



# HOW IT WORKS

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## Single User Exam Process

- Add an exam iteration
  - Reporting capabilities
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LiveChat

[www.ProctorU.com](http://www.ProctorU.com)  
[contact@proctoru.com](mailto:contact@proctoru.com)

This details the process necessary to create and assign a single user exam iteration using the ProctorU system.

## Section 1 - Creating an Exam Iteration

1 Administrators navigate to <http://go.proctoru.com> and log in.

2 On the home page, administrators click **Add New** in the top right and select **Exam** (Figure 1). The information on the exam details page is filled out (Figure 2).

The minimum required information is marked with a red asterisk.

Clicking **Submit for Review** sends this information to assessment services who confirm and activate the exam.

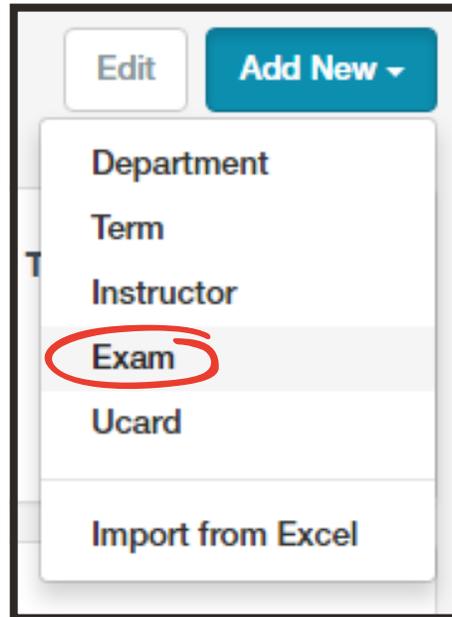


Figure 1

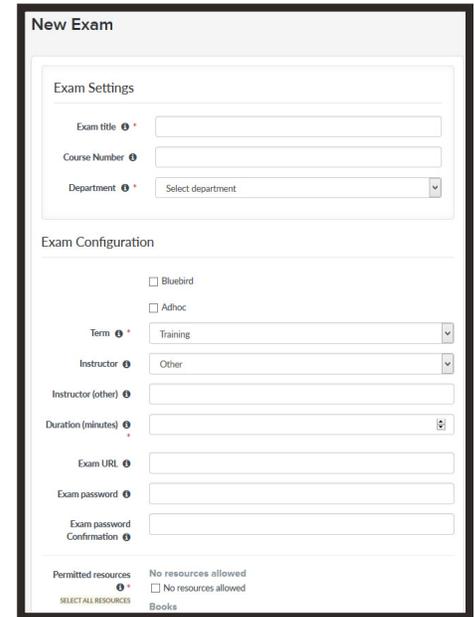


Figure 2

## Section 2 - Sending an Invitation to the Exam

3 Once an exam has been activated, a user can be invited to participate or a new, single user iteration can be created based on the exam.

First, administrators select the iteration on the **Exams** page. Then, they can click **Create Single User Exam** in the top-right (Figure 3) or the blue **Invite User** button in the bottom-right (Figure 4). Instructors choose the test-taker by email or through the user drop-down menu (Figure 5).

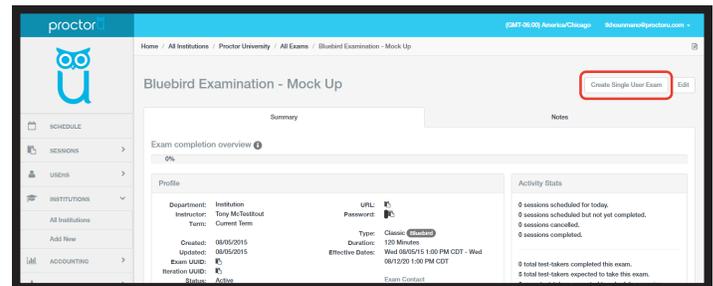


Figure 3

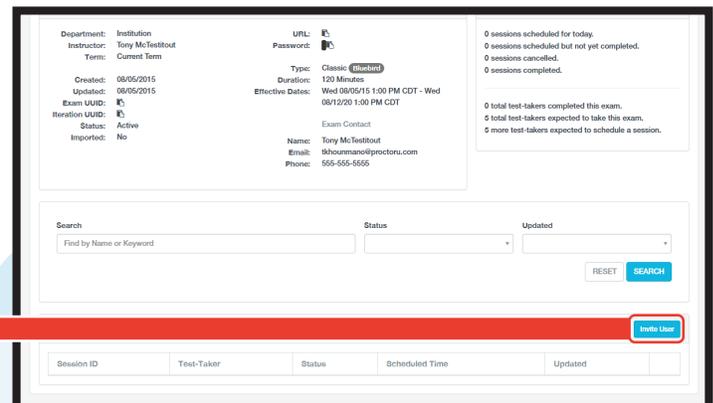


Figure 4

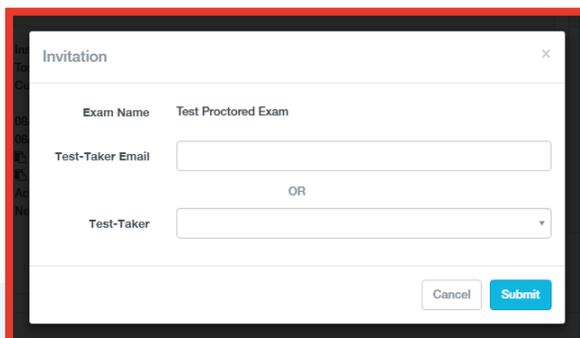
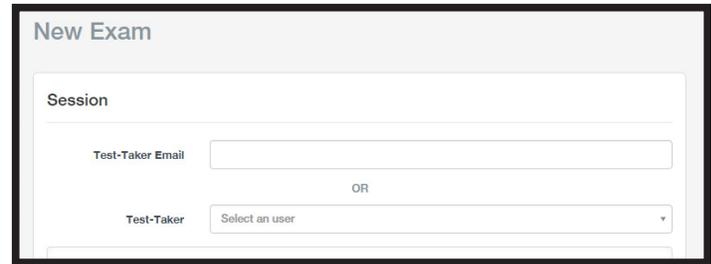


