

WELCOME TO LIVE+

GETTING STARTED



Sign up for ProctorU at <https://www.proctoru.com/portal/pace-university> and schedule your exam



Ensure you have the latest version of either Google Chrome or Firefox installed



Download the ProctorU Chrome extension [Bit.ly/proctoruchrome](https://bit.ly/proctoruchrome), or the Firefox extension www.proctoru.com/firefox



Ensure you're only using a single monitor



Need more information? proctoru.com/resources/test-takers/live-plus/



EXAM PREPARATION

1. Reboot your computer before connecting
2. Save and close all third-party applications
3. Open a fresh instance of Google Chrome or Firefox
4. Be in a private, well-lit room
5. Clear your workspace of clutter
6. Have your government-issued photo I.D. ready
7. Have a mobile phone with front-facing camera or small compact mirror ready
8. No non-religious head coverings

Have Questions? Contact Us!

support.proctoru.com



How it Works: **Live+ - Test-Taker**

Any time you need help, please use our [Live Chat](#), call **855-772-8678** or create a support ticket by going to support.proctoru.com/hc/en-us.

Creating an Account

Visit go.proctoru.com/registrations and click ***Test-Taker***

Before agreeing to ProctorU's [Terms of Service](https://www.proctoru.com/terms-of-service), (www.proctoru.com/terms-of-service) you will be asked for basic information that includes:

- The institution or organization you are testing with
- First and last name
- Email address
- Mailing address
- Phone number
- Your timezone

You will receive a confirmation email asking you to verify your account. Please do so within 72 hours to avoid any complications.

Scheduling Exams

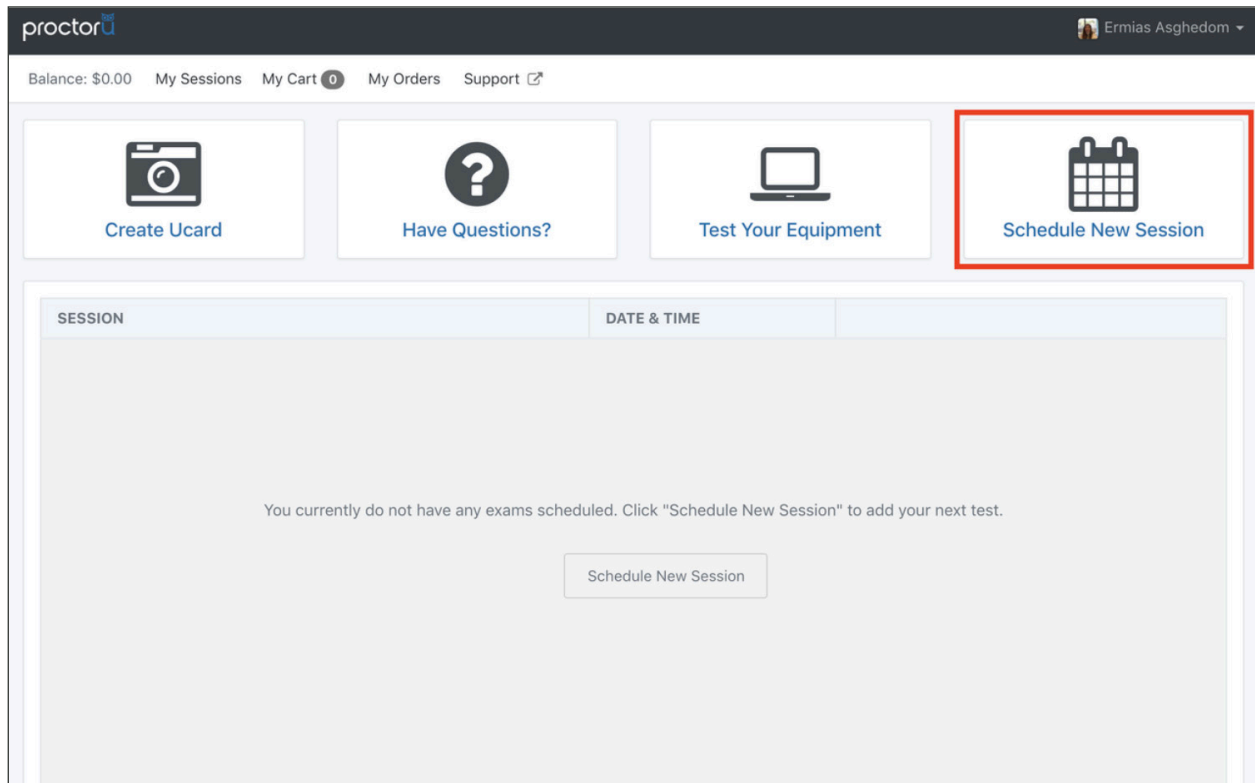
To avoid additional fees, schedule exams more than 72 hours before your desired proctoring appointment.

