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explain

PROCTORING QUICKSTART

Feed Safety Worldwide

STEP BY STEP

- ABOUT
- BENEFITS
- 5 STEPS

- GOOD to KNOW
- FAQ's
- 95 SECONDS

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ABOUT

TEST CENTER

CLASSROOM

PROCTORING

HOME – OFFICE – FLEX

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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

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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

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STEP 1: DOWNLOAD THE PROCTOREXAM PLUGIN

1

Please register for your exam

ProctorExam <exams@proctorexam.com>
Aan

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

PROCTOREXAM
safe online exams

SUPPORT: Copy the links

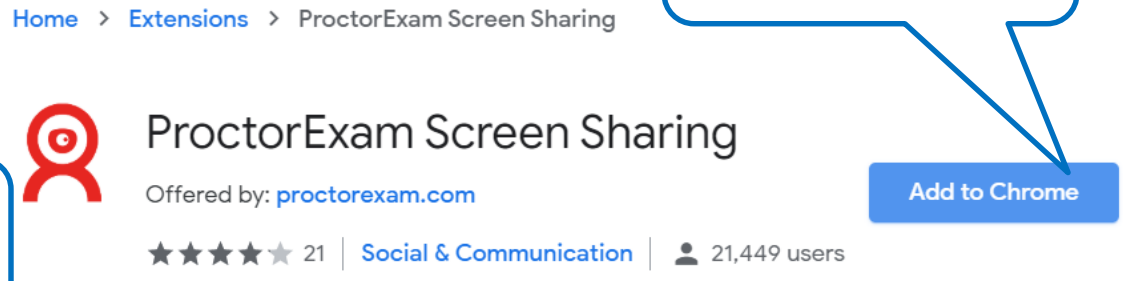
STEP 1 link: https://chrome.google.com/webstore/detail/proctorexam-screen-sharin/digoijkgonhgmnohbapdfillpnmimdhpg

STEP 2 link: https://andriessen.proctorexam.com/check_requirements/fcb1b0f5cb4087e3b2a8fe69bcb5198f

YOU WILL RECEIVE AN EMAIL FROM
exams@proctorexam.com

ALWAYS FOLLOW THE STEPS IN THIS ORDER

2


Home > Extensions > ProctorExam Screen Sharing

ProctorExam Screen Sharing

Offered by: proctorexam.com

21 | Social & Communication | 21,449 users

Add to Chrome

CLICK ON
“Add to Chrome”
&
GO BACK TO YOUR EMAIL

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

CLOUD WORKPLACES CANNOT BE SUPPORTED

PROCTOREXAM ONLY WORKS WITH CHROME WHERE PLUGINS CAN BE INSTALLED

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STEP 2: TAKE THE SYSTEM CHECK

1

Please register for your exam

P ProctorExam <exams@proctorexam.com>
Aan

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

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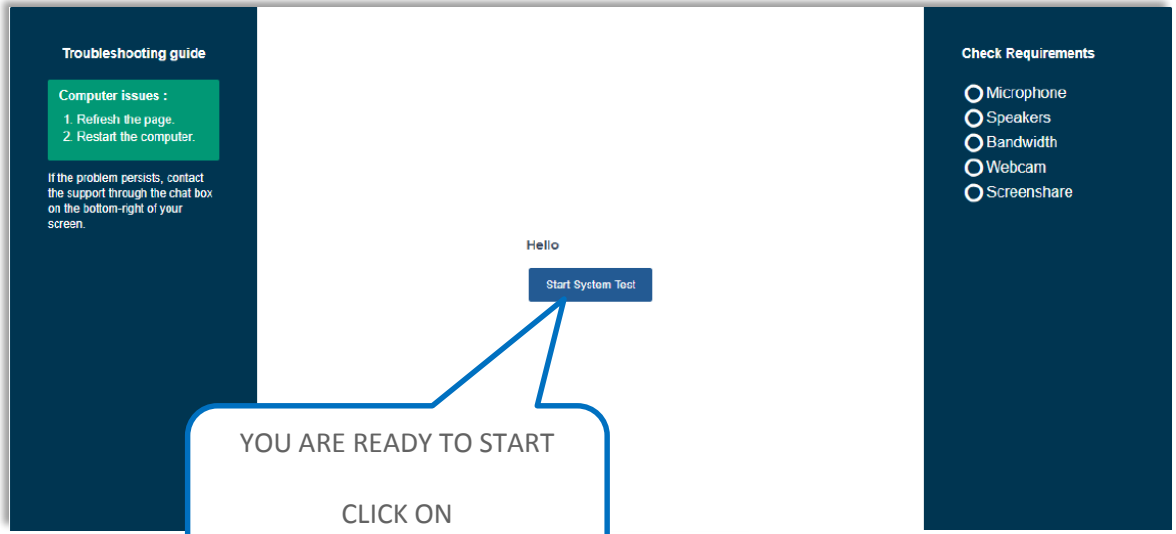
SUPPORT: Copy the links