Figure 5

## Section 2 - Sending an Invitation to the Exam (continued)

Clicking **Create Single User Exam** allows instructors to modify the details of an exam for a single test-taker if special circumstances apply, such as extended time for an ADA-requested user. Test-takers can be added by email or by the user drop-down menu at the top of the exam editing page (**Figure 6**).



The screenshot shows a form titled "New Exam" with a "Session" section. It contains two input fields: "Test-Taker Email" and "Test-Taker". Below the "Test-Taker" field is a dropdown menu with the text "Select an user". There is an "OR" label between the two fields.

Figure 6

- 4 Inviting a user to a single user exam sends them an email (**Figure 7**). The candidate may accept the invitation using the link in the email.

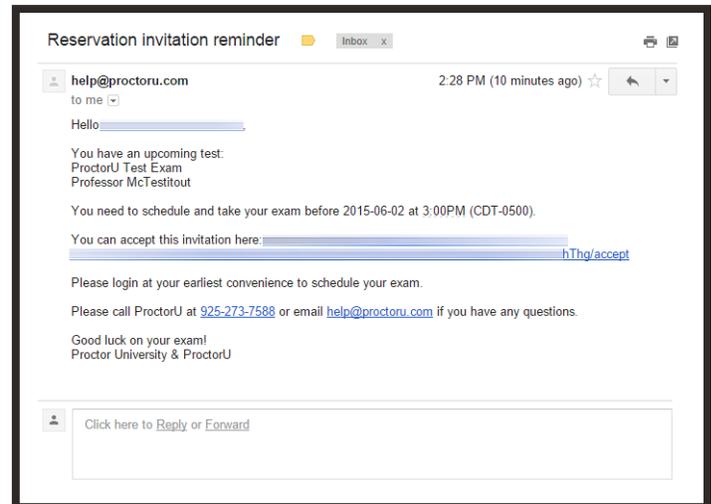
Clicking on the link displays the following options (**Figure 8**):

- **Accept with my existing user** - If the user already has a ProctorU account, they may use that account to schedule their exam.
- **Accept & create a new user** - If the user does not have a ProctorU account, they must create a new profile before scheduling an exam.

The user can accept the invitation by logging in or creating an account. They may then **schedule** the invited exam with ProctorU.

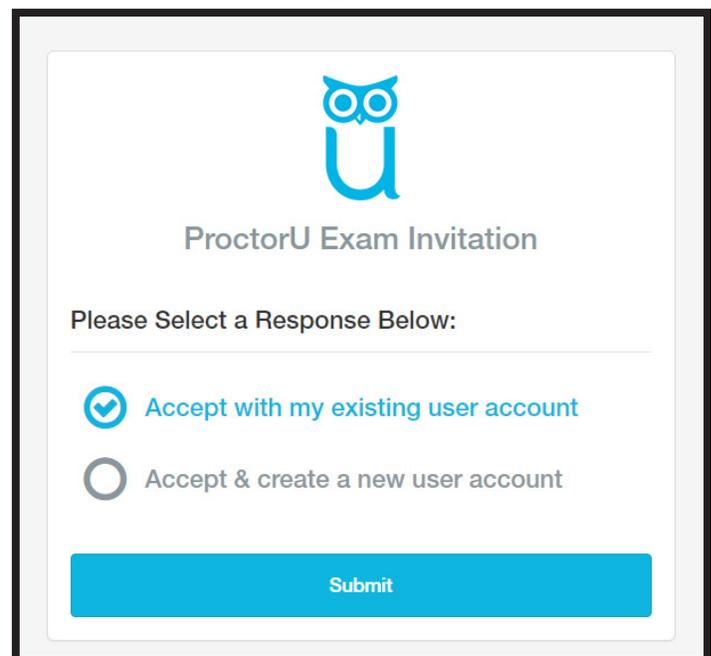
If instructors have questions about creating an exam or getting test-takers scheduled, they may contact an assessment services representative using the information below.

**855 - 772 - 8678 option 2**  
**passwords@proctoru.com**



The screenshot shows an email titled "Reservation invitation reminder" from help@proctoru.com. The email body includes a greeting, information about an upcoming test for Professor McTestitout, a deadline of 2015-06-02 at 3:00PM (CDT-0500), and a link to accept the invitation: hThg/accept. It also provides contact information for ProctorU and a "Click here to Reply or Forward" link at the bottom.

Figure 7



The screenshot shows the "ProctorU Exam Invitation" form. It features the ProctorU owl logo at the top. Below the logo is the text "ProctorU Exam Invitation" and "Please Select a Response Below:". There are two radio button options: "Accept with my existing user account" (which is selected) and "Accept & create a new user account". A blue "Submit" button is located at the bottom of the form.

Figure 8