ProctorFree Moodle Student Guide

ProctorFree is an online proctoring software that allows students to take exams anywhere, anytime. ProctorFree uses facial recognition software to verify a test taker's identity and proctor exams. ProctorFree is accessible 24/7 - no scheduling is required - and only takes minutes to get started.

To ensure that your computer can successfully run ProctorFree, please read the following:

- Close any extra programs or applications that are not required or allowed during your proctored exam session.
- Use an embedded or USB connected webcam and an embedded or external microphone
- Ensure you are connected to a wired or wireless internet connection **Note:** Tethering and hotspots are not supported.
- Physically disconnect any additional monitors so that your computer is using a single screen.

Additional help pages and Live Support Chat is available at http://support.proctorfree.com

Accessing ProctorFree

1. Open your browser and navigate to http://onlinetestportal.com
2. Sign in using your username and password that you received in your Welcome email. If you need to reset your password, click "*Forgotten your username or password?*"

Online Test Portal

Username

Password

☐ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ❓

Some courses may allow guest access

Log in as a guest

3. Navigate to your course and select the ProctorFree Student Portal link.

Note: The text displayed may vary based on your institution. If you're unable to locate the correct link, please contact ProctorFree Support (https://support.proctorfree.com) or your instructor.
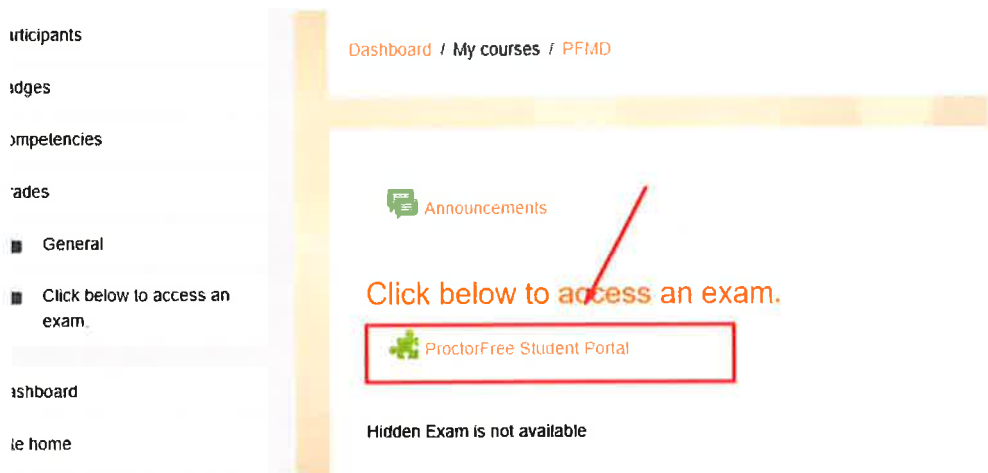
4. Select your exam choice from the links available.

5. First time using ProctorFree? Click the 'download it' link to download the latest version and continue to step 6.

   a Used ProctorFree's desktop application before? Skip to step 9.

6. Wait for the download to complete; then click on the completed download to run the installer.

   a *Note:* The installer will run in the background and launch the ProctorFree application once complete. The install will complete in under two minutes.

7. Once the ProctorFree application has launched move to step 8.

8. Return to the browser window and click 'the link to the exam' link from the same screen where you downloaded the ProctorFree application.

ProctorFree application will launch in a moment...

If you don't have the ~~application, please~~ download it, install and follow the link to the exam again.

9. The ProctorFree application will launch and begin the System Compatibility test.
   a   If you experience any issues and are unable or unsure of how to resolve them, contact the ProctorFree Support Team for assistance. (https://support.proctorfree.com)
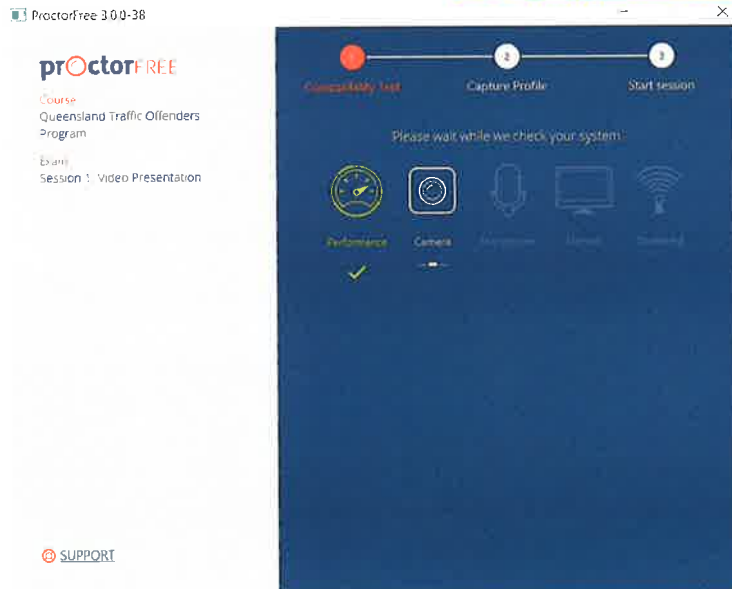
10. Create your Profile/Authenticate. Your profile will be used when you access proctored exams in the future so that we can confirm your identity. Think of this as a series of pictures for your ID Badge / Passport. Be sure to remain still and remove glasses, hats, or headphones.

