

CSU Proctored Exams: Student Guide



This

guide outlines all the steps necessary to access proctoring services at CSU. Follow your instructor's directions and these steps to schedule your exam appointment.

What is a Proctored Exam?

Proctored exams are typically supervised by an authorized, trained, and neutral individual who verifies the identity of the test taker and ensures the integrity of the test taking environment. Proctoring services may be required when an instructor cannot be present for an exam. A "remote" proctored exam is a proctored exam that you take online with either a live proctor or using artificial intelligence software.

If you are enrolled in a course that requires proctored exams, your instructor will place an announcement in the course syllabus and the online course environment. The announcement will include:

- name of the exam
- date(s)
- time(s)
- permitted remote modality of the upcoming proctored exam: Hybrid/Live, A.I. Only
- student registration instructions

Step 1: Select your Testing Option

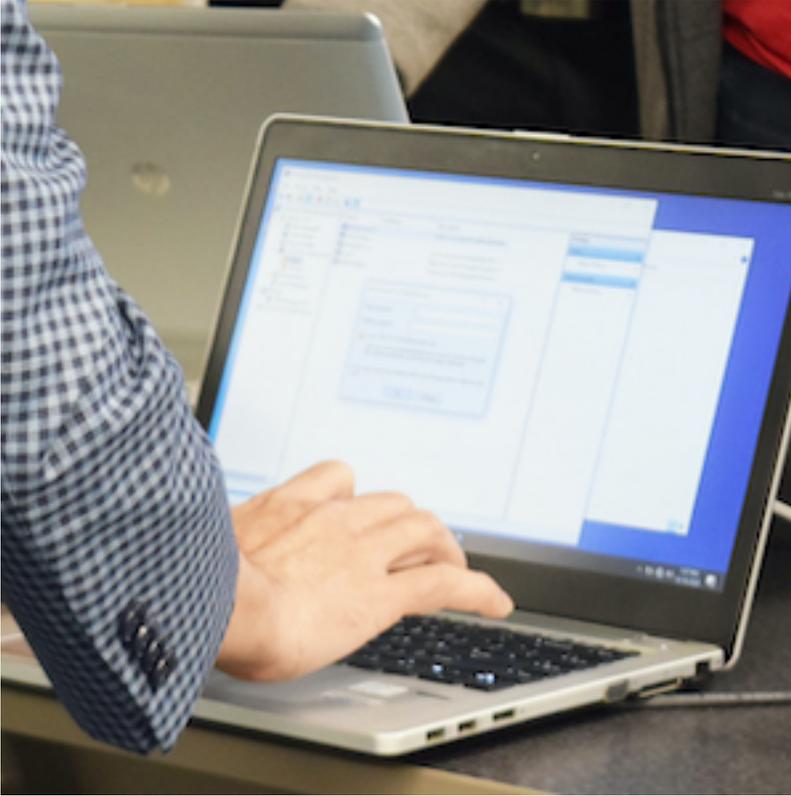
Check the announcement in your online course environment to find out the specific remote proctoring modality your instructor chose for this exam. If you prefer an in-person experience, you may always choose to take your exam at the CSU Testing Center on a first come, first serve basis as seating is limited. This option ensures an ideal test-taking environment—quiet surroundings, secure internet connection, and real time interaction to address concerns.

**In-person | \$50**

- All approved exams may be proctored in-person at the CSU Testing Center
- An appointment is required.
- Seating is limited so be sure to schedule early!

**Remote: Hybrid/Live | \$15 - \$30**

- Provides real time interaction with an online proctor.
- Requires computer, webcam, microphone, and reliable internet.
- An appointment is required. Schedule early!



Remote: A.I. Only |\$15 Subscription

- You will purchase an annual subscription to Respondus Monitor directly from Respondus when you take an exam.
- Subscription is good for all courses that use Respondus Monitor.
- No appointment required. Must take exam during open exam window.
- Requires computer, webcam, microphone, and reliable internet.
- Suspicious behavior will be flagged by facial

Respondus Lockdown Browser Student How to Guide

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- Suspicious behavior will be flagged by facial.

If you live outside a 50-mile radius from CSU, the CSU Testing Center will help you identify, verify, and coordinate with an approved in-person option in your area.

