Test-Taker Guide

Overview

This guide is for Exam Facilitators utilizing the ProctorU tool to proctor the G Suite certification.

Roles and Responsibilities

Although this guide is specifically for Exam Facilitators, it is helpful to understand the other key roles and their responsibilities when registering for the G Suite certification:

- **Administrator** - a faculty member of the school or district who is responsible for:
  - Adding purchase order(s)
  - Clicking to accept the school agreement with Google
  - Loading the exam location(s) where test-takers will take the exam.
- **Exam Facilitator** - a faculty member of the school or district or a contractor who has required licenses and meets other applicable legal requirements to teach and supervise students taking the exam who is responsible for:
  - Accepting the Facilitator Oath
  - Creating and loading test-taker group(s)
  - Confirming their testing groups have downloaded the ProctorU chrome extension prior to exam day
  - Printing and distributing test-taker tokens to students
  - Launching the exam
- **Test-Taker** - any student attending a secondary school (middle or high school) that meets the age requirements for Google accounts for their region. If a country is not listed in this article, the student must be 13+ years to participate.
  - Logging into the exam with their test-taker token
  - Downloading the ProctorU chrome extension (if not already done)
  - Completing exam pre-checks
  - Copying and pasting the assigned temporary username and password
  - Completing the exam
  - Submitting a feedback survey

# Step by Step Instructions for the Test-Taker

1) **Login to ProctorU**
   a. On exam day, you will access ProctorU at this URL: groups.proctoru.com
   b. You must log in with your **school Google account** in order to access the ProctorU tool.
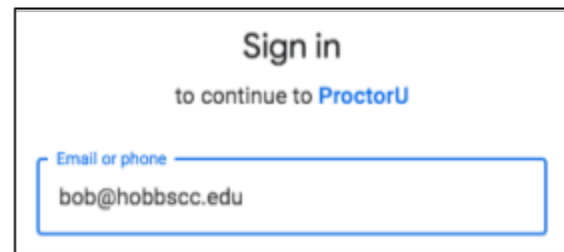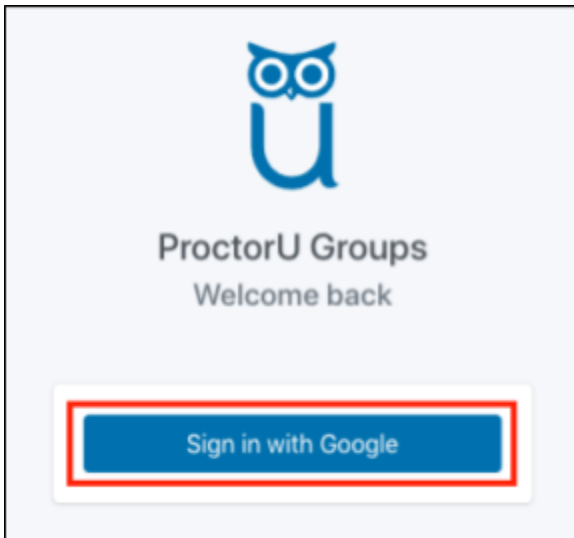
2) **Enter Token**
   a. Once you log into the tool, you will be prompted to **enter a token**.

   Note: *At this point the token has been manually distributed to you by your facilitator. If you do not have your token, please notify your facilitator.*
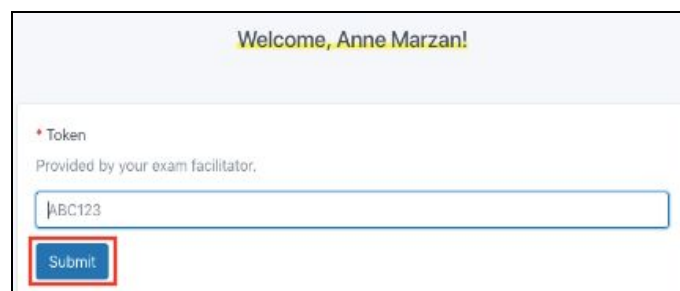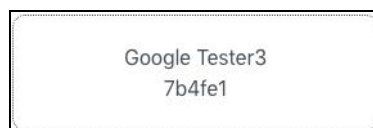
b. After you have entered your token, and the token has been accepted, you will be notified that your exam will begin shortly.

