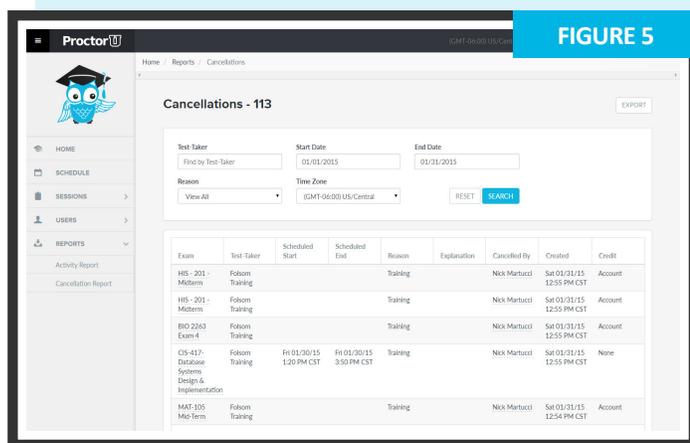


FIGURE 5

CANCELLATIONS

Cancellation activity is also available under the **Reports** menu (**Figure 5**). This report displays exam name, test-taker name, scheduled start and end dates, reason for cancellation, cancellation explanation, who canceled the appointment, the date canceled and any credit given. Reports can be filtered by test-taker name, start and end dates, or by reason.

TEST-TAKER APPOINTMENT TIMELINE

Faculty can also view the events of a particular appointment in a detailed timeline (**Figure 6**, next page). This timeline displays all of the events during an appointment in chronological order as well as any notes made by a proctor or manager.

The timeline will also display the relevant test-taker and exam iteration information for the appointment.

TEST-TAKER APPOINTMENT TIMELINE

1 Home / Proctor University / PU101 - Demo Exam

2 User

User	Tony McTestitout	Institution	Proctor University
User ID	2bf95acb	Time Zone	US/Central
Phone	555-555-5555	Status	Active
Email	Lkhounmano@gmail.com		

3 Session

Type	Classic
Exam Term	Current Term
Session Status	Fulfilled
Appointment ...	Fulfilled
Exam Start	Thu 09/10/15 9:10 AM CDT
Actual Start	Thu 09/10/15 9:08 AM CDT
Actual End	Thu 09/10/15 9:21 AM CDT
Exam Duration	60 minutes
Appointment ID	5ede5ba4
Session ID	abfde484

4 Authentication Methods

No authentications exist for this test-taker.

5 Exam

Disable screenshots shortcut for Mac computers. Invite a manager to check for programs running in the background

- Non-Tech 2 Minute, Math, Verbal, 20 Questions.
- Tech 2 Minute, Math, 20 Questions, Programming Concepts
- SD 2 Minute, Math, 20 Questions, Programming SD

EPIC Skills Assessment:
It is a four part assessment

6 Timeline

DURATION	60	NOTES	0	ALERTS	0
Minutes		Comments		Incidents	

7 9:21am on Sep 10, 2015
Appointment finished by Tony (Bhm) Vip K

8 9:08am on Sep 10, 2015
Flight path step completed by Tony (Bhm) Vip K
Verify Test Submission

9:20am on Sep 10, 2015
Flight path step completed by Tony (Bhm) Vip K
Exam Rules

9:08am on Sep 10, 2015
Appointment started by Tony (Bhm) Vip K

9:08am on Sep 10, 2015
Flight path step completed by Tony (Bhm) Vip K
Verify Login

9:08am on Sep 10, 2015
Flight path step completed by Tony (Bhm) Vip K
Secure Environment

9:08am on Sep 10, 2015
Flight path step completed by Tony (Bhm) Vip K
Authenticate Student

9:08am on Sep 10, 2015
Flight path step completed by Tony (Bhm) Vip K
Verify Identification

9:05am on Sep 10, 2015
Appointment created by Tony (Bhm) Vip K

FIGURE 6

- 1 NAVIGATION BAR** - Shows the institution and exam for a selected appointment.
- 2 USER** - Shows the user for a selected appointment including their contact information.
- 3 SESSION** - Shows the relevant information for a selected appointment including exam start and end times, fulfillment status and contact information for the exam.
- 4 AUTHENTICATION METHODS** - For appointments using Ucard authentication only, this area displays pass/fail for authentication checks. Otherwise, this field displays “No authentications for this test-taker.”
- 5 EXAM** - Shows exam notes for this appointment. Proctors view these same notes.
- 6 TIMELINE** - Displays events during a session.
- 7 NOTES** - A counter shows if there are any active comments from proctors or management on timeline events.
- 8 ALERTS** - A counter displays if there are any active, flagged incidents (according to institution criteria) in the appointment timeline.
- 9 TIMELINE** - Shows events during a session in chronological order from the latest event to the first. Incidents or key events are highlighted in red and yellow in the timeline (example below).

Incident

DURATION	60	NOTES	0	ALERTS	0
Minutes		Comments		Incidents	

2:19pm on Dec 30, 2015
Session cancelled by Tony (Bhm) Vip K

2:11pm on Dec 30, 2015
Appointment created by Tony (Bhm) Vip K

INCIDENT REPORTING

Suspicious activity is reported to the institution in the form of an **Incident Report**, which documents a potential breach of academic integrity. A sample incident report can be seen in **Figure 7**.

FIGURE 7

Incident Report



Proctor University
Jane McTestitout

Date:	MM - DD - Year
Time:	12:00 PM Pacific Standard Time
Test-Taker:	Jane McTestitout
Institution:	Proctor University
Exam Name:	Underwater Basket Weaving - Final
Instructor:	Woodward J. Procki
Incident #:	<i>mmddy-pr</i>
Proctor:	ProctorU



Incident Summary: During the course of this exam, the proctor observed the test-taker utilizing Google to search for exam-related content. The test-taker searched for "What is the answer to life, the universe and everything?" The answer, of course, is "42."

Screenshots: Screenshots

Chatlog: Chatlog

Recap: Recap



Carson Richards
Quality Control Coordinator

1 The information in this report is confidential and is intended for use by ProctorU Inc. and the institution listed above and may contain confidential, proprietary, and/or privileged material. Any review, retransmission, dissemination or other use than the intended recipient is prohibited. Under no circumstances should the proctor's full name be disclosed to the test-taker named in this report. For any questions regarding this report please contact ProctorU Inc., 3083 Independence Drive, Suite A, Livermore, CA 94551, www.proctoru.com.