

**Testing Center/Proctor Instructions for SmarterProctoring Exams**

1. DO NOT CHARGE THE STUDENT – The student paid for the exam through SmarterProctoring. After the session is marked as “complete” or with an incident in the SmarterProctoring system the funds will be made available within your SmarterProctoring Account. You can choose to print a check on your printer or request a physical check be mailed to you.
2. Before the student arrives look at and if desired print the necessary information for the exam from your proctoring account in SmarterProctoring. To do this simply log in at [www.SmarterProctoring.com](http://www.SmarterProctoring.com). Your immediate upcoming session should be showing in your dashboard, you should be able to click into each exam session to find out all of the necessary details and instructions for the exam. (Please note that if it is a paper and pencil test you will need to print of the test for the student, unless specifically specified through SmarterProctoring. There will be an option to download the test in inside the session details.)
3. Upon the student arrives please verify there identify using a government issued ID.
4. Once the student’s ID has been verified please hand out the test to the student or have them pull their exam up on the computer, and if needed please type in the password for the student to begin their exam. (DO NOT UNDER ANY CIRCUMSTANCE GIVE THE PASSWORD TO THE STUDENT.)
5. Proctor the exam doing your best to maintain close and constant supervision of the student to ensure academic integrity. (If you suspect cheating during an exam we do not recommend stopping the exam unless the exam is potentially being compromised. Typically we would recommend waiting till the student finishes the exam and then filing an incident report within SmarterProctoring.)
6. Once the exam is completed please log into SmarterProctoring and mark the session as closed or fill out an incident report.