

# Guidelines for Activating Online Proctoring

We follow a proven process for online program implementation that is comprehensive and efficient. To help you launch online proctoring your program as quickly as possible, we recommend clearly defining your exam requirements and understanding how you will onboard students and faculty.

In order for exams to be administered and proctored online, exam content must be entered into a Learning Management System (LMS) for delivery. ProctorU is integrated with Canvas, Blackboard, Moodle and Brightspace (D2L). While we have API access for use in connecting to other LMS's, using one of these four will ensure the fastest conversion and migration process possible.

Below are the 4 areas to consider when launching online exam delivery with online proctoring for your institution.

## Step 1. Scoping Out Your Online Proctoring Partnership

Selecting an online proctoring provider that can partner with you to help you navigate the process to get up and running quickly is critical.

Key questions to ask as you scope out your partnership:

1. What exam(s) do you need proctored?
2. What kind of online proctoring are you looking for?
3. Who from your organization will focus on the online proctoring implementation?
4. How do you define success for your program?

*If you are already a ProctorU partner, great! You can skip this step!*

## Step 2: Online Proctoring Set-up

During this step, our Project Manager and Implementation Specialists will meet with your team to determine capacity needs and specific exam directions that need to be considered in the implementation. This step is to ensure your institution is set up for online proctoring success before rolling it out to individual faculty for exam uploading.

Key questions and decisions to make in this step:

1. What LMS does your institution use?
2. Are your exams already in the LMS? If not, who will be responsible for loading exams?
3. What are your expected testing dates?
4. What is your anticipated volume?
5. How long are your exams?
6. What is the daily exam distribution?
7. What are your institution-wide exam rules? What resources are permitted?

### Step 3: Instructor Onboarding and Training

This is where the rubber meets the road. Our implementation specialists and training specialists will assist in the onboarding and training of faculty. This includes integrating your LMS with ProctorU, uploading exams into the proctoring platform, training faculty on how to use the system and providing documentation that can be passed along to test-takers.

Key questions and decisions to make at this step:

1. Do you have a mechanism in place to communicate with instructors?
2. Who will act as the Faculty Liaison in your institution to ensure all instructors are trained and onboarded within the scheduled time frame?
3. What are the exam rules and permitted resources for each course and/or exam?
4. Is there specific information you want to include in our online proctoring training, documentation and/or FAQs that will be provided to faculty?
5. Who at your institution will make decisions about how to handle students who have disabilities or accessibility needs for exams during proctoring? Note that ProctorU has expertise in working with a multitude of accommodations and would be happy to offer guidance.
6. Do faculty understand the reporting suite and how to handle incidents?

### Step 4: Test-Taker Readiness

ProctorU's Customer Success Resources will provide test-taker readiness material, instructional videos for how to use the proctoring services, and test it out pages to ensure students are prepared for exam day. Training and communication to students will be a key element to ensure a successful transition to online proctoring.

1. Will the institution send out communications to all students or allow departments and/or individual faculty to handle this on their own?
2. Are there any specific technical concerns faced by students that need to be considered for proctoring?

*If you are already a ProctorU partner, we will guide you through the **implementation process**. You will work closely with our implementation and faculty onboarding teams to ensure your program is successfully launched as quickly as possible.*