UNIVERSITY OF THE PEOPLE

UoPeople

HOW TO ASSIGN A PROCTOR
ANSWERS TO ALL YOUR PROCTOR QUESTIONS!

HOW TO ASSIGN A PROCTOR

TABLE OF CONTENTS

HOW TO ASSIGN A PROCTOR

(1) **WHAT IS A PROCTOR?**

A proctor is an exam monitor; someone who will ensure that you are following all the correct academic procedures during an exam (e.g. that you are not receiving help from others, using only permitted notes, etc.).
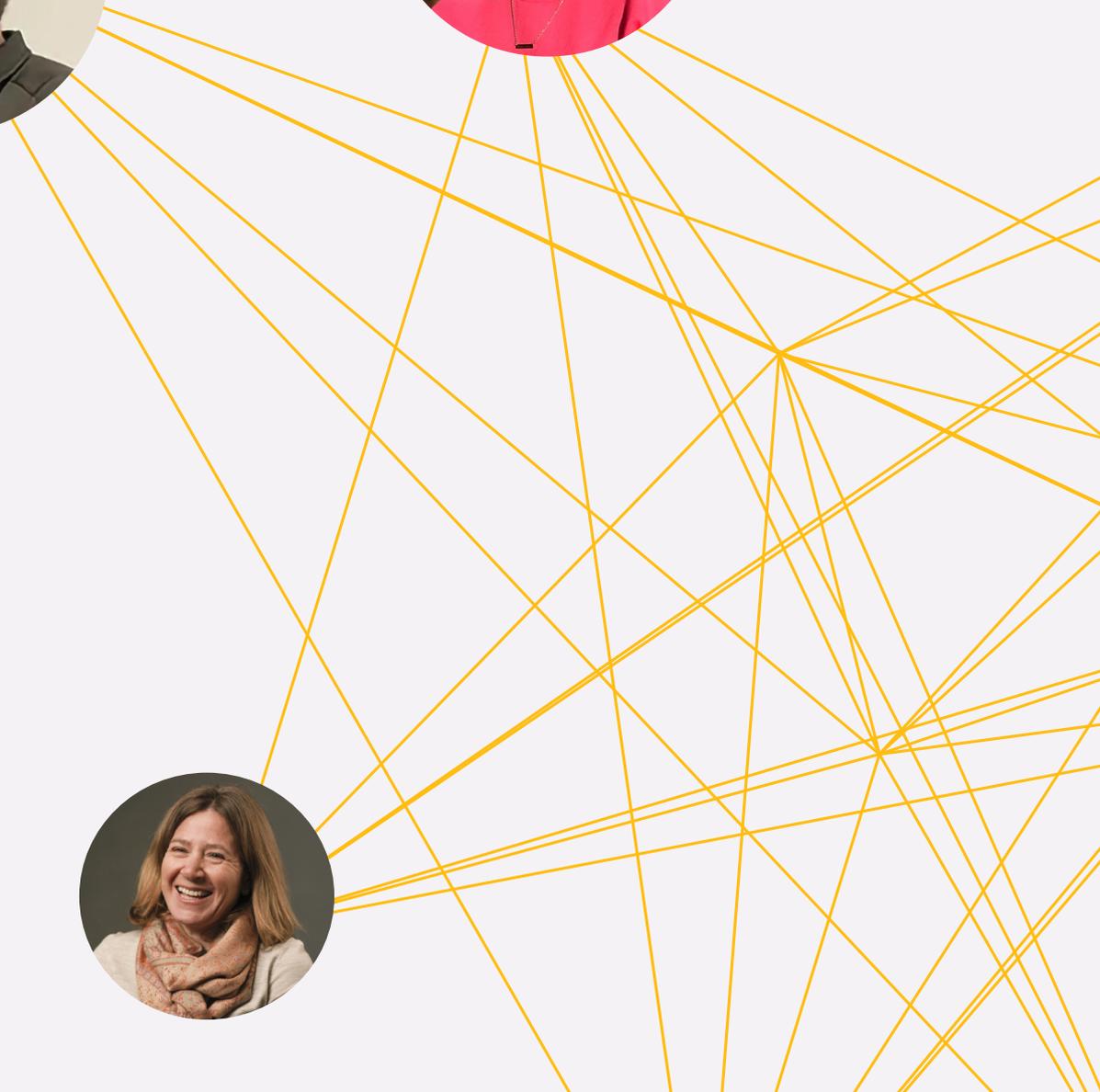
(2) **PROCTORED VS NON-PROCTORED EXAM**