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

STEP 2 link: https://andriessen.proctorexam.com/check_requirements/fcb1b0f5cb4087e3b2a8fe69bcb5198f

COMPLETE THE SYSTEM CHECK BY CLICKING ON “Click here” BY STEP 2

2



YOU ARE READY TO START

CLICK ON
“Start System Test”

Tech support [online]

PERSONAL SUPPORT AVAILABLE

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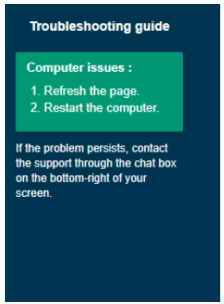
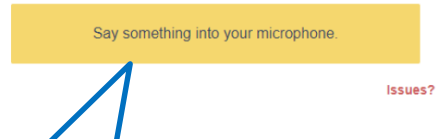
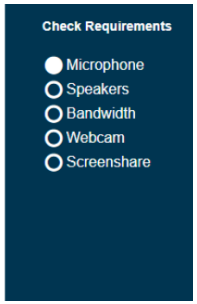
STEP 2: TAKE THE SYSTEM CHECK (SOUND CHECK 1)

1





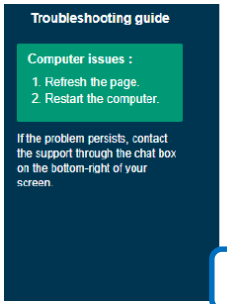
SAY “TEST” OUT LOUD

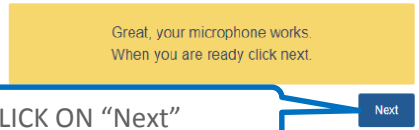


IF YOUR SOUND DOESN’T WORK, YOU CAN CONTACT SUPPORT THROUGH THE CHAT BOX

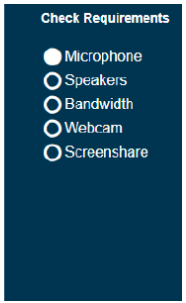
Tech support [online]

2





CLICK ON “Next”



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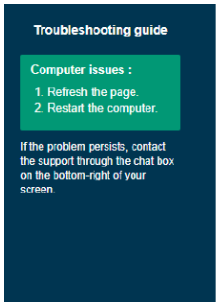
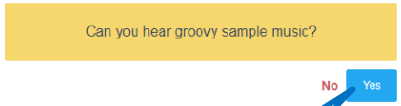
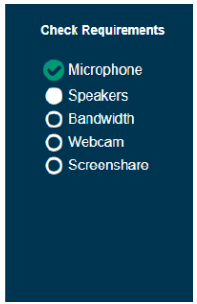
STEP 2: TAKE THE SYSTEM CHECK (SOUND CHECK 2)

1



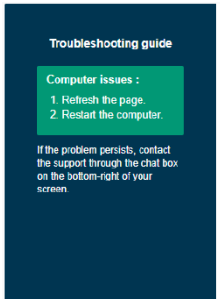


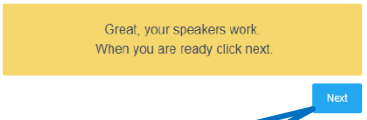


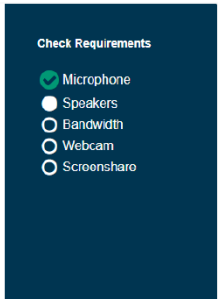
CLICK “Yes” IF YOU CAN HEAR THE MUSIC

IF NOT,
CHECK YOUR SOUND

2







CLICK ON “Next”

