

PROCTORING
QUICKSTART

Feed Safety Worldwide



STEP BY STEP

- ABOUT
- BENEFITS
- 5 STEPS

- GOOD to KNOW
- FAQ's
- 95 SECONDS

ABOUT

TEST CENTER



CLASSROOM



PROCTORING



HOME – OFFICE – FLEX

BENEFITS



TEST CENTER



FIXED TIME SLOTS
FIXED LOCATIONS
REGISTRATION TIME



IN GROUPS
CLASSROOM
3rd PARTY DEVICE



PREPLANNING
TRAVEL TIME
TRAVEL COSTS



- PRIVACY IS GUARANTEED
- DATA SAVED FOR 6 MONTHS
- CHAT SUPPORT
- SURVEILLANCE
- GDPR COMPLIANT



PROCTORING



IN GROUPS
SELECTED LOCATIONS
CLASSROOM + OFFICE



INDIVIDUAL + PRIVACY
from HOME and OFFICE
YOUR OWN DEVICE



ON THE SPOT
NO TRAVEL TIME
NO TRAVEL COSTS

5 STEPS TO GET YOU THROUGH THE PROCESS



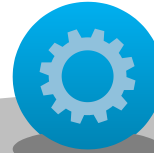
STEP 1
DOWNLOAD THE
PROCTOREXAM
PLUGIN



STEP 2
TAKE THE
SYSTEM CHECK



STEP 3
CHECK
YOUR EMAIL



STEP 4
ID READY
and
2ND CHECK



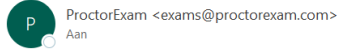
STEP 5
START, TAKE
and
CLOSE EXAM



STEP 1: DOWNLOAD THE PROCTOREXAM PLUGIN

1

Please register for your exam



You are signed up for your online exam.

Exam name: General Part_EN

FOLLOW THESE STEPS:

STEP 1: Download the ProctorExam chrome plugin. [Click here](#)

STEP 2: Complete the System Check [48 hours in advance]. [Click here](#)

STEP 3: Once you finish the System Check you will receive an invitation to your exam.

ASSISTANCE

- Your exam schedule: Contact your institution [Explain](#)
- Video instructions: [Click here](#)
- Exam rules: [Click here](#)
- Other questions: [Click here](#)

The ProctorExam Team



SUPPORT: Copy the links

STEP 1 link: <https://chrome.google.com/webstore/detail/proctorexam-screen-sharing/ligoikgonhgmnoobaooffilnonimjdhpe>

STEP 2 link: https://andriessen.proctorexam.com/check_requirements/fcb1b0f5cb4d87e3b2a8fe69bct5198f

YOU WILL RECEIVE AN EMAIL FROM
exams@proctorexam.com

ALWAYS
FOLLOW
THE
STEPS IN
THIS
ORDER

2

[Home](#) > [Extensions](#) > ProctorExam Screen Sharing

CLICK ON
"Add to Chrome"
&
GO BACK TO YOUR EMAIL

DOWNLOAD THE
PROCTOREXAM CHROME
PLUGIN BY CLICKING ON
"Click here" BY STEP 1



ProctorExam Screen Sharing

Offered by: [proctorexam.com](#)

★★★★★ 21 | [Social & Communication](#) | 21,449 users

Add to Chrome

CLOUD WORKPLACES
CANNOT BE SUPPORTED

PROCTOREXAM ONLY WORKS
WITH CHROME WHERE
PLUGINS CAN BE INSTALLED

STEP 2: TAKE THE SYSTEM CHECK

1

Please register for your exam



ProctorExam <exams@proctorexam.com>
Aan

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PROCTOREXAM
safe online exams

SUPPORT: Copy the links

STEP 1 link: <https://chrome.google.com/webstore/detail/proctorexam-screen-sharin/fjgoikgonghmoobaodffllonmimdhpe>

STEP 2 link: https://andriessen.proctorexam.com/check_requirements/fcb1b0f5cb4d87e3b2a8fe69bct5198f

2

Troubleshooting guide

Computer issues :

1. Refresh the page.
2. Restart the computer.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.

Hello

Start System Test

COMPLETE THE SYSTEM CHECK BY CLICKING ON "Click here" BY STEP 2

YOU ARE READY TO START

CLICK ON "Start System Test"

Check Requirements

- Microphone
- Speakers
- Bandwidth
- Webcam
- Screenshare

Tech support [online]

PERSONAL SUPPORT AVAILABLE

STEP 2: TAKE THE SYSTEM CHECK (SOUND CHECK 1)

1

Troubleshooting guide

Computer issues :

1. Refresh the page.
2. Restart the computer.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.

Say something into your microphone.

