

Pre-Exam Checklist

Requirements

1. A functioning Web Camera
2. A functioning microphone
3. One of the following compatible web browsers:
 - [Google Chrome \(preferred\)](#)
 - [Mozilla Firefox](#)
 - [Safari](#)
4. The following plugins for your web camera:
 - [Adobe Flash Player v12](#)
 - [Adobe Shockwave player](#)

After making an appointment return to the website to [login](#).
(<https://go.proctoru.com/session/new>)

Click the START button to enter the online proctoring and proceed with the following steps. Be in a private location (public locations are not permitted):

- 1. Review the [Exam Readiness Guide](#)** to make sure the environment is ready to be proctored.
- 2. Connect to a proctor** - You will connect with a live proctor from one of our online proctoring centers via your webcam. This proctor will help you through the exam process and is available during the exam if technical difficulties arise.
- 3. Connect your screen** (screen sharing)- You will connect your screen to the proctor. This allows the proctor to see your computer screen and assist with step three so you may begin your exam.
- 4. Complete the Authentication Process with your proctor** - The proctor will need to know that you are the correct test taker. The proctor will ask you to show a photo ID. The proctor will then snap a photo of you for your profile. Once completed, the proctor will ask you to answer a few questions about yourself. These questions are generated from a public information database.

Exam Readiness Guide

1) Have your desk clear before connecting with your proctor.

The following is an example of a desk that **is not** acceptable for proctoring:



The following is an example of a desk that **is** acceptable for proctoring:



- 2) Have your testing environment ready to go.**
- 3) Have a mirror with you or nearby.**
- 4) Have your ID ready before you connect with your proctor.**
- 5) Know the login information for WVU eCampus.**
- 6) Use the restroom. For most exams, you are not allowed to leave the testing area at any time.**