

Student Proctorio Instructions

Proctorio is a test monitoring service that UVU provides to allow students to take their tests outside of the UVU Classroom Testing Center or at a certified distance proctor. However, this is still a MONITORED testing situation within Canvas and should be treated accordingly.

To take a Proctorio monitored test, students will:

1. Install and enable Proctorio on their computer following the instructions provided using the **Chrome** browser ONLY.
2. Verify the readiness of their computer and present identification when they open the test.
3. Take and submit the test following instructor exam instructions.

Pre-test set up & diagnostics

1. Install [Google Chrome](#) if needed
2. Install [Proctorio extension](#) for Chrome (can be done prior to taking the test)
3. Verify the webcam and microphone work.
4. If you cannot use a webcam/microphone or require other accommodations then check with your professor for alternatives PRIOR to taking the test.
5. Carefully read the full list of monitored items specific to the test and prepare accordingly.
6. Confirm the testing environment is quiet, private and with no distractions. Treat this like you are taking your test at an official testing center.

During Test

1. Assume that you are being monitored at all times during the test. This is accomplished via both a web camera and a microphone. Your computer activities will also be recorded. Teachers will review the recordings after the test is over to verify any possible irregularities and will discuss them with you as needed.
2. Do not cover the microphone or webcam. Do not use headphones or play music over the speakers.
3. Be prepared to show your **photo ID** as part of the verification process prior to taking the exam. This can be any photo ID. It does not have to be UVU ID.
4. Turn **off** your phone and other mobile devices.
5. Turn **off** any notifications from your computer and internet browsers such as Facebook, Facetime, or any other services. These notices may cause Proctorio to suspend the test. (Use [Do Not Disturb](#) settings on a Mac.)
6. Do not use the Find command (ctrl-F or cmd-F) to search for a previous question in this test. This may also cause Proctorio to suspend the test.

In Test Tech Support

Once you are on the test page and throughout the test, there is an Exam Tool pop out that will allow you to chat with Proctorio tech support if you encounter issues.