proctorU
Measure Learning

How to prepare and take a test using ProctorU

Step 1 ~ Create a ProctorU account:

Log in to Blackboard and navigate to your course. Click the **ProctorU** link the course menu (left side of course) to create an account.

Step 2 ~ Download the Guardian Secure Proctoring Browser:

Download and install the Guardian Secure Proctoring Browser.

Step 3 ~ Schedule exam at least 72 hours BEFORE the exam is available:

- Use the link in your course provided by your instructor to schedule the correct exam.
- Use the calendar and clock features on the left to select your desired testing date and time.

   Note: If you choose to take your exam on-demand instead of scheduling in advance, you may incur wait times or risk there NOT being a proctor available.

Step 4 ~ Test your equipment:

Test your equipment before exam day by clicking here.

- **Important Note**: You will need administrative access of your computer.
- To view the other minimum requirements, view this article.

Step 5 ~ Prepare for exam day:

This video will walk you through the exam day experience including any best practices. For additional information, read this article to ensure you are prepared for exam day.

Step 6 ~ Exam day:

Prepare
- Have your WCC Student ID ready.
- Choose a testing space. It should be at a well-lit table/desk by yourself.
- Clear your workspace of unpermitted resources, additional monitors, and electronic devices (except your cell phone).
- Remove sunglasses, earbuds, headphones, and non-religious head coverings.
- Restart your computer.

Take the exam
- Launch the Guardian Secure Proctoring Browser.
- Log in to Blackboard, navigate to your course, and click the ProctorU link.
- Click Start Session.
- Follow the prompts on the screen and the proctor.