Holmes Community College eLearning

SmarterProctoring Student Guide

Outline

All MSVCC locations use the SmarterProctoring scheduling software for all proctored exams. Students will use the SmarterProctoring link on the Canvas course menu to begin the process of scheduling proctored tests. This document includes information about SmarterProctoring. In this document, you will find the following information:
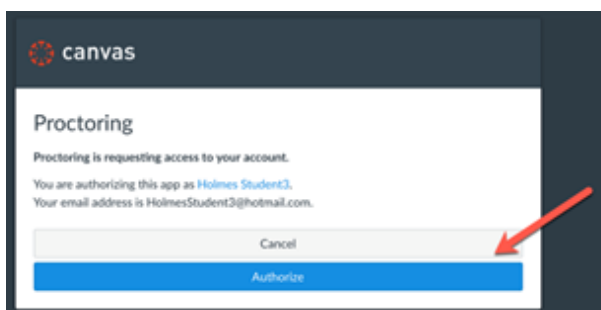
Launch SmarterProctoring

1. Click **SmarterProctoring** from the Canvas course menu.
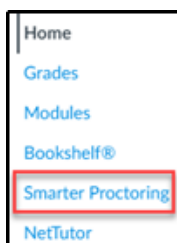
2. Click **Authorize** to begin setting up your SmarterProctoring account.

3. Agree to the different **Terms of Use** to begin setting up your SmarterProctoring account.

4. Click **Submit** to begin setting up your account.

Set Up Your Account

To begin, you will be required to complete your account registration. You will only complete this on your first login to SmarterProctoring.

A. Your name will be automatically added from Canvas.
B. Enter your **Holmes student email** address.
C. Enter at least **one phone number**. This number will be used to contact you in case of an issue the day of your scheduled exam.
D. Check the **time zone** and make sure it is correct for you.

E. Double check the **currency** selected. This will be used for any Virtual Proctoring Fees.

F. Enter your **zip code** or **city and state**. This will be used to make sure the proctoring locations closest to you appear first in the proctored location list.

G. Click **Save** when done.

How to Schedule a Proctored Exam

1. Click **SmarterProctoring** from the Canvas course menu.

2. Find the exam that you need to schedule a proctor for and click **Choose a Proctor**.

3. You will have two options for proctoring your exam:

   a. **Face to Face Proctor** (Free MSVCC Locations): Proctoring at a Mississippi Community College proctor lab, including Holmes. View the **How to Schedule an Appointment with a Face to Face Proctor** section.

   b. **Live Online Virtual Proctoring** through ProctorU. View the **How to Schedule an Appointment Through ProctorU** section.

