

UVU Testing Services Proctoring Location Comparison

Proctored at Center

1. Schedule for an appointment through our website at:
<https://www.uvu.edu/testingservices>
2. Come to UVU Testing Services on the schedule day and time. Bring a photo ID and a face mask. Accommodative testing in a private room allows the student to test without a face mask on.
3. Get checked in by one of the Testing Services employees.
4. Follow instructions from the Proctor. Take the exam in a quiet and clean space.

Proctored at Home

1. Schedule for an appointment through our website at:
<https://www.uvu.edu/testingservices>
2. An email will be sent with instructions on how to prepare for testing at home. Required preparation before the appointment including the following:
 - Prepare Your Computer – You must use a Windows or Mac computer (desktop or laptop). Reliable internet is required for Proctoring at Home exams. Consistent internet speeds needed for remote testing are: 3 Mbps download speeds and 1.2 Mbps upload speeds.
 - Prepare Your Camera - Your test will not be valid if your camera does not show your face, eyes, and hands throughout the entire exam. Before your appointment, make sure that you can set up your camera so that both your eyes and hands are visible.
 - Prepare Your Workspace & Materials – You will need a private space where you can test uninterrupted. Clear your testing space of all distractions and remove all materials besides blank scratch paper and a pencil. Personal calculators, notes, dictionaries, or any other materials are prohibited. Before the start of your exam, you will be required to rotate your camera to display your surroundings. You will also be required to show a non-expired, government-issued photo ID before testing.
 - Download the Microsoft Teams App – You must have access to the Microsoft Teams app (the online browser version cannot be used) at the time of your appointment.
3. Watch for a Second Email – Before your scheduled appointment, you will receive a separate email containing a link to the Microsoft Teams meeting and further instructions regarding the exam.
4. At the time of the appointment use the link in the second email to join the Microsoft Teams meeting. Follow the instructions from the proctor and test from home.