ProctorExam

Mandatory pre-exam checks and set up

These checks must be carried out by Thursday 17 February.

This guide will take you through the required IT set up and how to complete your system checks for the online proctoring system.

Taking an exam with Practique and Proctorexam remote proctoring.

1. Your IT set up – devices, browsers and internet connection.
2. Minimum device requirements
3. Other preparation

1. Your IT set up

It is important to check your set up in the conditions and location in which you intend to take the exam. Proctoring requires Chrome browser and your laptop or PCs webcam, microphone and screensharing capability. If you have experienced any issues using any of these functions, especially with a third party – for example when sharing your screen in a video call, please make sure you double check your set up and ask for advice if you are unsure. Here are some suggested tests to check your IT set up.

Check your internet speed:
https://www.speedtest.net/

Check your webcam.
https://www.onlinemictest.com/webcam-test/

Check your microphone:
https://www.onlinemictest.com/

Please ensure that your device meets the following specifications for more information visit the Proctorexam website – PLEASE NOTE you will **not** be using the mobile phone app in these exams

https://proctorexam.com/test-taker-support/

2. Minimum Device Requirements

- Only a desktop PC or laptop can be used; laptops should be fully charged and connected to a power source. Chromebooks, IPad, tablets and mobile phones ***do not meet requirements.***

- No dual monitors are allowed – you will be asked to show your desk area – please ensure any additional monitors are removed or clearly disconnected beforehand.

- Please ensure you have the latest operating system available installed as a *minimum*
  Mac - 10.12 Sierra – please upgrade to the latest your device can access
  Windows - Windows 7 – please upgrade to the latest your device can access

  Linux does ***not meet requirements.***

You will need:

- A working built in or external webcam and microphone (a mobile phone is NOT acceptable)
- A stable internet connection and sufficient bandwidth.
    - Do not use a Hotspot
    - Internet speed must be at least 2 Mbps download and 2 Mbps upload
- Sufficient hard drive storage space minimum 20GB free space on PC/laptop
- Memory (RAM) 4GB minimum, 8GB recommended
- Web Browser with popup block disabled:

    Chrome (please install the latest version, currently 96) – you can only use Chrome.

    Proctorexam works using a Chrome extension which is installed during the set-up process – you can easily remove this after your exams

Please complete checks in the same location and using the same PC / laptop you will be using to take your exam. If you are using a work/NHS laptop please check that you are able to use the webcam and screenshare with an external/third party. A working built in microphone is required.

3. Other preparation

Your exam environment

As you prepare to sit your exam you should also ensure that your exam environment is ready for you to start your exam in plenty of time on the day. You should spend time ensuring that the environment is set up and ready. Remember that the environment should be well lit and comfortable and you should not be disturbed.

There is a timer in Practique which shows how much time is remaining – the exam will automatically stop when the time is up.

You will not lose any time in the set-up process. If there is a delay in connecting to a proctor or a problem occurs in the set-up, again this will not impact on the time you have to sit the exam.

4. Accessing Proctorexam to complete your pre-exam checks

You will receive an email from Proctorexam in the week commencing 14 February with a link to complete your system checks in Proctorexam – this is part of the exam registration and preparation process and should be carried out by Thursday 17 February.

When you have successfully completed these checks, you will receive another email from Proctorexam with the link to access Proctorexam and your exam for use on Exam day. Make sure you save / tag this email so you can find it easily.