

PRE-EXAM CHECKLIST

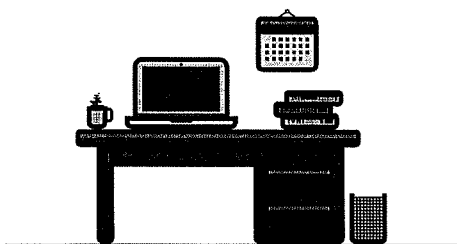
1. Please visit www.proctoru.com/testitout to check your equipment before logging in for your appointment. Ensure you are using the same computer in the same testing environment that you will be using for your appointment.

Also, test your equipment around the same time of day that your exam is scheduled. For example, if your exam is Friday at 7:00 p.m., test your equipment around 7:00 p.m. on an earlier day of that same week.

2. Ensure you are in a well-lit, quiet and private room. The lighting of your room must be daylight quality, and overhead lighting is preferred. If overhead lighting is not possible, please ensure your light source is not directly behind you. This will make it difficult for your proctor to see you.
3. Please have your **photo ID** ready.
4. Please bring a **reflective surface** such as a mirror. This helps you show the edges of your monitor to your proctor.
5. Please close out of all programs, applications and websites that do not pertain to the exam.
6. Remember to take your exam in a private location and that nobody is allowed in the room during your appointment.
7. Please remove any hats, sunglasses and headphones.
8. Be sure to remove any unallowed physical and digital notes that do not pertain to the exam from the workspace.
9. Please remove any cell phones, tablets, smart watches or laptops not connected with the live proctor from the room.

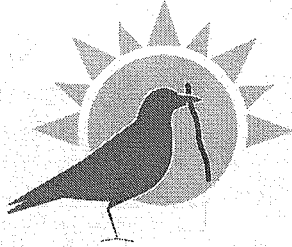
HAVE QUESTIONS?

For questions, please contact your instructor, visit www.proctoru.com/faq or use the LiveChat at www.ProctorU.com.



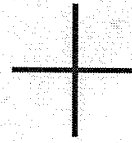
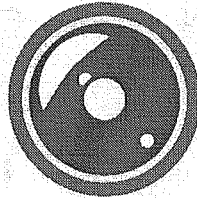
ProctorU

6 Things You Must Do **YOUR** **BEFORE** **EXAM**



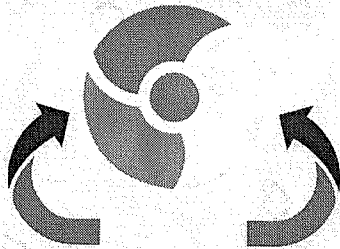
1 **SIGN UP EARLY**

Be sure to schedule your exams early - at least 72 hours in advance.



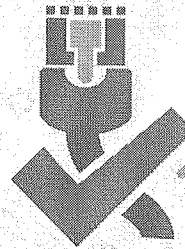
2 **CHECK YOUR** **WEBCAM & MICROPHONE**

Make sure your equipment meets ProctorU's technical requirements at
Note: Tablets are not sufficient for taking a proctored exam.



3 **GET GOOGLE CHROME**

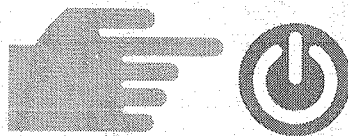
Google Chrome is the recommended browser.



**#1 problem
for testers**

4 **USE A WIRED CONNECTION**

You may experience difficulties in the stability of your internet connection, even with the best wireless connection - the extra load of the proctoring software will slow things down and make it difficult for images and charts to load and to save the answers to your questions. If you do not have an Ethernet cable, buy one and learn how to use it before your first exam.



5 **TEST YOUR SYSTEM**

Go to <http://www.proctoru.com/testitout> the day before or the day of your exam. Test your system in the same environment in which you'll be testing. Take the extra step to connect with a live proctor.



6 **FIND A QUIET, PRIVATE LOCATION**

Not in a coffee house, not in a car, not on an airplane. Take your exam at home, a library or any place where you will be uninterrupted.



ProctorU

Design courtesy of the
Teaching & Learning Center
at the University of Florida
warrington.ufl.edu/teaching