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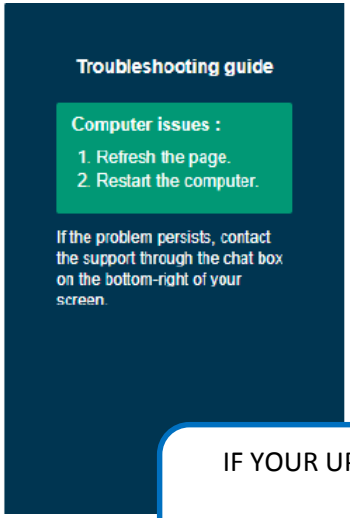
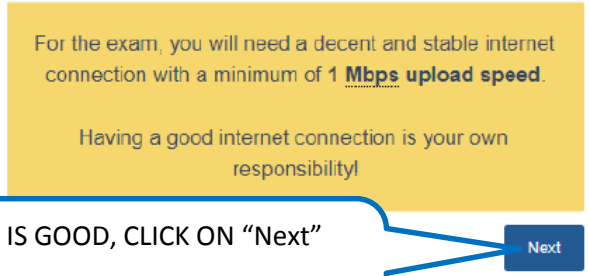
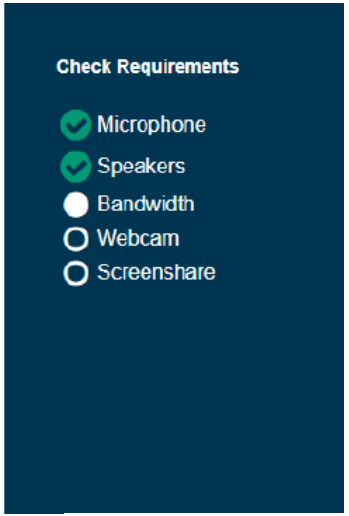
STEP 2: TAKE THE SYSTEM CHECK (INTERNET SPEED)







IF YOUR UPLOAD SPEED IS GOOD, CLICK ON “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

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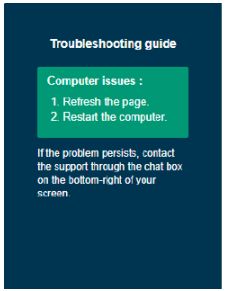
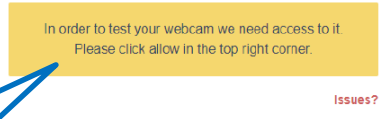
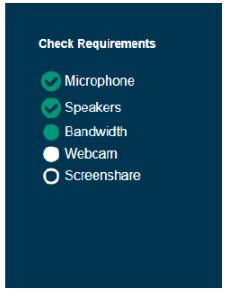
STEP 2: TAKE THE SYSTEM CHECK (WEBCAM CHECK)