Proctored Exams

In order to take a proctored exam, you must assign a proctor. Most proctored exams are taken within the UoPeople Online Campus (Moodle), but some, such as ENGL 0101 and ENGL 0008, will be taken on an external platform.

Non-Proctored Exams

Many of the exams you'll take at UoPeople are non-proctored. You do not need to assign a proctor for these exams, simply take them during the final exam period as early as possible.

Please Note: *Both exam types must be taken within the four-day exam window.*

Not sure if your course is a proctored course?
There are two ways to check:

1. You can check the 'Your Courses' section in the UoPeople Portal <u>Home</u> page under the 'Current' or 'Future' tab.

HOW TO ASSIGN A PROCTOR

2. You can go to the 'My Courses' space and check the 'Course Management' area on the 'Manage Courses' page.
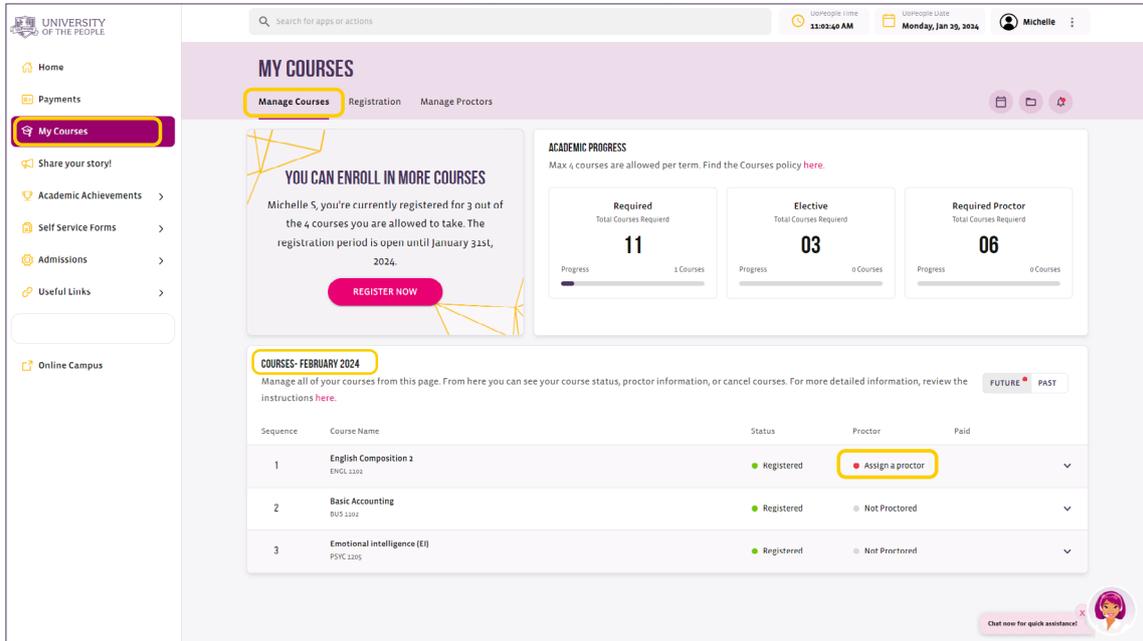
3 HOW TO ASSIGN A PROCTOR