Issues?

Check Requirements

- Microphone
- Speakers
- Bandwidth
- Webcam
- Screenshot

IF YOUR SOUND DOESN'T WORK, YOU CAN CONTACT SUPPORT THROUGH THE CHAT BOX

SAY "TEST" OUT LOUD

Tech support [online]

2

Troubleshooting guide

Computer issues :

1. Refresh the page.
2. Restart the computer.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.

Great, your microphone works.
When you are ready click next.

CLICK ON "Next"

Check Requirements

- Microphone
- Speakers
- Bandwidth
- Webcam
- Screenshot

STEP 2: TAKE THE SYSTEM CHECK (SOUND CHECK 2)

1

Troubleshooting guide

Computer issues :

1. Refresh the page.
2. Restart the computer.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.

Check Requirements

- Microphone
- Speakers
- Bandwidth
- Webcam
- Screenshare

Can you hear groovy sample music?

No Yes

CLICK "Yes" IF YOU CAN HEAR THE MUSIC

IF NOT, CHECK YOUR SOUND

2

Troubleshooting guide

Computer issues :

1. Refresh the page.
2. Restart the computer.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.

Check Requirements

- Microphone
- Speakers
- Bandwidth
- Webcam
- Screenshare

Great, your speakers work.
When you are ready click next.

Next

CLICK ON "Next"

STEP 2: TAKE THE SYSTEM CHECK (INTERNET SPEED)

Troubleshooting guide

Computer issues :

1. Refresh the page.
2. Restart the computer.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.

For the exam, you will need a decent and stable internet connection with a minimum of 1 **Mbps upload speed**.

Having a good internet connection is your own responsibility!

Check Requirements

- Microphone
- Speakers
- Bandwidth
- Webcam
- Screenshare

IF YOUR UPLOAD SPEED IS GOOD, CLICK ON "Next"

Next

WE ADVISE YOU TO CHANGE YOUR LOCATION IF YOUR UPLOAD SPEED IS TOO LOW

Tech support [online]

IF YOU HAVE ANY DOUBTS ABOUT YOUR INTERNET CONNECTION, YOU CAN CONTACT SUPPORT THROUGH THE CHAT BOX

STEP 2: TAKE THE SYSTEM CHECK (WEBCAM CHECK)

1

Troubleshooting guide

Computer issues :

1. Refresh the page.
2. Restart the computer.

If the problem persists, contact the support through the chat box on the bottom-right of your screen

In order to test your webcam we need access to it
Please click allow in the top right corner.

Issues?

Check Requirements

- Microphone
- Speakers
- Bandwidth
- Webcam
- Screenshot

IF YOUR WEBCAM DOESN'T WORK, YOU CAN CONTACT SUPPORT THROUGH THE CHAT BOX

Tech support [online]

PLEASE CLICK ON "ALLOW" IN THE POP-UP IN THE TOP RIGHT CORNER OF YOUR SCREEN

2

Troubleshooting guide

Computer issues :

1. Refresh the page.
2. Restart the computer.

If the problem persists, contact the support through the chat box on the bottom-right of your screen

Great, your webcam works. Whenever you are ready click next



Next

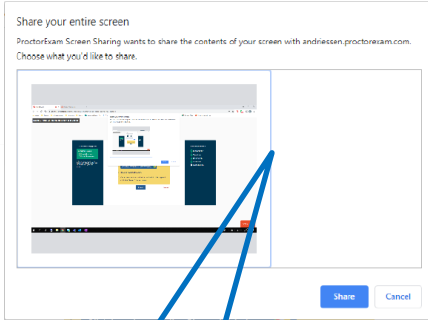
CLICK ON "Next" IF YOU CAN SEE YOURSELF

Check Requirements

- Microphone
- Speakers
- Bandwidth
- Webcam
- Screenshot

STEP 2: TAKE THE SYSTEM CHECK (SCREENSHARING)

1



2. Click on "Add to Chrome".
3. Once the extension is added, come back to this page and click the "Refresh" button below.

Refresh

Issues?