1



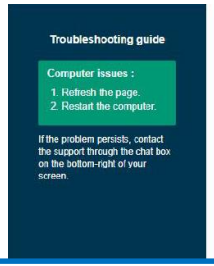


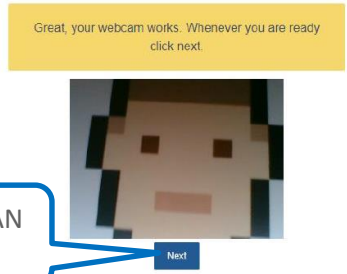
PLEASE CLICK ON “ALLOW” IN THE POP-UP IN THE TOP RIGHT CORNER OF YOUR SCREEN



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

2





CLICK ON “Next” IF YOU CAN SEE YOURSELF

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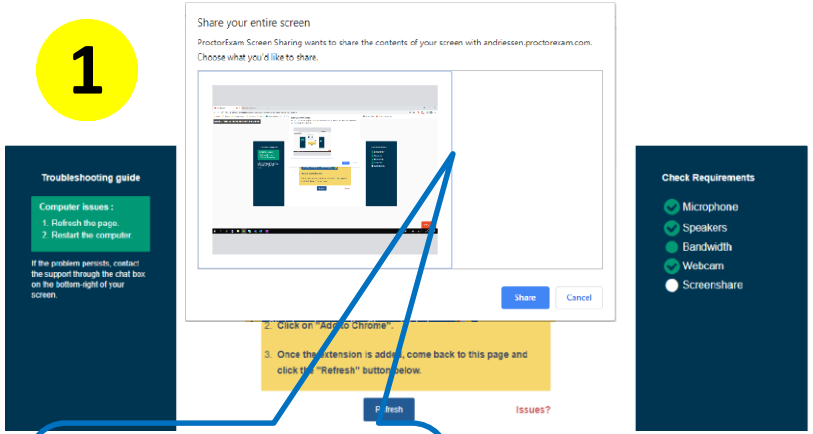
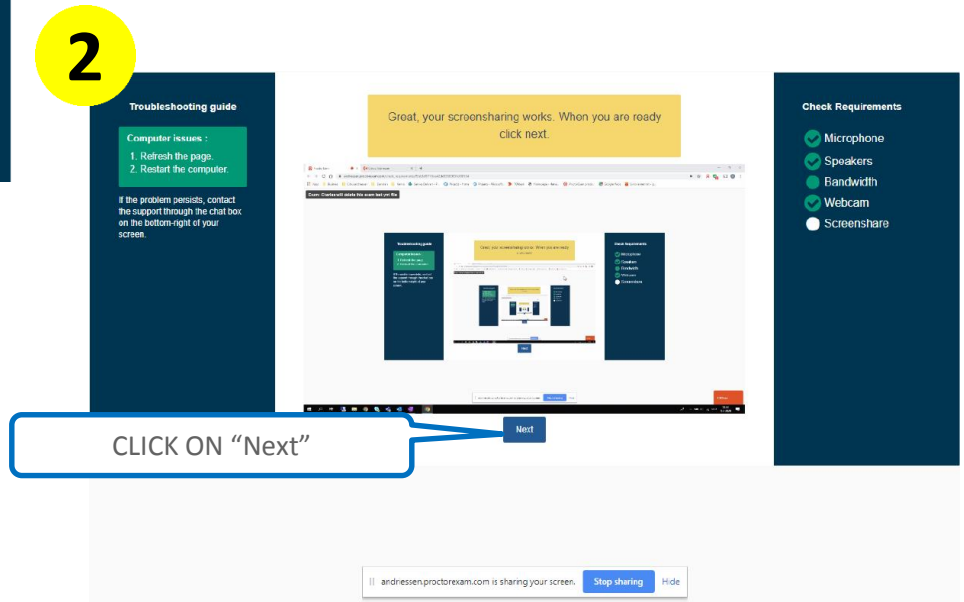
STEP 2: TAKE THE SYSTEM CHECK (SCREENSHARING)



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



CLICK ON “Next”

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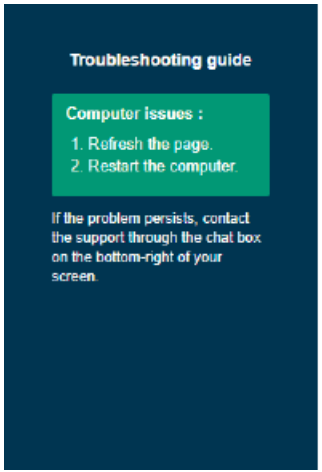
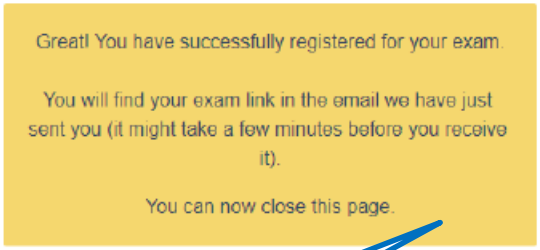
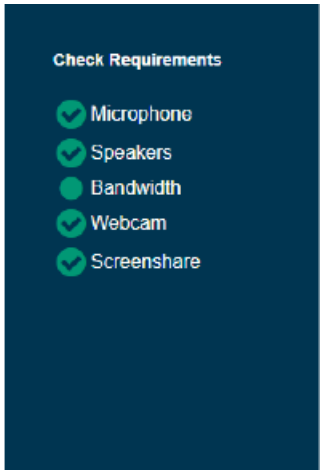
STEP 2: TAKE THE SYSTEM CHECK