During the registration process, you'll need to provide your proctor's details. Additionally, the proctor will need to confirm that they have accepted the role. If either requirement is not met by the deadline, your registration for the proctored course will be canceled. We will communicate this deadline via email well in advance. You can also view the deadline in the 'Manage Proctors' section.
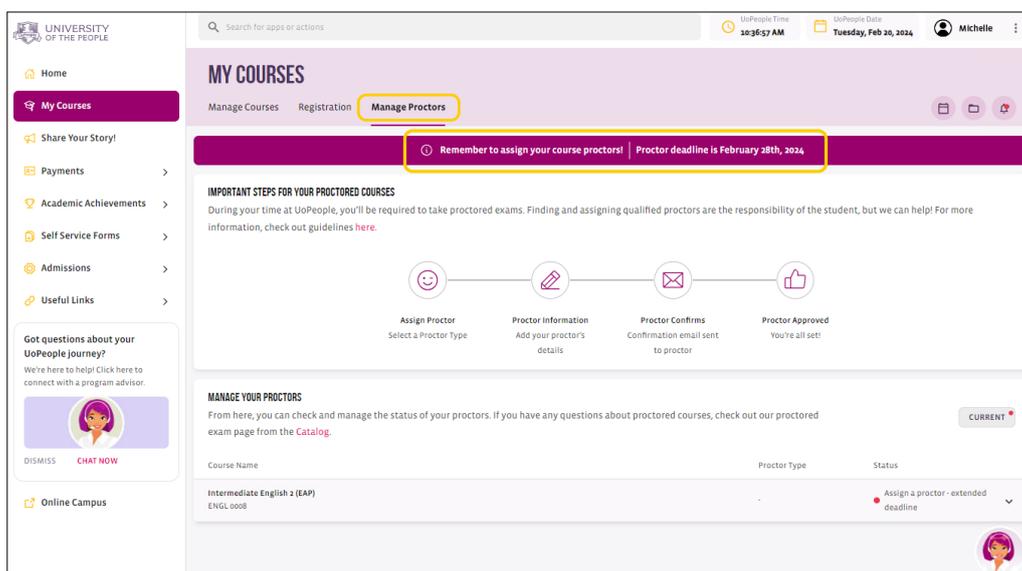
Please Note: *It is the student's responsibility to find a proctor for all proctored courses.*

HOW TO ASSIGN A PROCTOR

You have two options for assigning a proctor:

1. **Offline Proctor** (Free of Charge Option):
   Ask a respected member of your community to be your proctor.
2. **Online Proctoring Service** - ProctorU (Paid Option):
   Use the online proctoring service ProctorU.

Assign Proctor
Select a Proctor Type

Proctor Information
Add your proctor's details

Proctor Confirms
Confirmation email sent to proctor

Proctor Approved
You're all set!
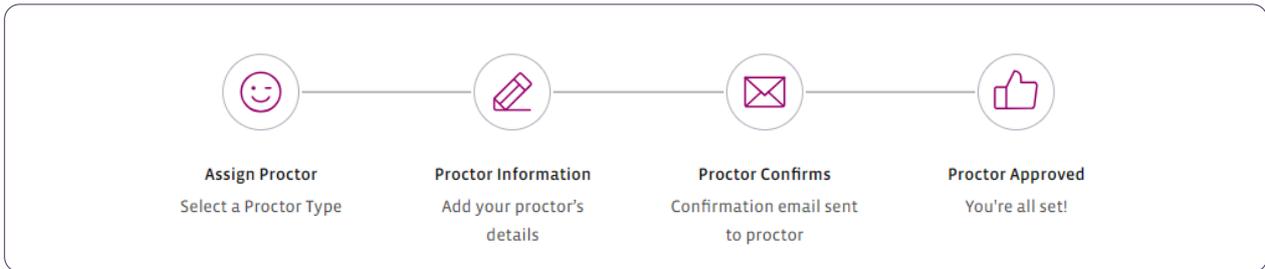
It's important that you read all emails from University of the People as you will receive notifications about your proctors.

3.1 OFFLINE PROCTOR (Free of Charge Option)

If you chose the free-of-charge option, please note that your proctor must meet the following qualifications:

- Able to be physically present during proctored exams.
- At least 21 years old.
- Be a reputable person of integrity.
- They cannot be a relative of yours or any other applicant or student at University of the People.
- There should be no conflict of interest or any other vested interest in your grade or performance in your exam.
- They cannot be paid for offering their proctoring services.
- Must have adequate and reliable access to the Internet, including email services.