> **Welcome, Anne Marzan!**
>
> Your exam will begin shortly.
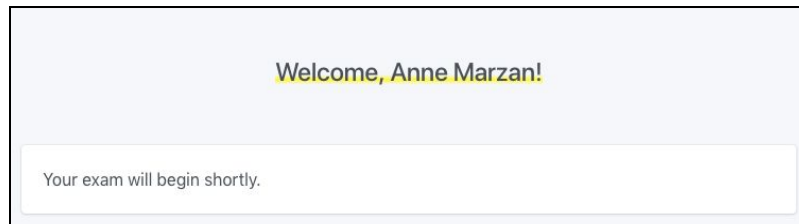
    i. **Note:** *If you have entered the wrong token or your token is not accepted, you will see the following screen. If this happens, please contact your exam facilitator.*

> * Token
> Provided by your exam facilitator.
>
> 123456
>
> Incorrect entry. Please re-enter.
>
> Submit
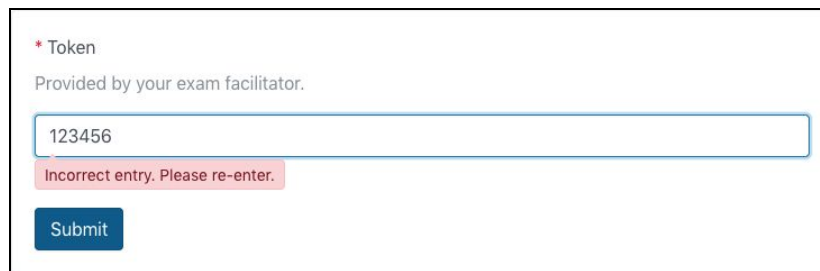
c. You will be able to continue once your facilitator has launched the exam. If your facilitator has already launched the exam, you will see the following screen. To continue, click **"Click here to get started".**
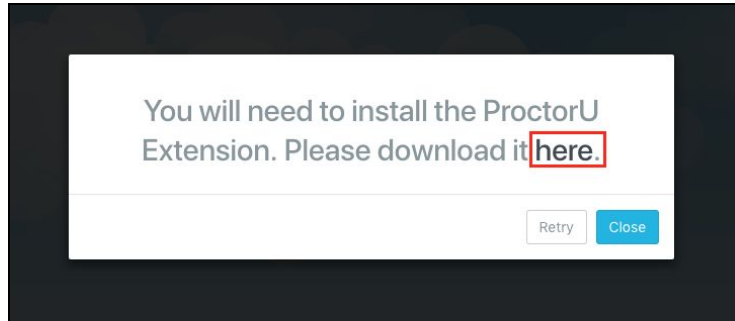
> Click here to get started
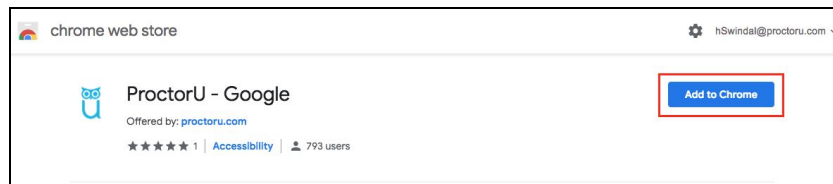
3) Install the ProctorU Chrome Extension

Note: *If you have already installed the ProctorU chrome extension, this prompt will not appear. Feel free to skip to step 4.*

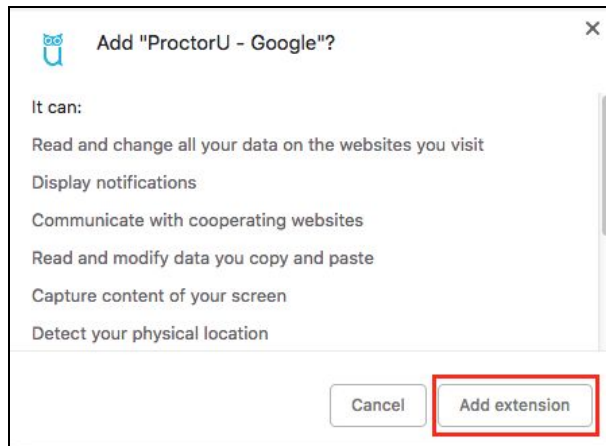Immediately after clicking "Click here to get started", you will be prompted to install the Chrome Extension.

1) Click "**here**". You will then be auto navigated to the Chrome Web Store.

