Single User Exam Process

- Add an exam iteration
- Reporting capabilities
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.

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).
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).

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