HOW TO ASSIGN A PROCTOR

Once you decide on your Offline Proctor:

1. Log in to the UoPeople Portal. You can view your proctored courses in the 'Current' or 'Future' tab of the 'Your Courses' section of the Home page. Go to the proctored course, click the arrow on the right side, and click **ADD A PROCTOR.**
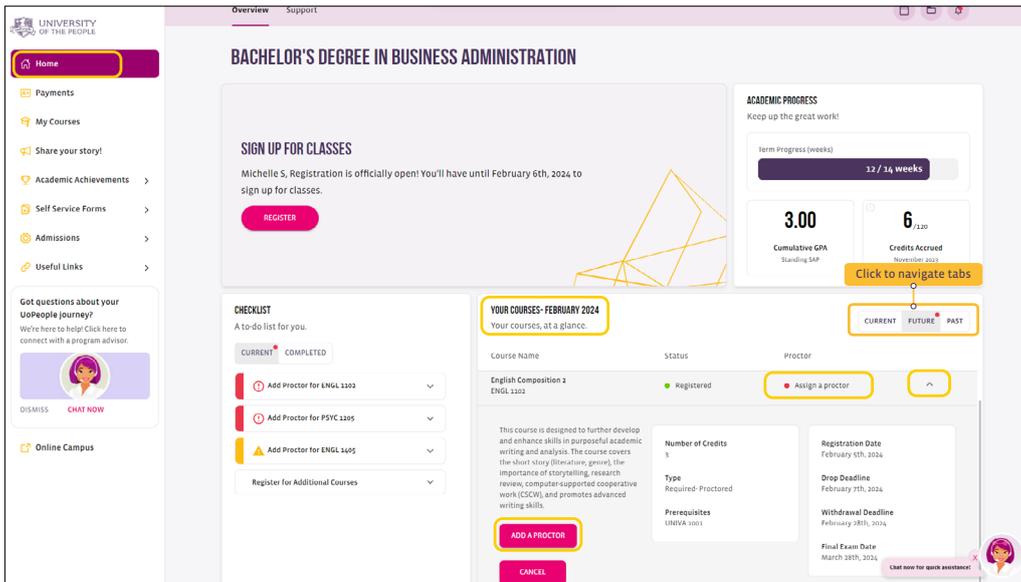
2. You will be redirected to the 'Manage Proctors' page and land on the specific course's 'Course Details' area where you can select a proctor type for this course.
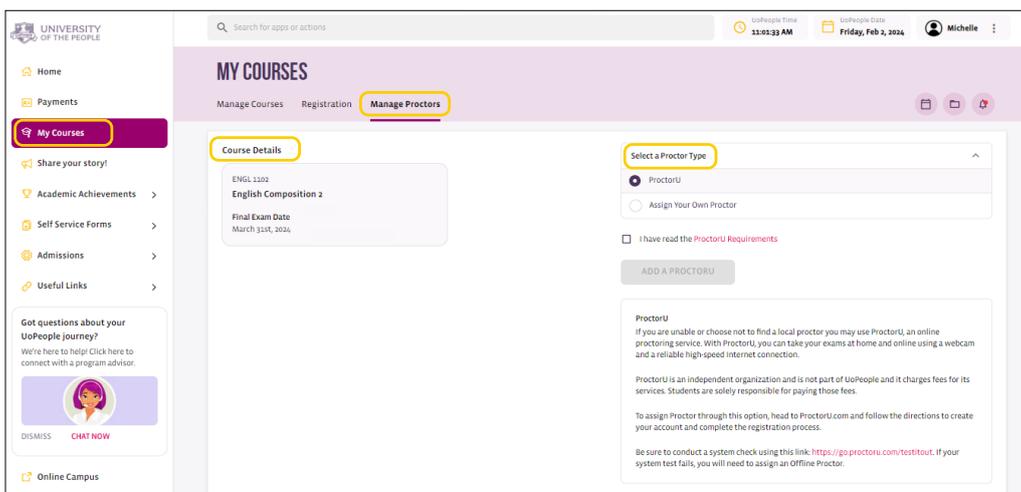
HOW TO ASSIGN A PROCTOR