YOU HAVE SUCCESFULLY FINISHED THE SYSTEM CHECK

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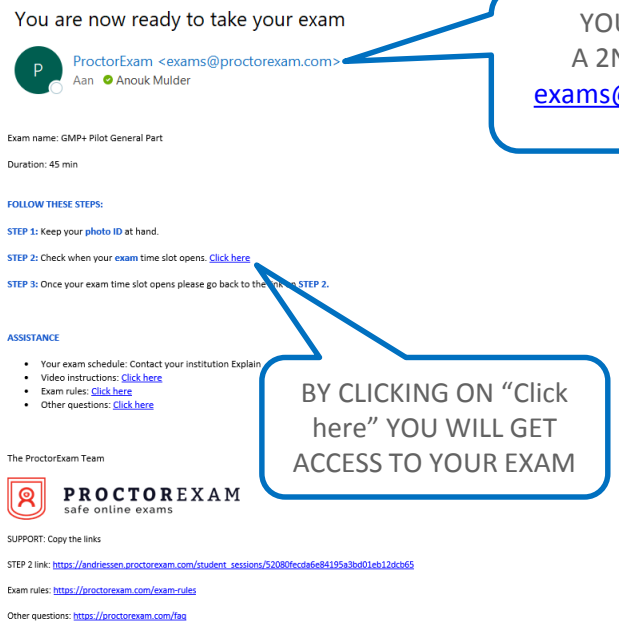
STEP 3: CHECK YOUR EMAIL

1



You are now ready to take your exam

ProctorExam <exams@proctorexam.com>
Aan Anouk Mulder

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

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SUPPORT: Copy the links

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

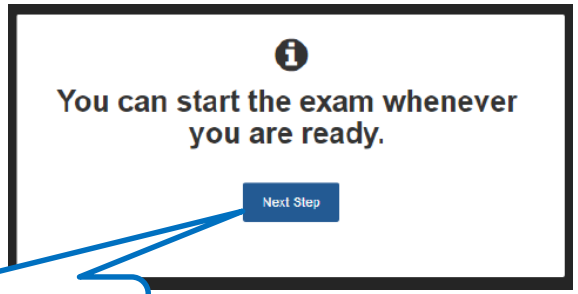
Exam rules: https://proctorexam.com/exam-rules

Other questions: https://proctorexam.com/faq

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

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

2



CLICK ON “Next Step” TO START THE EXAM

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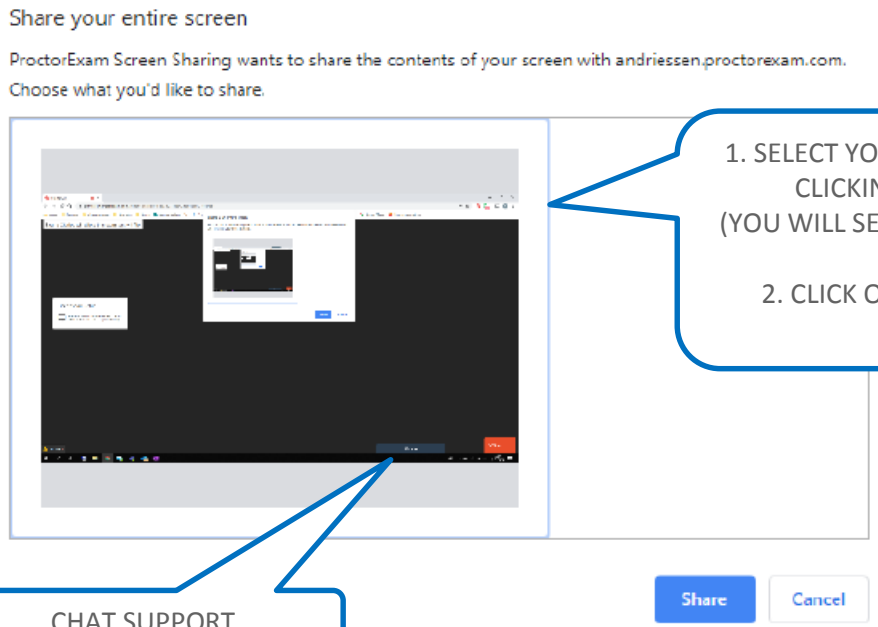
STEP 4: HAVE ID READY and PERFORM 2ND CHECK



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

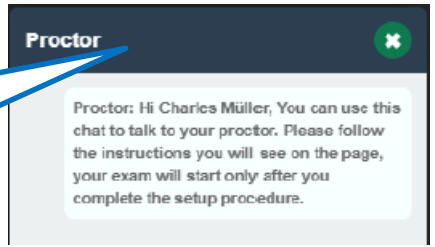
STEP 4 OF THIS PRESENTATION FOCUSES ON THE MOST IMPORTANT STEPS TO START YOUR EXAM

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

CHAT SUPPORT

IF YOU NEED HELP, YOU CAN CONTACT SUPPORT

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



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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 screensharing.