First, you must locate a qualified in-person proctor in your local area. The following individuals qualify as a proctor:

- College Testing Center or Professional Testing Center Staff or Administrator
- Embassy Education Officer
- Military Base/Station Education Officer
- (Military) Non-Commissioned Officer in Charge or Officer in Charge

Once you have scheduled your appointment with a qualified in-person proctor, please complete **the Online Proctor Form**, found in your [MyCSU](#) account. Under Forms and search for the Online Proctor Form. When you complete it, you will be prompted to pay a \$25 External Proctor Verification fee before the form can be submitted. Once payment

is received, your chosen proctor will go through our External Proctor Verification Process. Once our External Proctor Verification Process is complete, you will receive an email with instructions on how to proceed with your exam.

Note: If the Student Proctor Form is submitted less than 3 business days before your exam date, then you will be prompted to pay \$40. A “business day” is defined as Monday through Friday, 8:00am-5:00pm EST, excluding holidays.

Step 2: Schedule Early

The announcement in your course will provide your testing options and the appropriate links to schedule your exam.

For In-Person Testing Registration at the CSU Testing Center, click on the [registration link](#) and choose the group: **CSU Proctored Exams**. Then, continue to fill in the rest of the requested information to schedule the date and time of your exam.

The screenshot shows a web form titled "Exam Registration" with a vertical progress indicator on the left. The form consists of four required steps:

- 1 Choose a group (required)**: A dropdown menu with the selected option "CSU Proctored Exams (for dates beginning August 2)".
- 2 Choose an exam (required)**: A dropdown menu with the placeholder text "Choose an exam".
- 3 Choose a Date (required)**: A text input field with the example text "Example: Wednesday, July 14, 2021".
- 4 Choose a Time (required)**: A dropdown menu with the placeholder text "Select a date above".

For online, at home testing using ProctorU or Hybrid Live Remote Testing, click on the link posted in your course announcement to schedule your exam and process your payment. This option is only available if prompted and authorized by your instructor.

All emails sent to you from the CSU Testing Center will be sent to your columbusstate.edu email address.

If you have any questions about the remote proctoring modality for your exam, please contact proctor@columbusstate.edu or call the CSU Testing Center at **706-507-8020** **before** scheduling your exam appointment.

Step 3: Be Prepared!

For Remote Proctoring - Check for Compatibility

Be sure to check your internet connection and browser settings at least three days ahead of time. This will help avoid any technical issues during your exam time. The minimum system requirements are as follows:

- Windows 10 or higher
- MAC OS x 10.5 or higher
- Internet Download Speed between .768Mbps - 1.5 Mbps
- Internet Upload Speed between .384 Mbps - 1 Mbps
- RAM between 1024 MB to 2 GB

Note: You may encounter issues if you are using: a personal hotspot, Google Chromebooks, Android devices, iOS tablets, Linux operating systems, Microsoft Windows 10 in S mode, Microsoft Surface RT, computers running within virtual machines, development previews or beta builds. If you have any questions on compatibility, please email proctor@columbusstate.edu

Exam Day Process for Students

1. Report for the exam either in-person or online.
2. The Proctor will verify your identity, go through security checks, deliver instructions, and provide allowed resources per your instructor.
3. Log into Learning Management System (CougarVIEW, GoVIEW, or Publisher Website where the exam is housed). The proctor will enter the exam password.
4. Take the exam.
5. When done, the proctor will confirm exam completion and submit the exam to your instructor.

If you Experience Issues on Exam Day:

- For CougarVIEW information, please contact the [Center of Online Learning](#).
- For GoVIEW information, please take a look at the [GoVIEW Website](#).
- For Issues with Respondus Monitor:
 - Check to see if there is a guide for your issue in the [Respondus Monitor Knowledgebase](#)
 - If there is no guide for your issue in the Respondus Monitor Knowledgebase, please [submit a Support Ticket](#) to Respondus Monitor for assistance.
- For eCore classes, please follow the instructions outlined on the [eCore Website](#).

Note: The CSU Testing Center is open from 8am-5pm EST. If you require assistance outside of our normal business hours, please contact the [IT Support Help Desk](#) at **706-507-8199**

Additional information on Proctoring Services at the CSU Testing Center

is available at [/testing-center/](#)

*For questions or concerns, email proctor@columbusstate.edu
or call 706-507-8020.*