3. Under 'Select a Proctor Type', choose *Assign Your Own Proctor.*
Next check the box stating you read the requirements; *I have read the 'Assign Your Own Proctor' Requirements.*
Then click on the **ASSIGN YOUR OWN PROCTOR** button.
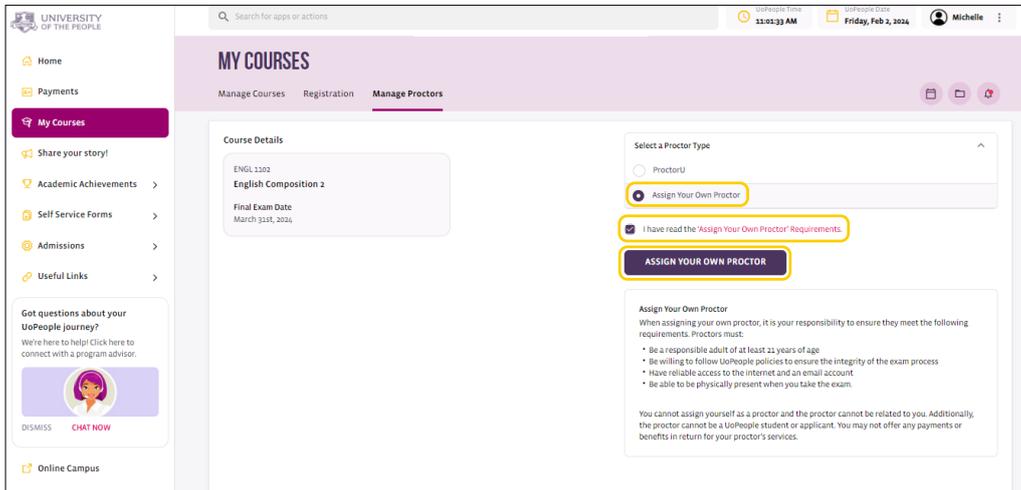
4. Input the requested information. Be sure to confirm and click on the box that states *This proctor meets all requirements. I understand they will be contacted by UoPeople via email and/or telephone.*
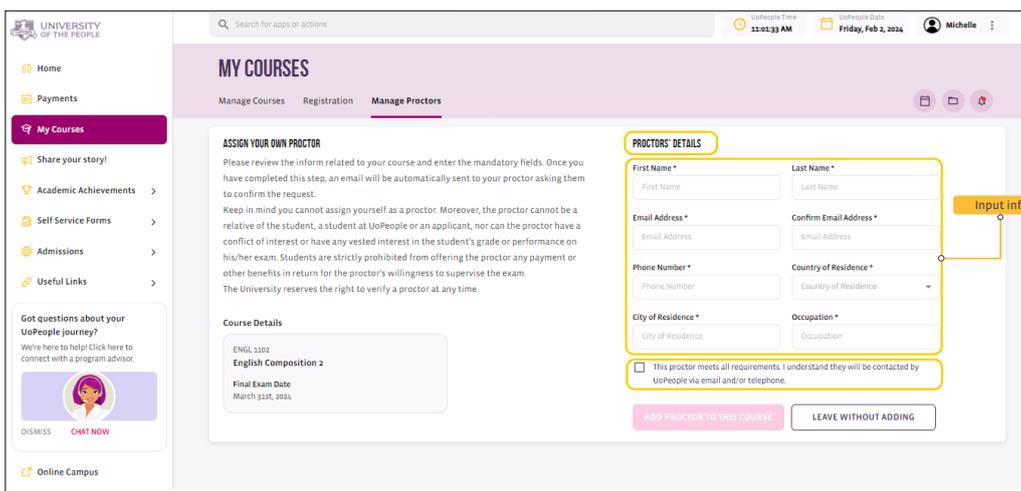
5. Click **ADD PROCTOR TO THIS COURSE.**

Your Offline Proctor will then be contacted via email by the Office of Student Services to verify that they agreed to be your proctor. We recommend you contact your proctor and ask them to confirm as soon as possible.

If the proctor does not confirm by the deadline, your registration for the proctored course will be canceled. We will communicate this deadline to you via email well in advance. You can also view the deadline in the 'Manage Proctors' section.