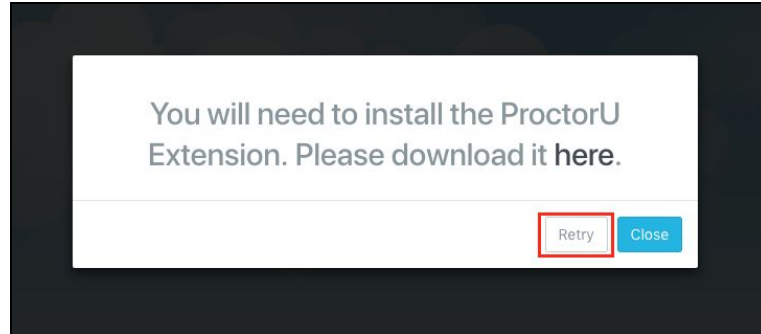2) Click "**Add to Chrome**"

3) Click **"Add Extension"**

4) Once the extension is added, close the chrome web store tab and go back to the open tab where you originally downloaded the Chrome Extension and press **"Retry"**.

4) Complete Exam Pre-Checks

Exam pre-checks are a set of steps that ensure your testing location and equipment are ready for you to begin the exam.

1) Click **"Let's get started!"**
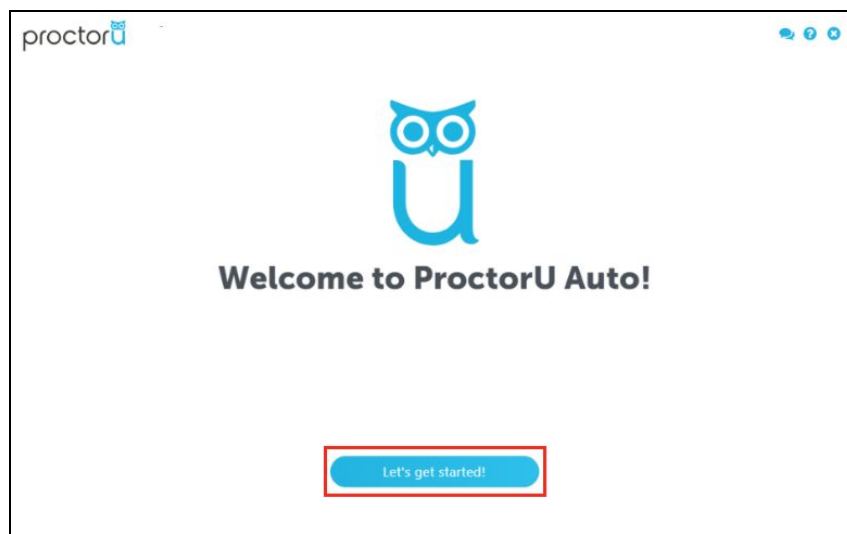
2) You will be navigated to the *"System Check"* screen. The system check will make sure that your internet speed meets the minimum requirements to take the exam. It will also check to make sure that you don't have a security firewall blocking your connection. If you run into issues, please contact your Exam Facilitator.
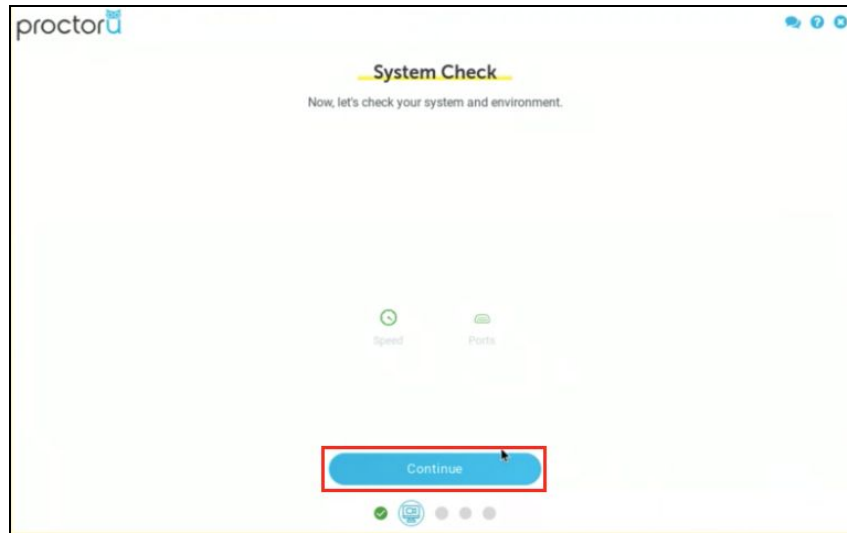
3) After you pass the system check, you will be prompted to share your screen.