*Make sure your room and face have good lighting

- ✓ Direct lighting from a light source pointed towards your face provides the best results

- X Direct overhead or background light that is in view of the web camera may negatively affect the process.

- Directly face the camera and align your entire face within the lines of the designated area.
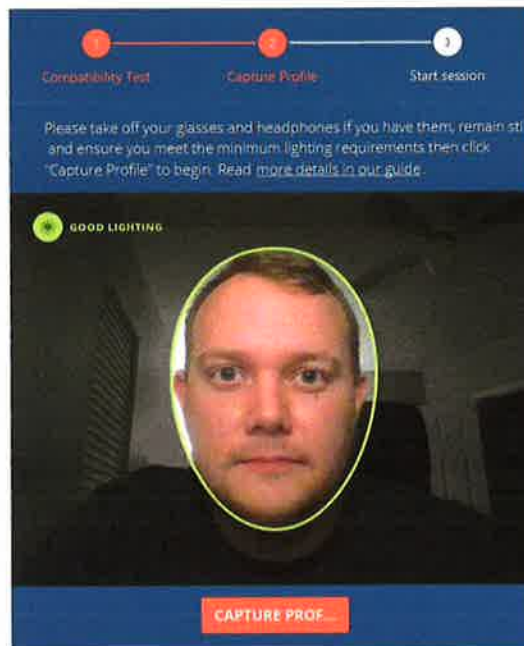

5. Click "Start Proctored Session" to view the honor code policy

6. Type in your name as it appears and click "Confirm"

prOctorFREE

Course
Queensland Traff
Program

Exam
Session 1: Video F

Confirm Your Acceptance

I, Karina Mariotti,
understand that I am about to take a timed and proctored exam.
I understand that my actions are being recorded and I agree to submit this
recording and evaluation as part of Comprehensive Final's honor code. I
attest that the exam I am about to take is the result of my own study and
preparation and that I will not cheat or attempt to circumvent this test or its
monitoring on penalty under Comprehensive Final's honor code policy.

Karina Mariotti   **CONFIRM** CANCEL

START PROCTORED SESSION

@ SUPPORT

7. Your exam will open in a new window.

8. Complete your session free of distractions, in a quiet room where you will not be disturbed. Remain within camera view during your entire exam session.

9. During the session you will be able to view your web camera's perspective. This box is moveable.

10. When you are finished with your exam, first **Submit** your exam then click "**Finish**" on your camera view.

FINISH
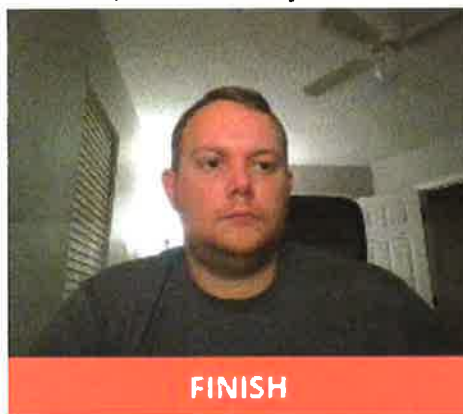
11. After the session has finalized, ProctorFree will cease running but will remain installed on your computer for future sessions. To uninstall locate the 'proctorfree' folder on your start menu or search for 'uninstall proctorfree' on your computer; click and run Uninstall ProctorFree.

Congratulations, you have finished your proctored session with ProctorFree!

If you have questions or need technical assistance, please visit our support portal at support.proctorfree.com