# How to Schedule an Appointment With a Face to Face Proctor

1. Follow the steps in the **How to Schedule a Proctored Exam** section.
2. Click **Find Locations** under **Face to Face Proctor (Free MSVCC Locations)** to take your exam at a proctored test location at a Mississippi Community College, including Holmes.
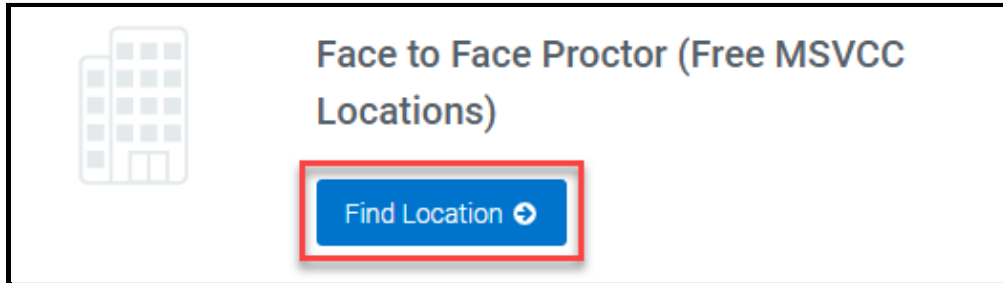
3. To select a testing center, click **Request Session** next to the location of your choice under **Results**.
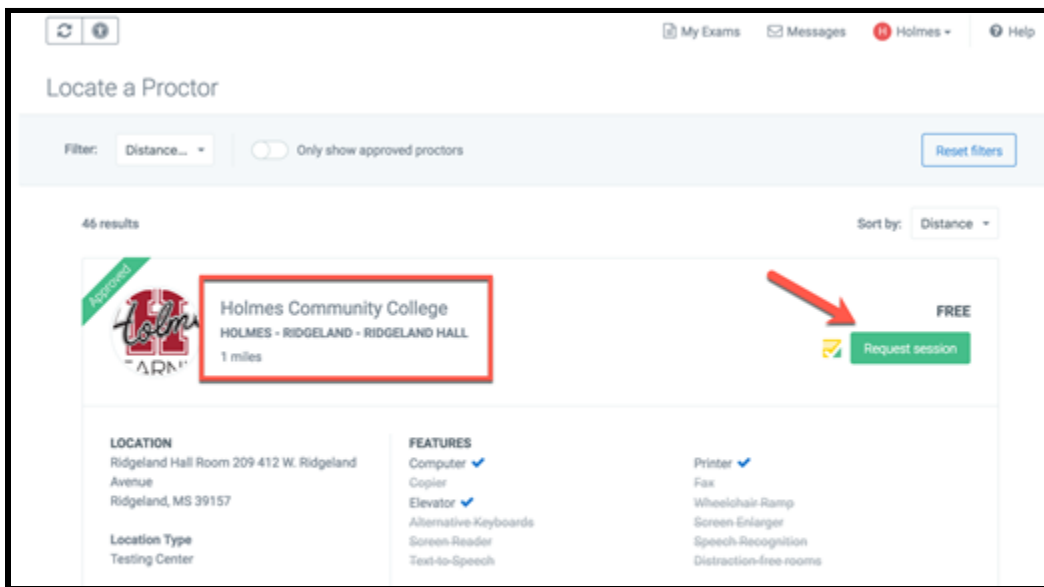
4. Click **Continue** at the bottom of the **RegisterBlast** pop-up window.
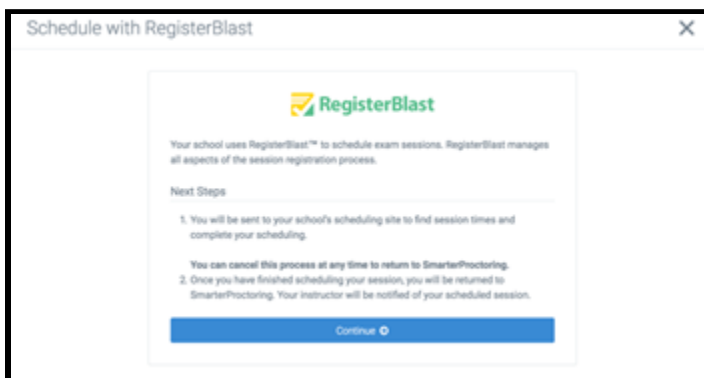
5. Complete the **Exam Registration** in the **RegisterBlast** window.
   a. Select the **date** of the appointment. Only available dates for your exam and the testing center will show in the calendar.
   b. Select a **time** for your exam. Only available times for your exam and the testing center will show in the drop down list.
   c. Enter your **Holmes email address** in the Email box and Confirm Email box.

   d. Read the **Exam guideline acknowledgement**.
   e. Click the **box** to **agree to follow the guidelines**.
   f. Click **Complete Registration** to finish registering for your exam.

6. Once your registration is complete, click **Return to Dashboard**.
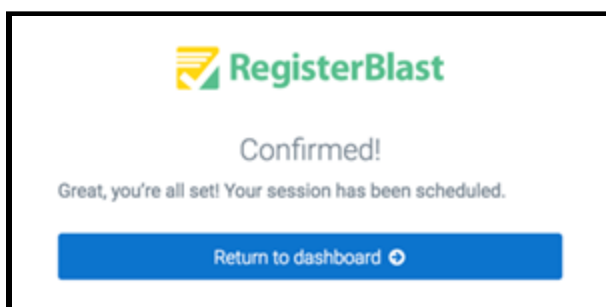
7. Review your exam registration information in the **My Exams** Proctoring exam window.
    a. Review your Appointment Details to make sure they are correct.
    b. Review your Exam Information to view important information about your exam.
    c. If you need to Cancel the session, click Cancel session.