   Note: *By sharing your screen, you are allowing ProctorU to record your screen only. Screen sharing will end right after your complete your exam.*
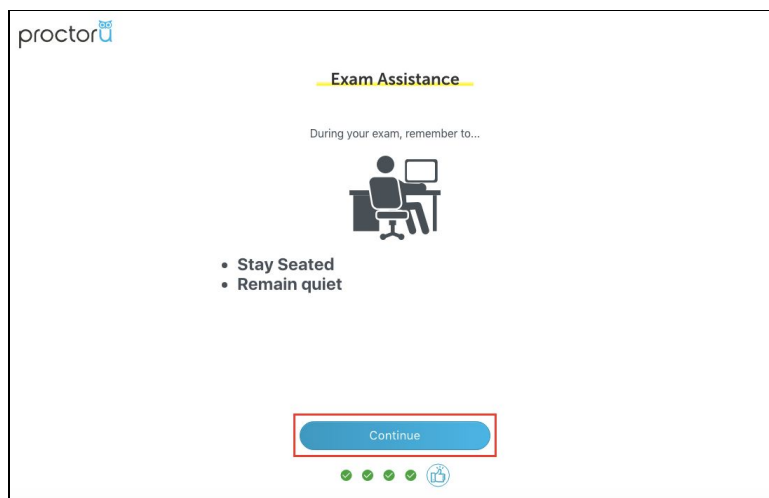
   On the pop up window, click the **"Share"** button.
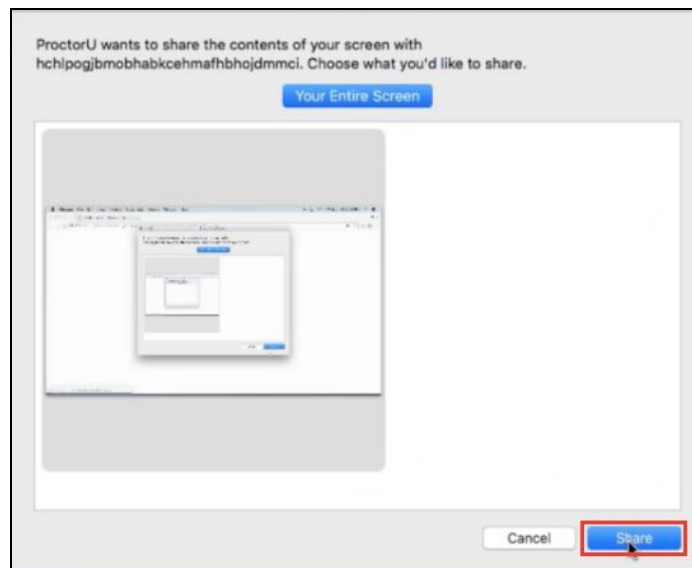
4) Once you share your screen you will be navigated to the *"Exam Rules"* screen. Once you have reviewed the exam rules, click **"Continue".**
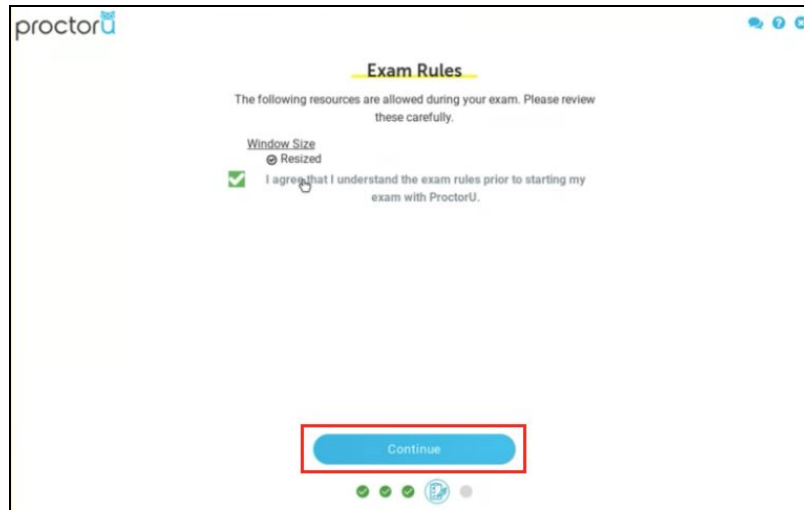
5) Once you click "Continue" on the *"Exam Rules*" screen, you will be taken to the *"Exam Assistance"* screen. Once you read the exam reminders click **"Continue".**
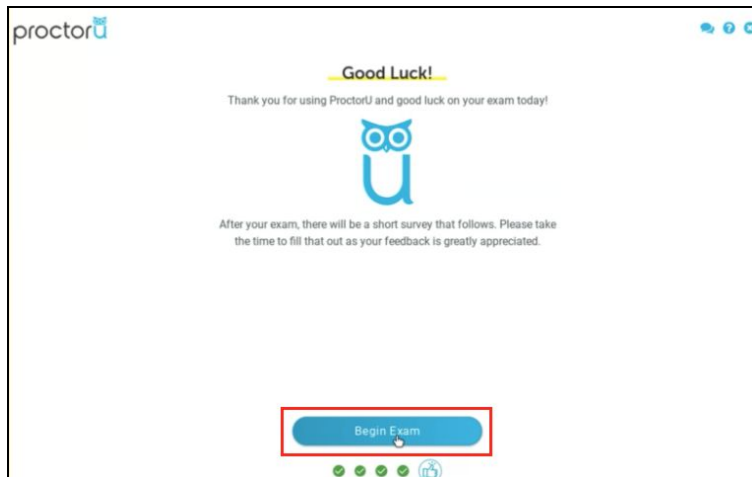