If your proctor has not received their confirmation email, ask them to check their spam/junk folder. If they are unable to find it, log into the UoPeople Portal and head to the 'My Courses' space, under the 'Manage Your Proctors' section, click on the arrow on the right-hand side for the courses that show: *Waiting for proctor confirmation.* Check to make sure you've entered their email address correctly. If the email address is correct, click **RESEND APPROVAL EMAIL**. If the email address is incorrect, click on **CHANGE PROCTOR** and input the updated info.

HOW TO ASSIGN A PROCTOR

You can check to see if your proctor has been approved by logging into the UoPeople Portal. The proctor status will change from *Waiting for Proctor Confirmation* to *Proctor Approved* as soon as your proctor has confirmed and been approved by UoPeople.

Please let your proctor know it is extremely important that they read and respond to all UoPeople emails.

Important Notes:

1. It is the student's sole responsibility to inform their program advisor of any changes to their proctor's contact information.

2. UoPeople has the right to contact the proctor directly to validate their identity and to confirm that they meet all the requirements. If UoPeople rejects a proctor, the student will be notified accordingly, and it will be the student's sole responsibility to provide another proctor.

3. Rejecting a proctor is at the sole discretion of UoPeople. The university has no obligation to provide reasoning for the decision.

4. It is the student's sole responsibility to make sure that their proctor is available during the final exam period. A scheduling problem with the proctor will not be considered a legitimate reason for extending the exam period or to request a makeup exam. UoPeople will send the proctor a reminder a few days before the exam.

5. It is the student's sole responsibility to coordinate with their proctor the date, time, and location in which the proctored exam will take place. A student will not be allowed to start a proctored exam without the presence of the proctor.

HOW TO ASSIGN A PROCTOR

3.2 ONLINE PROCTORING SERVICE – ProctorU (Paid Option)

If you are unable or choose not to find a local proctor you may use ProctorU, an online proctoring service. With ProctorU, you can take your exams at home with an online proctor using a webcam and a reliable high-speed internet connection.

ProctorU is an independent organization and is not part of UoPeople. They charge fees for their services, which students are solely responsible for.

ProctorU also requires students to access their servers through a safe and secure browser called the Guardian Browser. The Guardian Browser can be downloaded here for free. For additional information on using this browser, click here.

Be sure to conduct a system check, using this link: https://go.proctoru.com/testitout. If your system test fails, you will need to assign an offline proctor.

If your system check is successful, complete the following steps:

1. Log in to the UoPeople Portal. You can view your proctored courses in the 'Current' or 'Future' tab of the 'Your Courses' section of the Home page. Go to the proctored course, click the arrow on the right side, and click **ADD A PROCTOR.**