t.proctorexam.com:3001. Stop sharing Hide

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

Next Step

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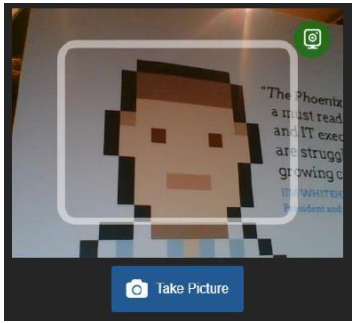
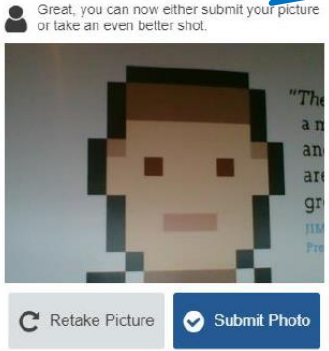
STEP 4: PERFORM 2ND CHECK (ID CHECKS)

1

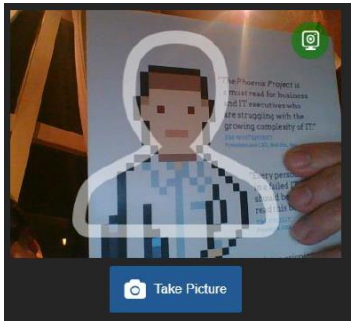


2

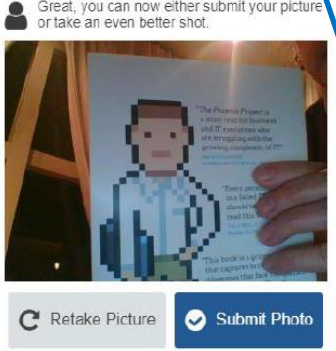


TAKE A PICTURE OF YOUR ID AND SUBMIT THE PHOTO

3



4



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

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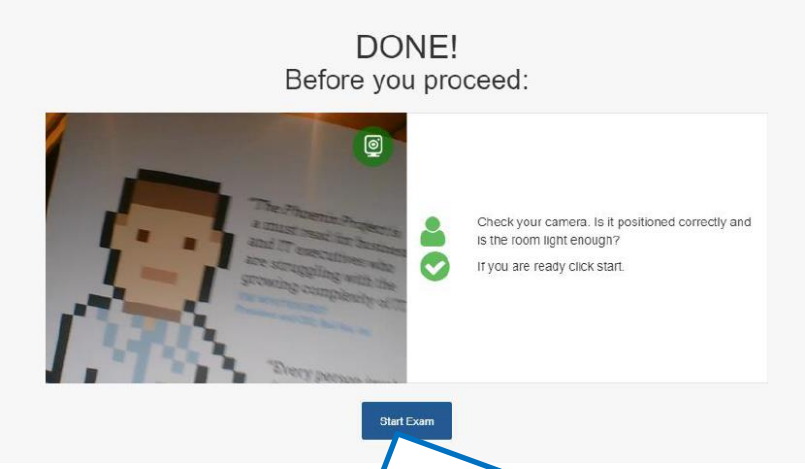
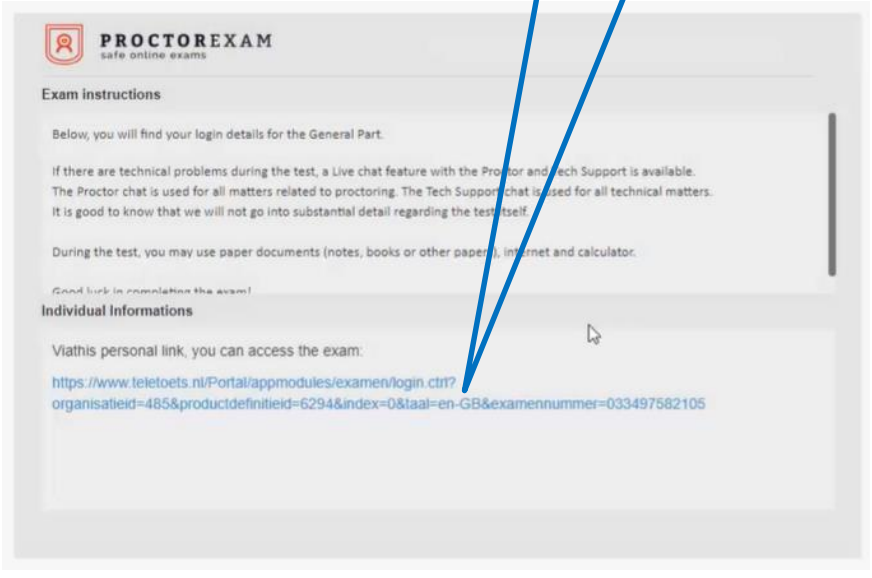
STEP 5: START, TAKE AND CLOSE YOUR EXAM