Troubleshooting guide

Computer issues :

1. Refresh the page.
2. Restart the computer.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.

Check Requirements

- Microphone
- Speakers
- Bandwidth
- Webcam
- Screenshare

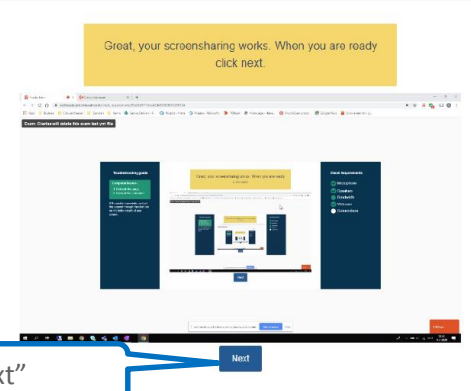
2

Troubleshooting guide

Computer issues :

1. Refresh the page.
2. Restart the computer.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.



Check Requirements

- Microphone
- Speakers
- Bandwidth
- Webcam
- Screenshare

1. SELECT YOUR SCREEN BY CLICKING ON IT (YOU WILL SEE A BLUE LINE) &
2. CLICK ON "Share"

CLICK ON "Next"

STEP 2: TAKE THE SYSTEM CHECK

Troubleshooting guide

Computer issues :

1. Refresh the page.
2. Restart the computer.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.

Great! You have successfully registered for your exam.

You will find your exam link in the email we have just sent you (it might take a few minutes before you receive it).

You can now close this page.

Check Requirements

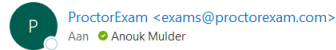
- ✓ Microphone
- ✓ Speakers
- Bandwidth
- ✓ Webcam
- ✓ Screenshot

YOU HAVE SUCCESSFULLY
FINISHED THE SYSTEM CHECK

STEP 3: CHECK YOUR EMAIL

1

You are now ready to take your exam



YOU WILL RECEIVE
A 2ND EMAIL FROM
exams@proctorexam.com

Exam name: GMP+ Pilot General Part
Duration: 45 min

FOLLOW THESE STEPS:

STEP 1: Keep your photo ID at hand.

STEP 2: Check when your exam time slot opens. [Click here](#)

STEP 3: Once your exam time slot opens please go back to the link in STEP 2.

ASSISTANCE

- Your exam schedule: Contact your institution [Explain](#)
- Video instructions: [Click here](#)
- Exam rules: [Click here](#)
- Other questions: [Click here](#)

BY CLICKING ON "Click here" YOU WILL GET ACCESS TO YOUR EXAM

The ProctorExam Team



SUPPORT: Copy the links

STEP 2 link: https://andriessen.proctorexam.com/student_sessions/52080fecda6e84195a3bd01eb12dcb65

Exam rules: <https://proctorexam.com/exam-rules>

Other questions: <https://proctorexam.com/?q>

2

i
You can start the exam whenever
you are ready.

Next Step

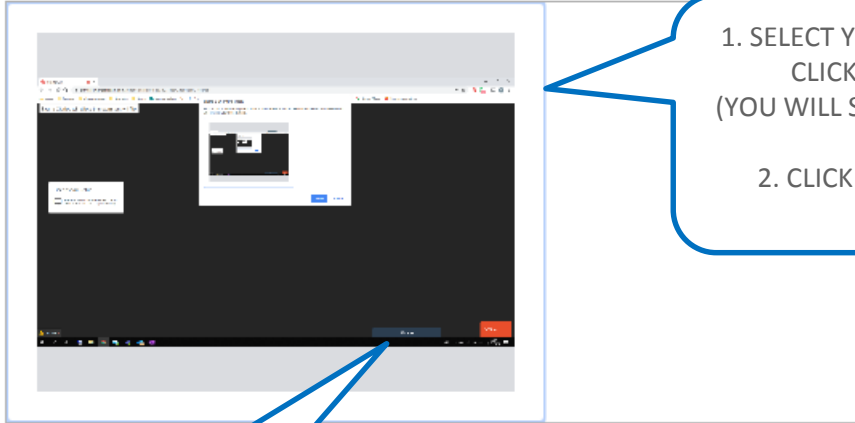
CLICK ON "Next Step"
TO START THE EXAM

STEP 4: HAVE ID READY and PERFORM 2ND CHECK

Share your entire screen

ProctorExam Screen Sharing wants to share the contents of your screen with andriessen.proctorexam.com.

Choose what you'd like to share.