You can opt to use [Take It Soon](#) or [Take It Now](#) options for an additional fee paid at your own expense.

- [Take It Soon](#) - Schedule less than 72 hours before your desired appointment.
- [Take It Now](#) - Allows on-demand proctoring without an appointment.

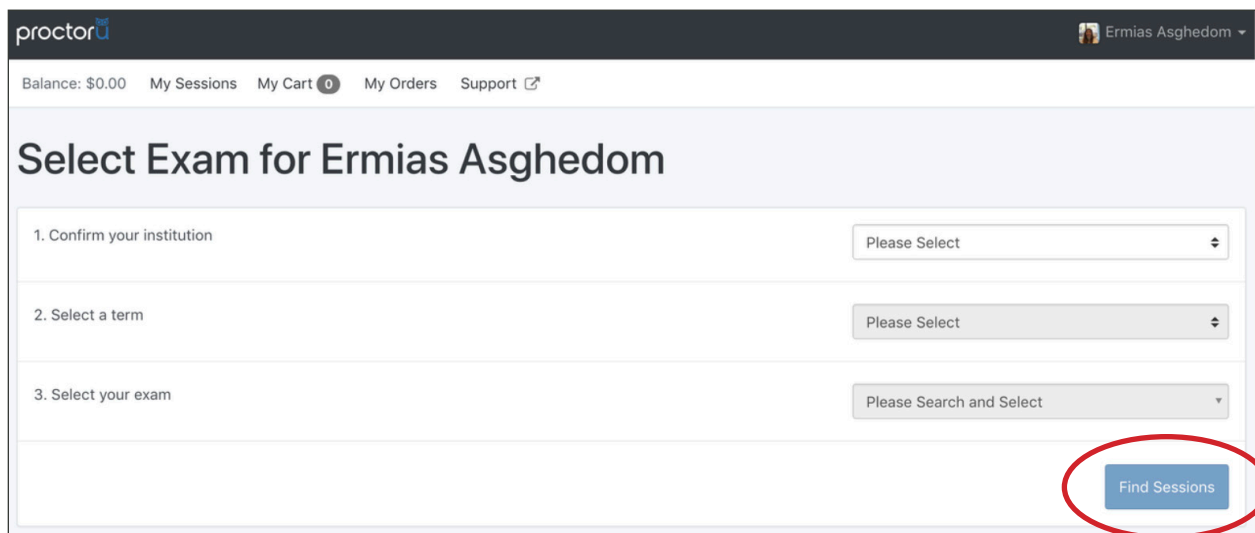
Rescheduling an exam allows you to change the date and time of your appointment but additional fees will apply if your new appointment time is under 72 hours from the time you are rescheduling. The [Take It Soon](#) and [Take It Now](#) options are subject to availability based on ProctorU's exam volume.

Login and click [Schedule New Session](#).



Confirm your [institution](#), select your [term](#) and the [exam](#) you wish to take.

Click [Find Sessions](#) to begin scheduling



Use the date and time pickers on the left to identify available appointment times. When you've found your desired appointment, click **SELECT**.

proctorU Ermias Asghedom

Balance: \$0.00 My Sessions My Cart 0 My Orders Support

Schedule Session

Please select a date and time on the left. Once you have selected your date, please click the 'Find Available Times' button.