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



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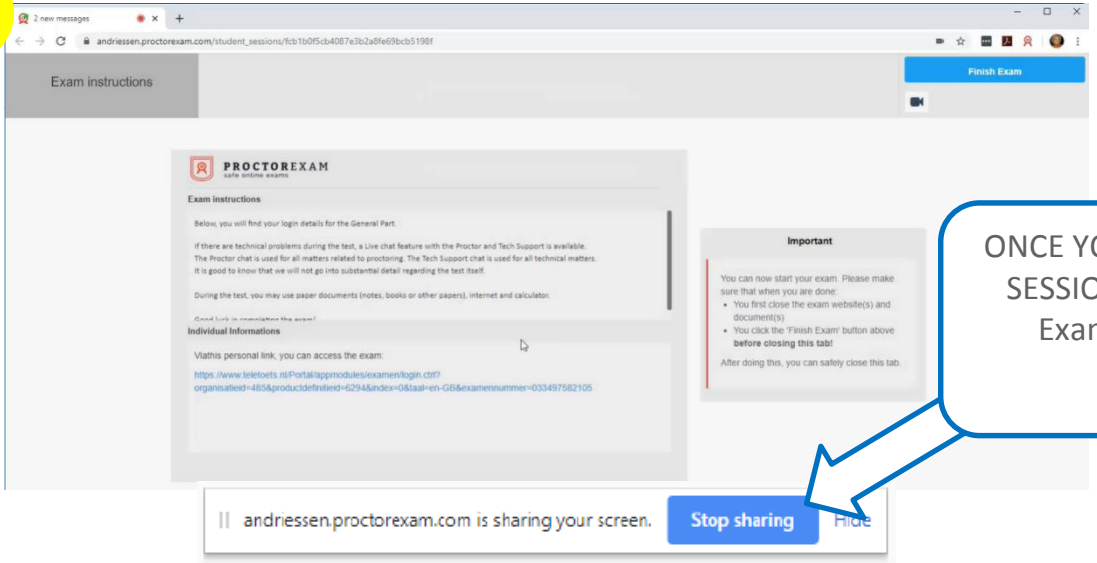
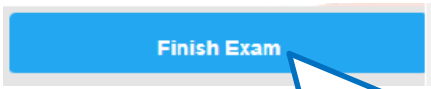
STEP 5: START, TAKE AND CLOSE YOUR EXAM

1

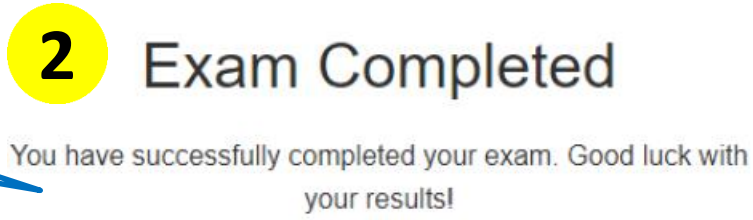




ONCE YOU FINISHED THE EXAM, THE PROCTORING SESSION NEEDS TO BE ENDED. CLICK ON “Finish Exam” AND ON “Stop sharing” TO END THE PROCTORING SESSION

WHEN YOU SEE THIS REMARK, THE PROCTORING SESSION IS DONE

2



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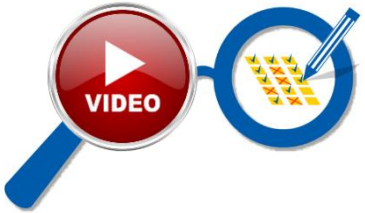
GOOD TO KNOW: PRIVACY TERMS

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 RECORED. INCIDENTS ARE REPORTED.

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

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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 an exam navigations throughout the exam.
- GMP+ and partners comply to the GDPR regulations and deletes all recorded records and data within 6 months.

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