1. SELECT YOUR SCREEN BY CLICKING ON IT (YOU WILL SEE A BLUE LINE) &
2. CLICK ON "SHARE"

STEP 4 OF THIS PRESENTATION FOCUSES ON THE MOST IMPORTANT STEPS TO START YOUR EXAM

IN THE OTHERS SCREENS YOU ONLY HAVE TO READ THE TEXT AND CLICK "Next Step"

CHAT SUPPORT

Share

Cancel

IF YOU NEED HELP, YOU CAN CONTACT SUPPORT

BECAUSE YOU SHARED YOUR SCREEN, THE PROCTOR CAN HELP YOU FIND A SOLUTION FOR YOUR PROBLEM

Proctor

Proctor: Hi Charles Müller, You can use this chat to talk to your proctor. Please follow the instructions you will see on the page, your exam will start only after you complete the setup procedure.

STEP 4: PERFORM 2ND CHECK (PRIOR CHECKS)

1

Say something into your microphone.



BY DOING THESE TWO STEPS AGAIN, THE PROCTOR CAN MAKE SURE THAT EVERYTHING STILL WORKS

2

Speakers Test

Can you hear groovy sample music?

No

Yes

3

Close apps and tabs

Please close all applications and all browser windows/tabs, except for this one.

Also please remember to hide the screen sharing.

YOU CAN ONLY PROCEED WITH THE SESSION AFTER YOU HAVE CLOSED ALL THE TABS AND APPLICATIONS



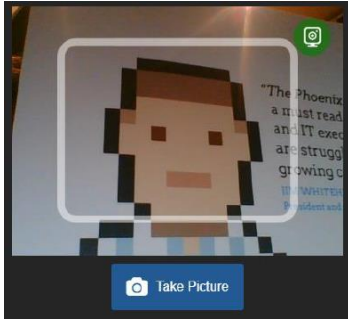
t.proctorexam.com:3001.

Stop sharing

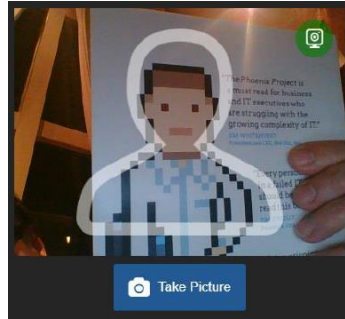
Hide

STEP 4: PERFORM 2ND CHECK (ID CHECKS)

1



3



TAKE A
PICTURE OF YOUR
ID AND
SUBMIT
THE
PHOTO

4

2

Id Card

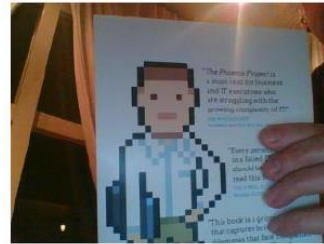
Great, you can now either submit your picture or take an even better shot.



Retake Picture Submit Photo

Face Photo

Great, you can now either submit your picture or take an even better shot.



Retake Picture Submit Photo

TAKE A
PICTURE
AND
SUBMIT
THE
PHOTO

AFTER YOU HAVE
SUBMITTED THE
PHOTOS, YOU WILL GO
THROUGH TO THE
NEXT PART

FROM THAT MOMENT
ON, EVERYTHING ON
YOUR SCREEN AND
WEBCAM IS RECORDED

STEP 5: START, TAKE AND CLOSE YOUR EXAM

DONE!
Before you proceed:



Check your camera. Is it positioned correctly and is the room light enough?
If you are ready click start.

Start Exam

BECAUSE THE RECORDING WILL START, THE PROCTOR WILL ASK YOU ONE LAST TIME TO CHECK IF YOU ARE CLEARLY VISIBLE ON THE WEBCAM

YOU CAN START THE EXAM BY CLICKING ON YOUR PERSONAL LINK



PROCTOREXAM
safe online exams

Exam instructions

Below, you will find your login details for the General Part.

If there are technical problems during the test, a Live chat feature with the Proctor and Tech Support is available. The Proctor chat is used for all matters related to proctoring. The Tech Support chat is used for all technical matters. It is good to know that we will not go into substantial detail regarding the test itself.

During the test, you may use paper documents (notes, books or other papers), internet and calculator.

Good luck in completing the exam!

