



Office of Information Resources Management

Online Exam Proctoring Student Installation Guide

About Online Exam Proctoring

Proctorio is a remote proctoring service that may be used with some classes when you take quizzes and exams in Blackboard. Proctorio may record your webcam, your screen, or other actions during the exam session and share that information with your instructor.

Please make sure that you have access to your Blackboard account and you can successfully login. **DO NOT PROCEED UNLESS YOU VERIFY THAT.**

Student Computer Requirements (all of them must be met)

1. Portable web camera (highly recommended) OR built-in laptop camera
2. Microphone headset OR built-in computer/laptop microphone
3. Minimum Internet connection speed of 0.200 Mbps (0.663 Mbps is optimal)
4. Minimum recommended RAM of 4GB
5. Download of Chrome Browser (free and open)

Student Computer Setup. (Make sure you perform these steps at least one day before the exam)

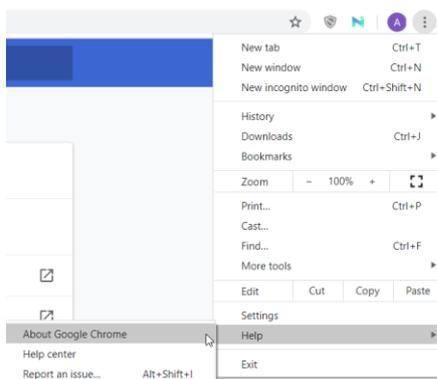
1. Install Google Chrome:

To install Chrome on your computer please go here:

<https://www.google.com/intl/en/chrome/browser/>

You cannot use Internet Explorer, Microsoft Edge, Firefox, or Safari.

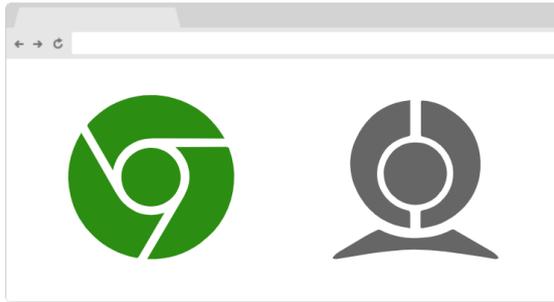
2. If Google Chrome **is already installed**, make sure you have the latest version. To update Chrome run it, at the top right click More, Goto Help, About Google Chrome.



3. Through Google Chrome install the Proctorio extension: <https://getproctorio.com/>

Proctorio *Chrome Extension*

This course requires you to install an extension into your browser.

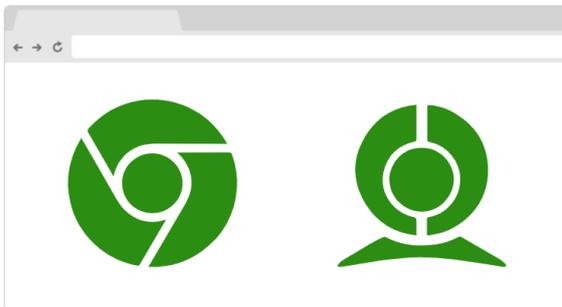


- 1 Use Google Chrome.
done.
- 2 Install Proctorio Chrome Extension.
[click here](#)
- 3 Done!

4. Once the extension is installed you are all set. You can use the above URL again to verify that everything is set.

Proctorio *Chrome Extension*

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- 1 Use Google Chrome.
done.
- 2 Install Proctorio Chrome Extension.
done.
- 3 Done!

Preparing for the exam

- Find a quiet and distraction free area you feel comfortable taking your exam. Prepare to be seated there for the entire duration of the exam.
- Use any computer with Google Chrome and the Proctorio extension. (Please refer to the previous section)
- A reliable internet connection. (Wired internet is recommended)
- Have your student ID ready or any form of official verification (Greek ID). The system may require you to scan it.
- **Make sure that your mobile phone is not in the room.**
- Make sure that the table is empty of any unauthorized materials. **The system may ask you to perform a room scan if it detects suspicious behavior.**

During the exam

- Make sure that your computer is using one screen. Multiscreen system are NOT allowed.
- Make sure that no other person enters the room at any time.
- The whole process will be recorded (sound, video, keystrokes).
- DO NOT step away from your machine.

- DO NOT disable screen sharing.
- DO NOT turn off the camera.
- DO NOT turn off the microphone.
- DO NOT attempt to run any programs or move away from the exam screen.
- To avoid exam closure, behave as you would normally do during a real classroom exam.
- Make sure that no other programs are running in the background that may display pop-up screens during the exam (e.g. messenger, skype)

How to start the exam

Exams are administered through Blackboard:

1. On the day and time of the exam, using Chrome, login to Blackboard.
2. Go to the designated course area as defined by your instructor.
3. Start the Test.
4. Read the instructions and proceed with the verification process.
5. Make sure you accept all system prompts and complete the "System Diagnostics Test".



6. If any of the above fails, please re-run the test.
7. The system will take a picture of you and ask you to present and take a photo of your ID.
8. Accept the agreement and begin the test.