**ProctorU FAQ**

- **What is ProctorU?**
  ProctorU is a synchronous (live) online test taking system where students are proctored by a ProctorU test proctor while taking an exam.

- **How do students access ProctorU at Northern Illinois University?**
  All ProctorU functions for students will occur through Blackboard. It is important to note that students **SHOULD NOT** attempt to setup accounts directly on the ProctorU web site as it may result in a different look and or function than if done through the BlackBoard interface.

  See Attachments:
  - The Blackboard ProctorU Process (LTI Integration Process)
  - Student Exam Preparation
  - ProctorU – How it Works for Test Taker

- **How do instructors set up an exam?**
  ProctorU exams are established on a course-by-course basis. To establish a ProctorU exam:
  - The instructor completes an Online Test Proctoring Request Form.
  - The instructor creates a password-protected exam in Blackboard
  - The Instructor enters ProctorU in BlackBoard and sets exam criteria.

- **How much does it cost to take an exam?**

<table>
<thead>
<tr>
<th>Exam Length</th>
<th>Flex Scheduling</th>
<th>Take it Soon</th>
<th>Take it Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Minutes or Less</td>
<td>$8.75</td>
<td>$13.75</td>
<td>$17.50</td>
</tr>
<tr>
<td>31 - 60 Minutes</td>
<td>$17.50</td>
<td>$22.50</td>
<td>$26.25</td>
</tr>
<tr>
<td>61 – 120 Minutes</td>
<td>$25.00</td>
<td>$30.00</td>
<td>$33.75</td>
</tr>
<tr>
<td>121 - 180 Minutes</td>
<td>$33.75</td>
<td>$38.75</td>
<td>$42.50</td>
</tr>
<tr>
<td>181 Minutes or More</td>
<td>$42.50</td>
<td>$47.50</td>
<td>$51.25</td>
</tr>
</tbody>
</table>

  **Flex Scheduling** = Test is scheduled to be taken by student 72 hours or more in advance.
  **Take it soon** = Test is scheduled to be taken by student 1 hour – 72 hours in advance.
  **Flex** = Test is scheduled to be taken by student less than 1 hour before the exam.
How will students pay for proctoring?

Note: For the spring startup, the only option will be to pay online – unless we really want to push hard to get the information needed from the bookstore to ProctorU. ProctorU needs to know how many access cards are needed and in what increments. Cards come in the following increments:

1-Hour Increment = $15.00 (Total with estimated 30% bookstore markup = $19.50)
2-Hour increment = $19.75 (Total with estimated 30% bookstore markup = $25.70)
3-Hour Increment = $25.00 (Total with estimated 30% bookstore markup = $32.50)

ProctorU can setup in-store purchases 2-3 weeks after they receive a purchase order for a certain number of cards for each increment of time (1, 2, and 3 hours).

Notes:

1. “Cards” are folded pieces of paper wrapped in plastic. The pieces of paper contain an access code for a 1, 2, or 3-hour increment of time.
2. There is a one-to-one correspondence between cards purchased and tests. In other words, students purchase cards to match the length of a test. If they purchase a 3-hour card for a 1-hour test, the remaining time cannot be used for another exam.
3. Bookstores markup the cost by ~ 30% according to ProctorU

Note: The Higher Learning Commission (HLC) requires that institutions notify students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity such as separate fees charged by proctoring services.