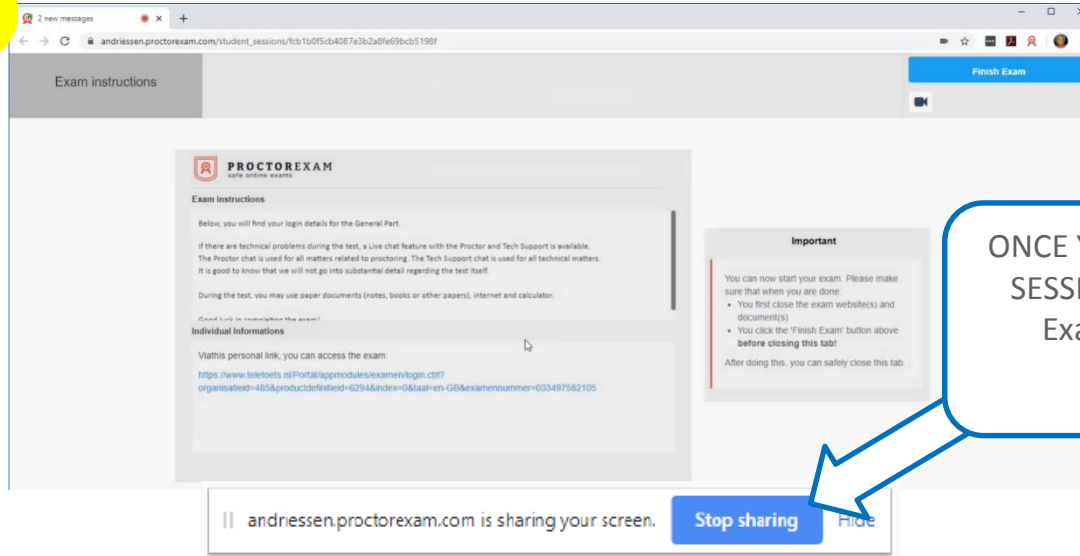
Individual Informations

Viathis personal link, you can access the exam:

<https://www.teletoets.nl/Portal/appmodules/examen/login.cfm?organisatieid=485&productdefinitieid=6294&index=0&taal=en-GB&examnummer=033497582105>

STEP 5: START, TAKE AND CLOSE YOUR EXAM

1



ONCE YOU FINISHED THE EXAM, THE PROCTORING SESSION NEEDS TO BE ENDED. CLICK ON “Finish Exam” AND ON “Stop sharing” TO END THE PROCTORING SESSION

WHEN YOU SEE THIS REMARK, THE PROCTORING SESSION IS DONE

2

Exam Completed

You have successfully completed your exam. Good luck with your results!

GOOD TO KNOW: PRIVACY TERMS



YOU ARE
MONITORED
THROUGHOUT THE
WHOLE PROCESS



WEBCAM AND
DESKTOP VIEW ARE
RECORDED AND
SAVED



PROCTORS AND
TECHNICAL SUPPORT
ACTIVE VIA CHAT
FUNCTION



ALL YOUR ACTIVITIES
ARE LOGGED AND
RECORDED. INCIDENTS
ARE REPORTED.



CHECK YOUR RIGHTS,
COMPLY TO EXAM
TERMS, FOLLOW THE
PROCESS

FAQ 1 – Trouble shooting?

I need immediate assistance, is live support available?

Live support is readily available:

- trouble getting connected with a surveyor or issues preventing you from taking an exam.
- surveyor = proctor



FAQ 2 - Access to personal files and documents?

Does the surveyor have access to my personal computer, documents and files?

- The surveyors cannot access your computer.
- During the system check and the exam you only give the surveyors access to
→ view your screen
- Throughout the exam the surveyor cannot access your system files. Nor any documents on your device.



FAQ 3 – Surveyor permissions?

What permissions does the surveyor have?

- During the entire process, a chat box is running.
- The entire chat is saved, including a record of what observations the surveyor made a remark about (e.g. a technical issue).
- The surveyor can only chat, watch and respond to you.



FAQ 4 – MY DATA SECURITY?

What do you do with my personal information?

- We only collect limited personally identifiable information for verifying your identity and reporting the proctored session information to GMP+ International.
- We do not share or sell your information to third parties for marketing purposes, nor do we market directly to you.
- We record and log your ID, head shot, webcam and desktop recordings.
- We log your browser and exam navigations throughout the exam.
- GMP+ and partners comply to the GDPR regulations and deletes all recorded records and data within 6 months.



+ *Feed Safety Worldwide*

explain