5) Begin Exam

Once you click "Continue" on the *"Exam Assistance"* screen, you will be taken to the *"Begin Exam"* screen.

Note: *This is your final chance to use the restroom or take any breaks. Once you click "Begin Exam", you will not be able to leave the testing room.*

When you are ready to start the exam, click the "**Begin Exam**" button.

Logging into your Provisioned Account

In order to begin the certification, you will need to login to your pre-provisioned G Suite account. Upon clicking **"Begin Exam"**, a new tab will open with your pre-provisioned credentials.

*Note: You will **not** be able to access the exam using your personal email address or your school email address.*

1. Click the "Log in Now" hyperlinked blue button
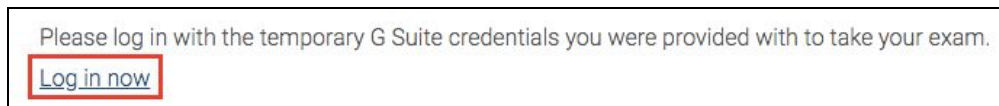
2. Navigate to the new tab that has opened and copy the username by clicking on the "copy" icon.
    a. Navigate back to the Google Sign in page and paste it into the "Email or phone" field.
    b. Click **"Next"**
3. Navigate back to the new tab that has opened and copy the password by clicking on the "copy" icon.
    a. Navigate back to the Google Sign in page and paste it into the password field.
    b. Click **"Next"**
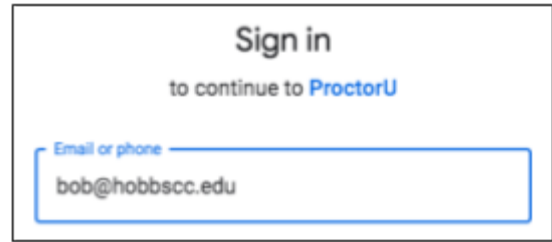
Note: Your browser may ask you to proceed with your personal email address. If this happens, <u>**do not click "Allow"**</u>*. Instead select "**Sign into another account**".*
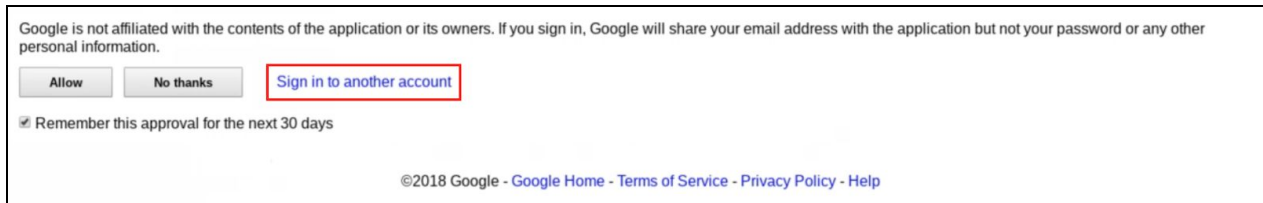
6) Starting your Exam

You are now ready to start your exam. Good luck!

Note: *Your exam timer **does not** begin until you have seen the first question of the certification.*