

# PRE-EXAM CHECKLIST

1. Please visit <https://test-it-out.proctoru.com/> to check your equipment before logging in for your appointment. Ensure you are using the same computer in the same testing environment that you will be using for your appointment.  
Also, test your equipment around the same time of day that your exam is scheduled. For example, if your exam is Friday at 7:00 p.m., test your equipment around 7:00 p.m. on an earlier day of that same week.
2. Ensure you are in a well-lit, quiet and private room. The lighting of your room must be daylight quality, and overhead lighting is preferred. If overhead lighting is not possible, please ensure your light source is not directly behind you. This will make it difficult for your proctor to see you.
3. Please have your **photo ID** ready.
4. Please bring a **reflective surface** such as a mirror. This helps you show the edges of your monitor to your proctor.
5. Please close out of all programs, applications and websites that do not pertain to the exam.
6. Remember to take your exam in a private location and that nobody is allowed in the room during your appointment.
7. Please remove any hats, sunglasses and headphones.
8. Be sure to remove any un-allowed physical and digital notes that do not pertain to the exam from the workspace.
9. Please remove any cell phones, tablets, smart watches or laptops not connected with the live proctor from the room.



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# PROCTORED EXAMS



You will both register for your exam appointment and take your exam electronically using the Measure website: <https://nasm.ysasecure.com/login>. You need a webcam, speakers, microphone and a reliable Internet connection to take your exam. Wireless Internet is not recommended. You will also need a mirror or other reflective surface.

You will be required to schedule your exam appointment at least **72 hours before an exam**. You will receive a Booking Confirmation email from the Measure testing platform after scheduling.

## HELP DESK SYSTEM CHECK



Prior to each exam, go to the ProctorU help desk at <https://test-it-out.proctoru.com/> to ensure your computer and equipment are ready for online proctoring.

The help desk page checks equipment and software and gives a pass/fail on each.

					
Camera Check	Microphone Check	Port Check	Bandwidth Test	Flash Check	OS Check
Detected	Detected	Ports open	Speeds met	Supported	Supported

**Next, take the extra step connect to a live person:**

Connect to a live person

This process only takes a few minutes and is completely free.

If you are unable to take an exam due to technical issues on your end, that is your responsibility. However, if technical issues arise during the appointment, ProctorU will document those difficulties and communicate with your Exam Administrator to help make alternate arrangements.