HOW TO ASSIGN A PROCTOR

(2.) You will be redirected to the 'Manage Proctors' page and land on the specific course's 'Course Details' area where you can select a proctor type for your course.
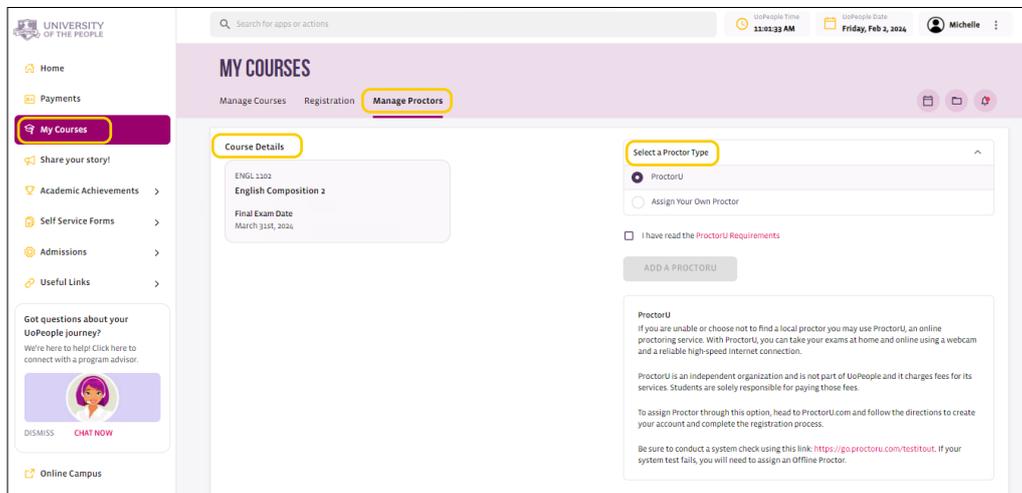
(3.) Under 'Select a Proctor Type', choose *ProctorU*. Read the requirements and check the *I have read the ProctorU Requirements* box.
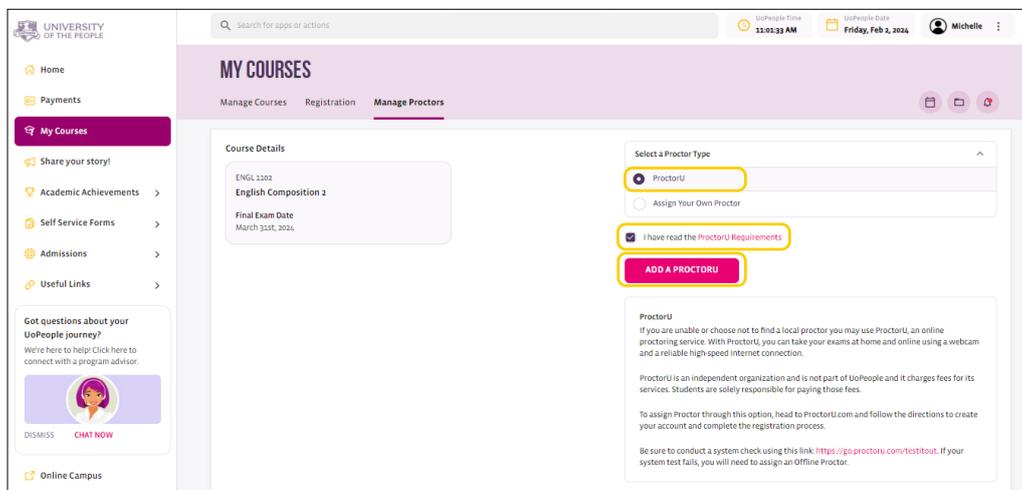
HOW TO ASSIGN A PROCTOR