Select a Date

← April 2019 →

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Select a Time

↑ 11 : 25 AM ↓

Find Available Times

Exam

This exam is available from
Friday August 26, 2016 11:00AM PDT - Thursday September 2, 2021 11:00AM PDT

Exam Name
Ruby on Rails - Final Exam

Institution
Licata School of Ruby

Term
Intro to Ruby on Rails

Exam Duration
3 minutes

Change Exam

11:40AM PDT
Thursday April 4, 2019
13 minutes from now

Ruby on Rails - Final Exam
Ruby Teacher

SELECT

12:10PM PDT
Thursday April 4, 2019
43 minutes from now

Ruby on Rails - Final Exam
Ruby Teacher

SELECT

12:40PM PDT
Thursday April 4, 2019
about 1 hour from now

Ruby on Rails - Final Exam
Ruby Teacher

SELECT

12:50PM PDT
Thursday April 4, 2019
about 1 hour from now

Ruby on Rails - Final Exam
Ruby Teacher

SELECT

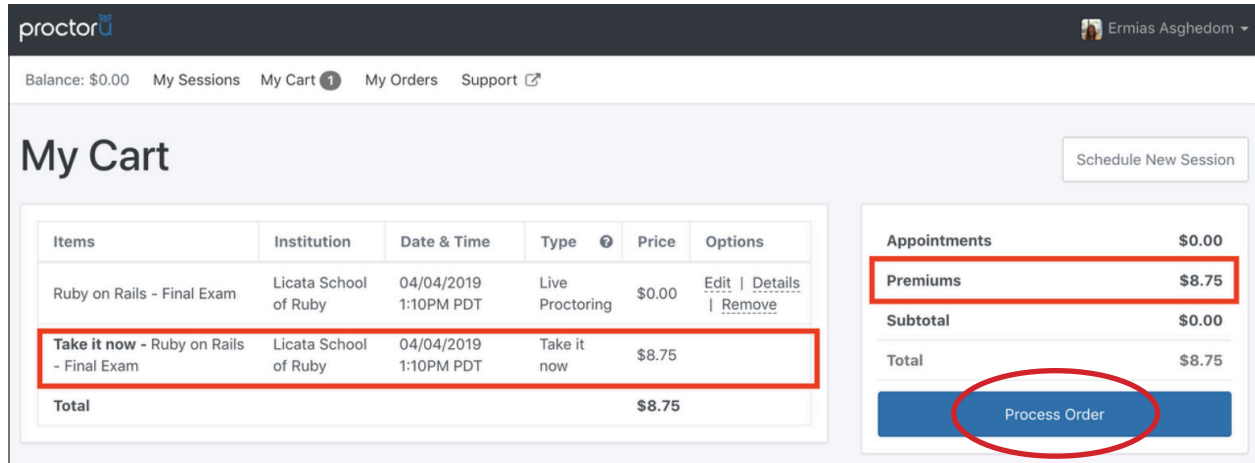
1:10PM PDT
Thursday April 4, 2019
about 2 hours from now

Ruby on Rails - Final Exam
Ruby Teacher

SELECT

Review your appointment details before you pay. If you've scheduled your exam within the next 72 hours, you will see a premium fee clearly marked.

When you're ready to pay, click [Process Order](#). If your institution or organization pays for the cost of your exams, your order shows that you owe \$0.00. Most institutions or organizations do not cover the cost of premium fees. Please contact them if you are unsure.



Balance: \$0.00 My Sessions My Cart ¹ My Orders Support

My Cart

Schedule New Session

Items	Institution	Date & Time	Type	Price	Options
Ruby on Rails - Final Exam	Licata School of Ruby	04/04/2019 1:10PM PDT	Live Proctoring	\$0.00	Edit Details Remove
Take it now - Ruby on Rails - Final Exam	Licata School of Ruby	04/04/2019 1:10PM PDT	Take it now	\$8.75	
Total				\$8.75	

Appointments	\$0.00
Premiums	\$8.75
Subtotal	\$0.00
Total	\$8.75

[Process Order](#)

Taking Your Proctored Exam

ProctorU has two different proctoring methods:

- **Auto** - You are monitored by our artificial intelligence-based platform and will not interact with a live proctor. In some cases, your institution or organization may have you present your ID and show your testing environment to a proctor before entering an Auto exam. Learn more about the experience at www.proctoru.com/auto-resource-center.
- **Live+** - You are connected to a proctor who monitors you throughout the exam. You will be asked to provide a valid government-issued ID and to demonstrate that your testing environment is free of any people or resources not permitted during your exam. Learn more about the experience at www.proctoru.com/live-plus-resource-center.

If you are unsure what type of proctoring your exam will use, please use our [Live Chat](#), call [855-772-8678](tel:855-772-8678), or create a support ticket support.proctoru.com/hc/en-us. You can also contact your professor or exam administrator.