

# Process for Proctored Final Exams

*The proctoring software that Alliant International University uses requires a very straightforward and user-friendly set-up and testing process. Still, we request that you begin this process no later than one week prior to your exam so that you can access support should you experience any difficulty, and to avoid any unnecessary stress during the time of your examination.*

For your exam(s), you will need:

- A Windows PC or Mac. Chromebooks, mobile devices (phones, tablets and ipads) are not supported.
- A webcam and a functioning microphone (most web cameras have them built-in)
- A compatible browser: Google Chrome (preferred) or Mozilla Firefox
- A complete list of requirements can be found here: <https://support.proctoru.com/hc/en-us/articles/115011772748-Equipment-Requirements>

(Please wait until you have completed Steps 1-3 before you run the equipment test, as you will be required to log in to ProctorU.)

## System Set-Up

Please perform the software set-up a minimum of one week prior to your exam so you can access appropriate support if required.

## Step 1: Access Moodle

Moodle is the platform on which your exam resides. Make sure that you can log in to Moodle and that you can see all the exams for which you are enrolled before exam week.

To log in

You can access Moodle at: <https://elearning.alliant.edu>

Your username: your Alliant email address without @alliant.edu If your email is [student@alliant.edu](mailto:student@alliant.edu), your username would be: student

Your password: Your Alliant email password

If you cannot login to Moodle

- CALL the Alliant Help Desk (844-313-4357) during normal business hours (Mon-Fri between 9 AM and 5 PM PST)
- Tell them you are a student at Alliant
- Tell them you are attempting to access Moodle

99% of the time the Help Desk can solve your log-in issue over the phone.

Once you are logged in you will see your exam(s) listed under the "My Courses" section. Your program will provide information on when your exam(s) open and close. You can also find that information within the Moodle course.

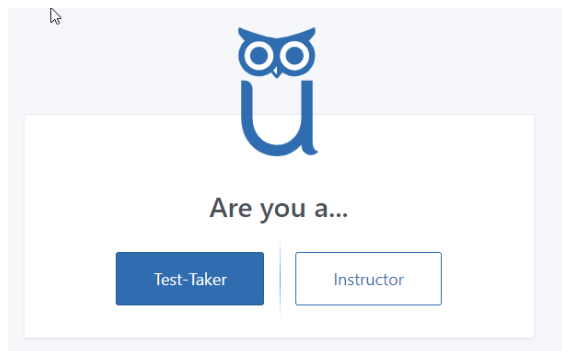
## Step 2: Create a ProctorU Account

ProctorU is the proctoring software Alliant uses to monitor exams.

To Create an Account

Go to this website: <https://go.proctoru.com/registrations>

During the setup, you will be prompted to identify as a “Test-Taker” or an “Instructor.” Select “Test-Taker.”



When prompted, select "Alliant International University" from the institution dropdown. Complete the remainder of the form with your personal information. Please use your Alliant email address when used for an email address.

Once your account is created you will receive a confirmation email. The confirmation email may take a few minutes to arrive. **You MUST accept the confirmation.**

**Remember your ProctorU login information.**

Your upcoming exams will appear in Moodle ONLY. You will not see the exams in the ProctorU software. You do not need to do anything to add them. If you do not see your exam in Moodle, please email [eamtsberg@alliant.edu](mailto:eamtsberg@alliant.edu). Please indicate your name and the title of the exam you are missing.

## Step 3: Install the ProctorU plugin for your browser

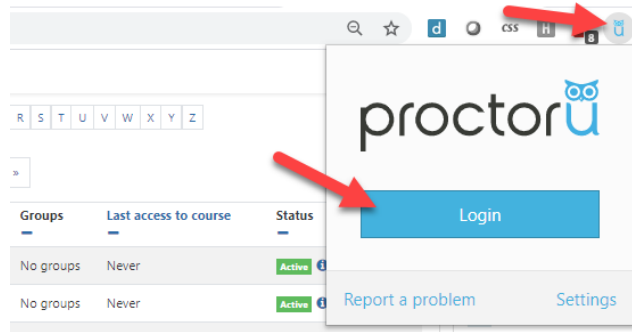
Chrome (Recommended):

