



# HOW IT WORKS

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## Single User Exam Process

- Add an exam iteration
  - Reporting capabilities
- 



[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.

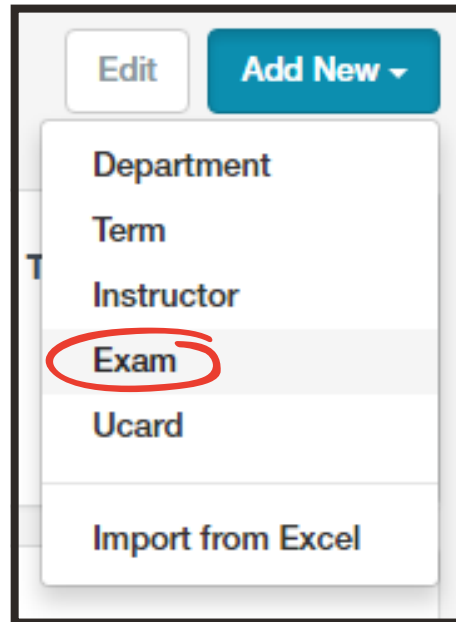


Figure 1

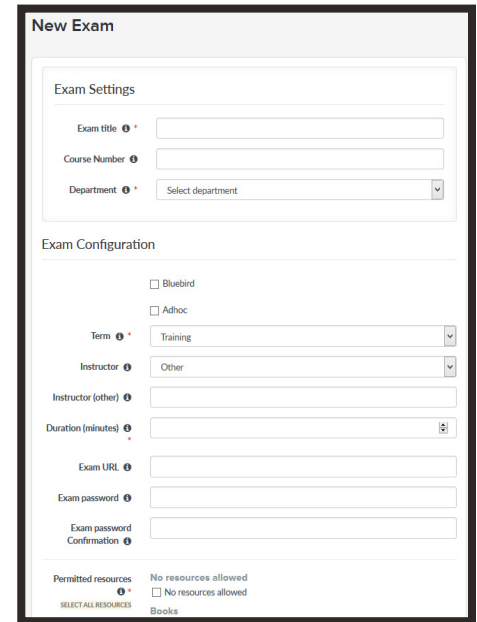


Figure 2

## 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).

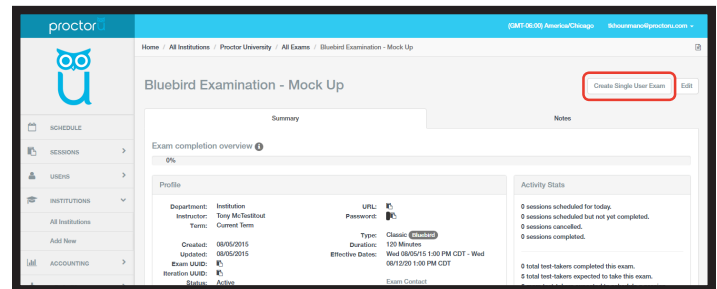


Figure 3

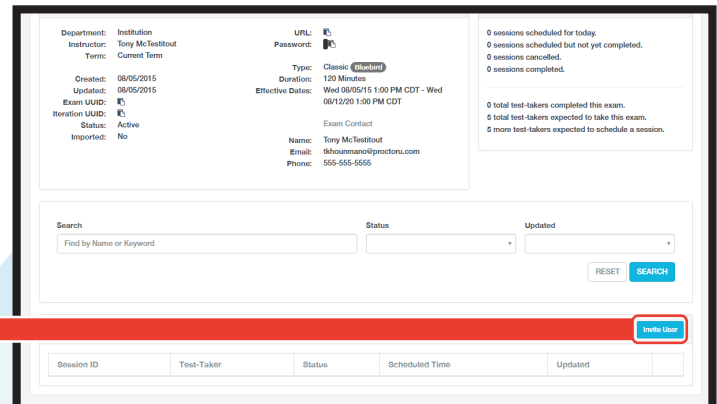


Figure 4

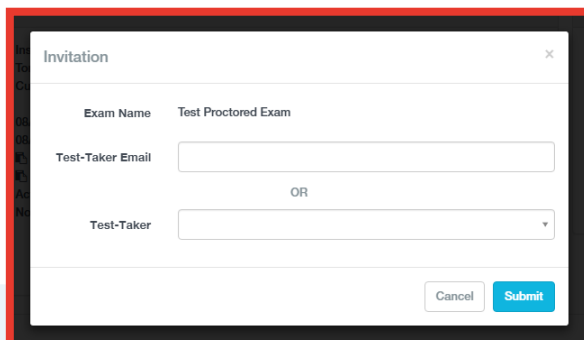
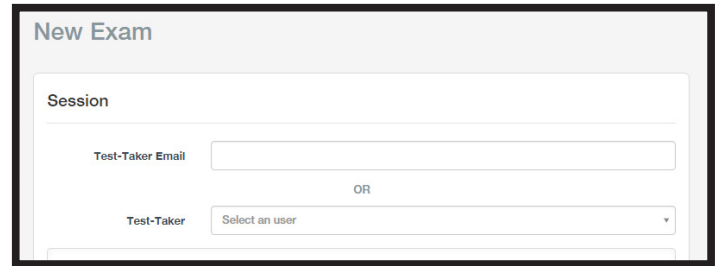


Figure 5

## 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.

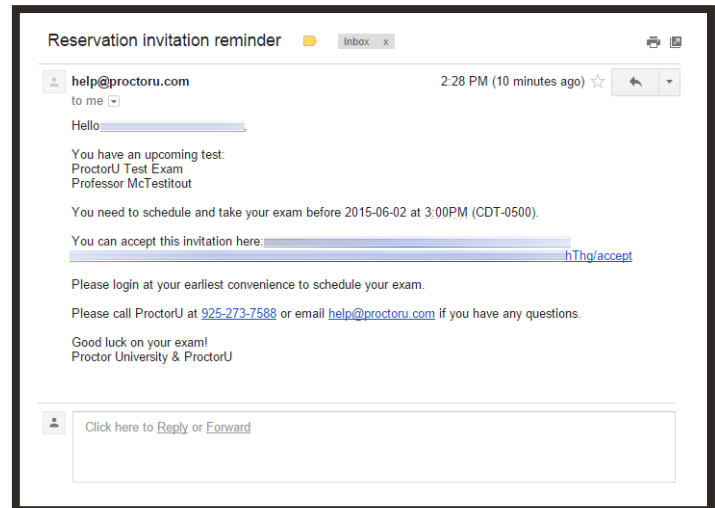
Clicking on the link displays the following options (**Figure 8**):

- **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.

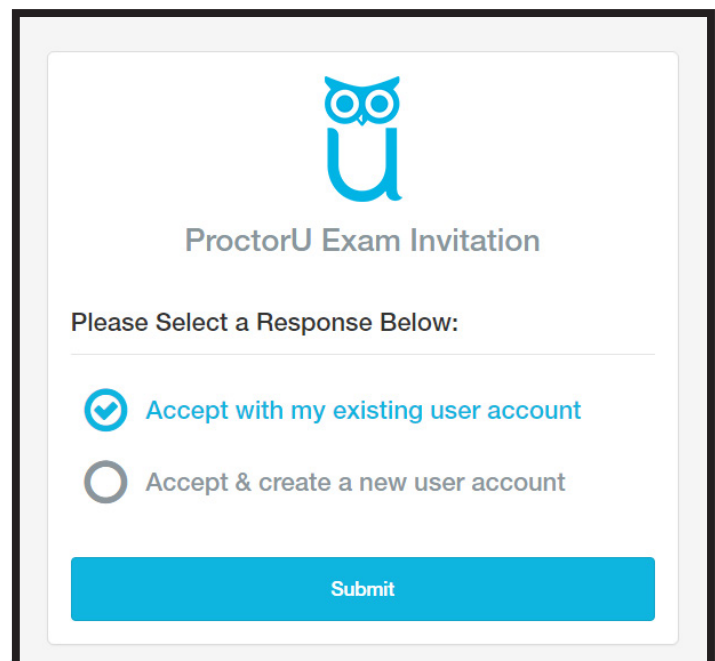
If instructors have questions about creating an exam or getting test-takers scheduled, they may contact an assessment services representative using the information below.

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



The screenshot shows an email titled "Reservation invitation reminder" from help@proctoru.com. The email content includes: "Hello [redacted]", "You have an upcoming test: ProctorU Test Exam Professor McTestitout", "You need to schedule and take your exam before 2015-06-02 at 3:00PM (CDT-0500).", "You can accept this invitation here: [redacted] hThg/accept", "Please login at your earliest convenience to schedule your exam.", "Please call ProctorU at 925-273-7588 or email help@proctoru.com if you have any questions.", "Good luck on your exam! Proctor University & ProctorU". At the bottom, there is a link: "Click here to Reply or Forward".

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". Underneath, it says "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". At the bottom of the form is a blue "Submit" button.

Figure 8