

Online Proctoring Workflow *

Pre-Test

Set Up

Instructor creates an account and uploads an exam

Test taker creates a profile

Test taker completes preflight check of their system

Schedule

Instructor schedules a test date and timeframe

Test taker selects a time slot to join test

Test taker confirms test details

Test Taking

Authenticate & Secure

Vendor authenticates ID of test taker (e.g. photo ID compared to test taker)

Vendor confirms the test area has no unauthorized materials & aides (webcam view of room)

Proctor

LIVE PROCTOR
Vendor monitors exam to ensure academic integrity

RECORD & REVIEW

Vendor reviews recording, flags integrity issues

Post-Test

Report

Incidents are reported back (flagged by priority)

Test taker feedback is provided

General session activity is available

* This is a condensed overview of the typical workflow for both ProctorU and Examity. Contact vendor for full details.