

ProctorU: Third-Party Use Only

MC Faculty using third-party platforms (I.e., Willey Plus, Pearson, etc) can use ProctorU for online proctoring. Here are the steps:

The process for Faculty

- Faculty submit their exam on ProctorU. Faculty can obtain the Open Invite URL from ProctorU for students to schedule that particular exam.
- Faculty will share the Open Invite link with students. Each exam has its own unique Open Invite link.
- To find the Open Invite link- faculty log into ProctorU, locate their exam and the Open Invite link is listed under the Exam Profile section. See below:

The screenshot displays the ProctorU interface for an exam titled "Test 3". At the top, there is a navigation bar with the ProctorU logo and a menu with options: Home, Schedule, Sessions, Users, Reports, and Support. Below this, a breadcrumb trail shows "Home / Montgomery College - Academic / All Exams /". The main content area features a header for "Test 3" with an "Exam Options" dropdown. A summary row contains several metrics: Scheduled, Fulfilled, Avg Start Time, Active Interventions, and Confirmed Breaches, each with a minus sign icon. To the right of these metrics is a "SEE MORE" button. Below the summary row are two tabs: "Summary" (selected) and "Notes". The "Exam completion overview" section is visible, showing a "Profile" card with the following details: Department (Live+), Instructor (Imported), Term (Spring 2025), Created (01/22/2025), Updated, Status (Active), URL (https://www.pearson.com/en-us/higher-education/products-services/), and Password. The "Imported" status and the "Open Invite" link are highlighted in yellow and circled in black.

- Faculty decide how to send the link to their students, e.g., by mass email or by adding the link to their Blackboard site.
- Third-party exams cannot use the Record+ service line. When setting up exams, faculty will need to select Live+ or Review+.

The process for Students

- After faculty create exam, student has three options to access ProctorU
- *Option 1* Students use the link shared by their professor. Students will sign in and schedule an exam appointment.
- *Option 2* Students access ProctorU using the following link: <https://go.proctoru.com>. Students will sign in or create an account. If they are creating an account, they must choose MC Academic as the Institution. They will then see the exam options to schedule for.
- *Option 3* If faculty have additional exams or quizzes that are set up through Blackboard, the students can use the ProctorU link within the Blackboard course page to schedule for the third-party exams. Please note this is only applicable if there are other Blackboard exams for the course.

Important Suggestions for Students:

1. When students create a ProctorU account they must select the institution. MC is listed twice: Academic and Placement. Students should select **Academic**.
2. Students must use their **MC email address** to create a ProctorU account. They should not use their personal email address.