<https://chrome.google.com/webstore/detail/proctoru/goobgennebinldhonaajgafidboenkl>

Firefox: <https://www.proctoru.com/firefox>

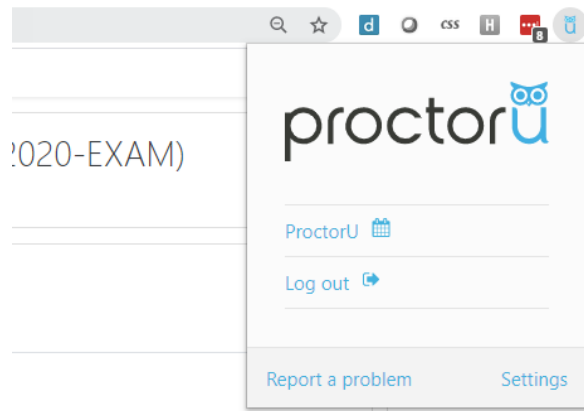
Follow the prompts.

When the plugin is installed you'll see an owl icon in the upper right corner of your browser. Clicking on the icon opens the ProctorU login prompt.



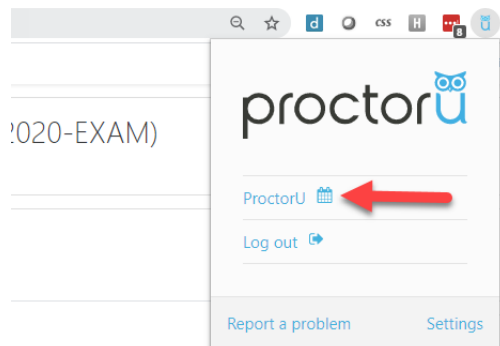
Log in to the plugin with your ProctorU credentials.

When the plugin is active, you will see this screen.

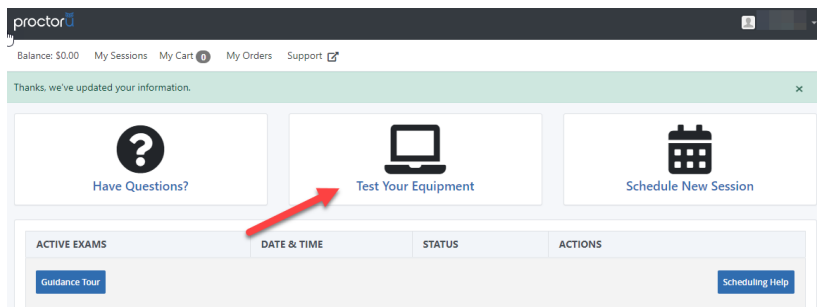


## Step 4: System Testing

Once you are logged in to ProctorU, click here to bring up the ProctorU dashboard.



Run the diagnostic test to ensure that you are ready to go. Perform this test at least 3 business days prior to your exam so you can access support should you require it.



For equipment requirements and help:

<https://support.proctoru.com/hc/en-us/sections/115003555488-Equipment-Requirements-and-Help>

If you experience difficulty, CALL the Alliant Help Desk (844-313-4357) during normal business hours (Mon-Fri between 9 AM and 5 PM PST). Identify yourself as a student and explain that you are having difficulty configuring hardware for ProctorU.

## On Exam Day

Your exam session will be recorded and reviewed by ProctorU staff.

- Remove all electronic devices other than your primary computer (no phones, ipads, tablets, secondary computers) from the testing room
- Close all browsers and applications on your computer before you begin.
- Have a photo ID and any materials allowed for your exam. Your program will provide specific instructions on what additional items, if any, you are permitted to have in the room during the examination.
- Log in to Moodle, preferably using the Chrome browser.
- Ensure you are logged in to the ProctorU plugin.
- Access your exam. Follow the instructions.
- When you have finished the exam, **remember to click the "SUBMIT" button.**

Your exams are being remotely proctored. That means that your exam session is being recorded for later review by ProctorU. There are no live proctors watching you take the exam. Recordings of the examination attempt will be destroyed after the review process has been completed.

Best wishes on your exams!