How to Schedule an Appointment Through ProctorU

1. Follow the steps in the **How to Schedule a Proctored Exam** section.
2. In the **Live Online Virtual Proctoring** section, select **Schedule Virtual Appointment**.

3. Read the information about ProctorU and then click **Schedule Your Exam**.

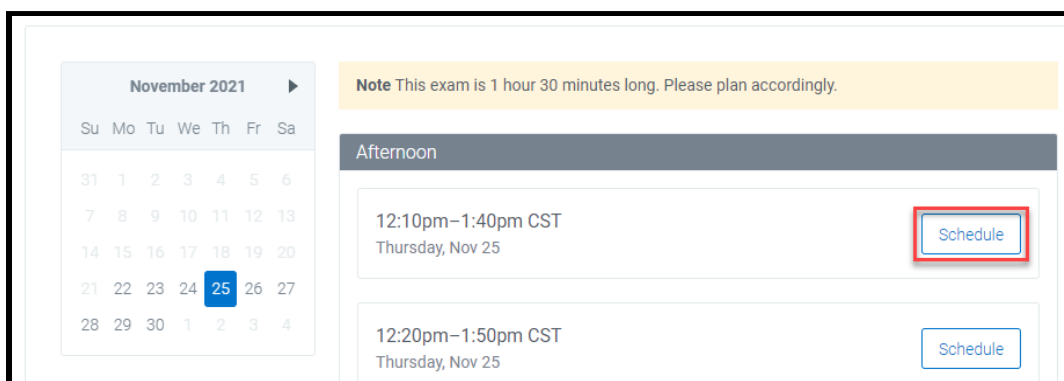4. Select your **preferred date**. Once you select a date, the available times for that date will appear.

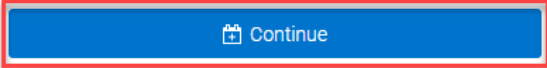5. Click **Schedule** next to your preferred time.

6. Once selected, you will be asked to confirm your date and time. To confirm, click **Continue**.

Confirm Session

You have selected the following session:

Thursday, November 25 at 12:10pm CST

If everything looks right, click the button below to schedule your session

📅 Continue

or

Select a different time

7. You will be taken to the Payment Summary page. Click **Continue**.
8. Make a Payment: Enter payment information and then click **Schedule**.
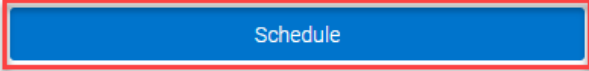

Payment

Name on Card

Enter your name...
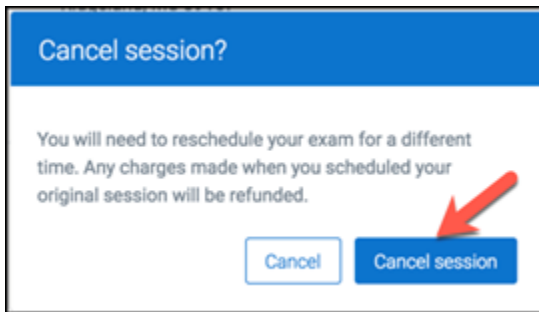
Card Details

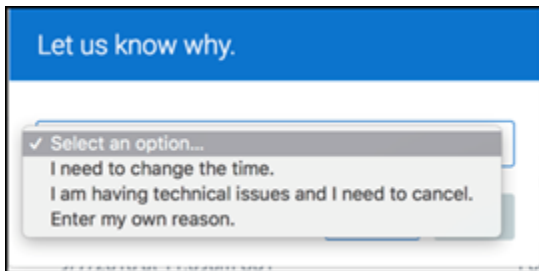💳 Card number   MM / YY CVC

Schedule

9. Confirm Session: Once your session is confirmed, you will be redirected to the **SmarterProctoring Dashboard**, where you will see your selected date and time.

How to Cancel a Session

1. After clicking Cancel Session under **My Exams**, click **Cancel Session** on the pop up box.

2. Choose the correct option of **why** you are canceling the session.

3. Click **Submit** to cancel your appointment and return to the **My Exams** dashboard.