4. Click **ADD A PROCTORU**.
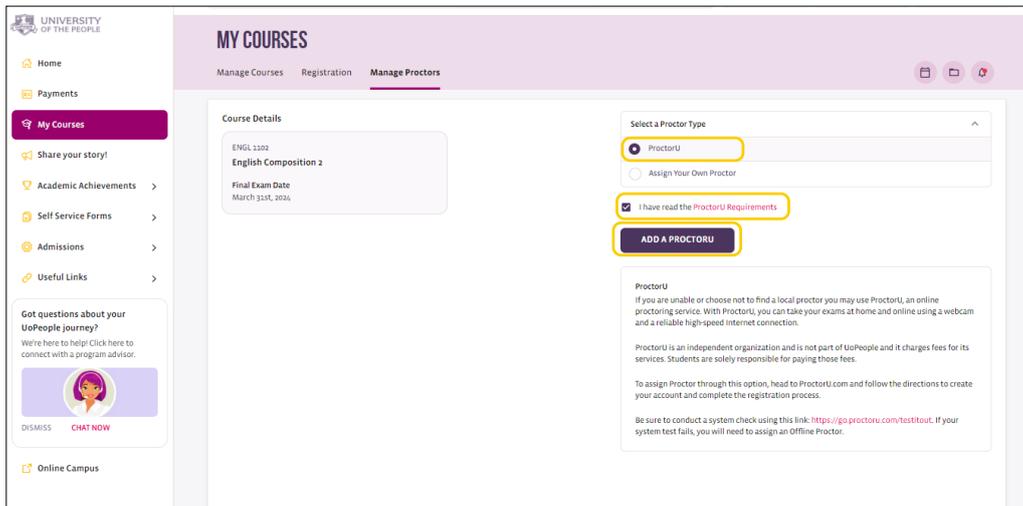
If you do not already have a ProctorU account, you will see the following pop up instructing you to create an account. Be sure to use the same email address you use to log into the UoPeople Portal.
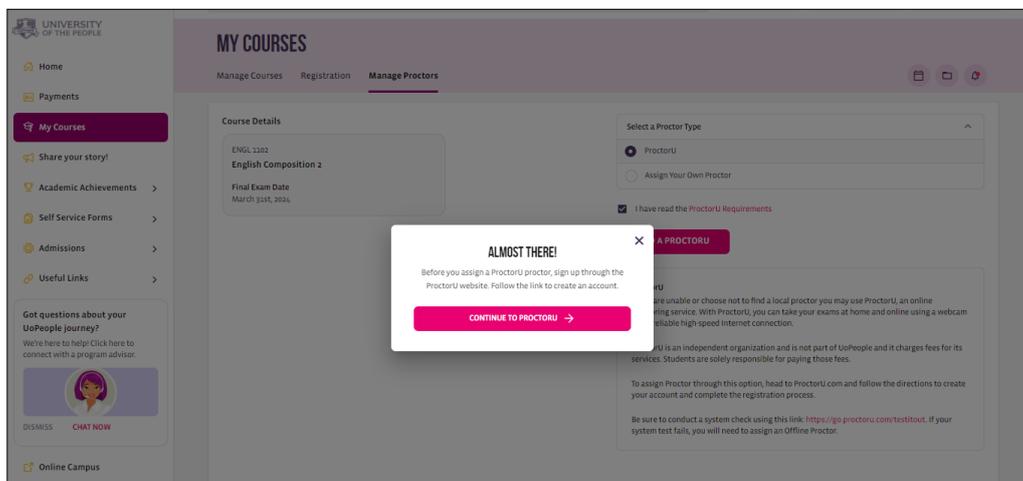
Once you've created an account, return to the Portal and select ProctorU for the proctored course you'd like to use their services for. Then click **ADD A PROCTORU**.

Scheduling the exam with ProctorU can be done at the beginning of the term through the ProctorU website once you've logged into your account.

Any technical issues you encounter while using ProctorU must be sent to ProctorU technical support. For more information about ProtorU click here.

HOW TO ASSIGN A PROCTOR

4 DURING EXAMS

Final exams for all courses are held during a four-day period in the ninth week of the term, starting Thursday of week nine at 12:05 am GMT-5 (UoPeople time) and ending on Sunday of week nine at 11:55 pm GMT-5.

This includes both proctored and non-proctored exams.

For additional details, please refer to the sections on proctor exams included in the UoPeople Catalog or check out the Exam Guide.
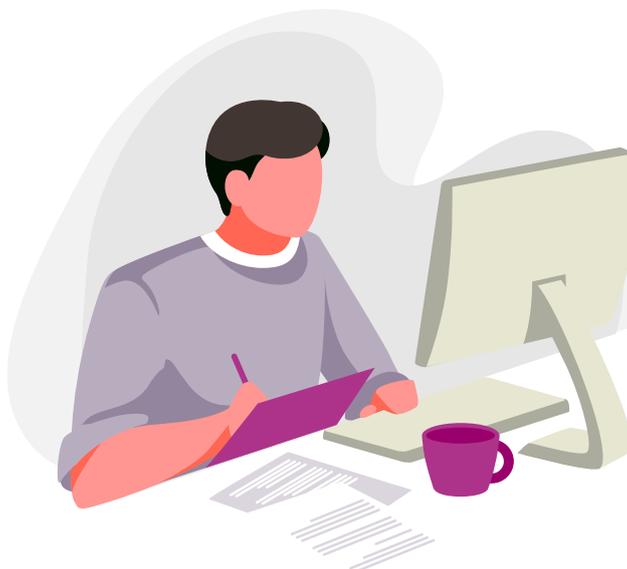
If you have any questions or concerns, just reach out to your program advisor. They're here to help!

WE WISH YOU ALL THE BEST ON YOUR UOPEOPLE JOURNEY!

DISCLAIMER

In the event of any conflict between the terms of this guide and the UoPeople Catalog , then the language of the UoPeople Catalog shall take precedence and be the guiding document.