

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





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4. DURING EXAMS





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.).



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.

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📢 Share your story!			ACADEMIC PROGRESS	
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🔗 Useful Links >	REGISTER		3.00	6 _{/120}
Got questions about your UoPeople journey? We're here to help! Click here to connect with a program advisor.			Standing SAP	November 2023
	CHECKLIST A to-do list for you.	YOUR COURSES- FEBRUARY 2024 Your courses, at a glance.		CURRENT FUTURE PAST
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	Register for Additional Courses	English Composition 2 ENGL 1102	gistered • Assign a proctor	~
		Basic Accounting BU5 1102	gistered 💿 Not Required	Chat now for quick assistance!



2. You can go to the 'My Courses' space and check the 'Course Management' area on the '<u>Manage</u> <u>Courses'</u> page.

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	2 Basic Accounting BUS 1102		Registered Not Procte	ored 🗸
	3 Emotional intelligence (EI) PSYC 1205		Registered Not Procte	ored 🗸
				Chat now for quick assistance!

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.

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🕵 Share Your Story!		Remember to assign your course proctorsl Proctor deadlin	e is February 28th, 2024		
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Q Academic Achievements	>	IMPORTANT STEPS FOR YOUR PROCTORED COURSES During your time at UoPeople, you'll be required to take proctored exams. Finding and assigning qualified proctors a	tre the responsibility of	the student, but we can he	2lp! For more
Self Service Forms	>	information, check out guidelines here.			
Admissions	>				
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Got questions about your UoPeople journey? We're here to help! Click here to		Assign Proctor Proctor Information Proctor Confirms Select a Proctor Type Add your proctor's Confirmation email is details to proctor	Proctor Ap; ent You're all	set!	
connect with a program advisor.	.	MANAGE YOUR PROCTORS			
		From here, you can check and manage the status of your proctors. If you have any questions about proctored course exam page from the Catalog.	s, check out our procto	red	CURRENT
DISMISS CHAT NOW		Course Name	Proctor Type	status	
C Online Campus		Intermediate English 2 (EAP) ENGL 0008		Assign a p deadline	rroctor - extended

Please Note: It is the student's responsibility to find a proctor for all proctored courses.



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**.



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.



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**.

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C ⁷ Online Campus	Add Proctor for ENGL 1405 🗸	and enhance skills in purposeful academic writing and analysis. The course covers the short story (literature, genre), the	Number of Credits 3	Registration Date February Sth. 2024
	Register for Additional Courses V	importance of storytelling, research review, computer-supported cooperative work (CSCW), and promotes advanced	Type Required- Proctored	Drop Deadline February 7th, 2024
			Prerequisites UNIVA 1001	Withdrawal Deadline February 28th, 2024
		ADDATAOLIOR		Final Exam Date March 28th, 2024
		CANCEL		Chat now for quick assistance!

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.

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Cot questions about your UpPeople journey? With there to holp Click here to connect with a program advisor. Drsmss Cat New Cotton Cat New Cotton Cat New	ProctarU If you are unable or chosen not to find a local proctar you may use ProctarU, an online proctarU is an independent envice. With ProctarU you can take your exams at home and online using a webcam and a reliable high-speed internet connection. ProctarU is an independential for granization and is not part of UnProgram and it charges fees for its services. Students are solidly responsible for paying those fees. To assign Proctar through this option, head to ProctarU com and follow the directions to create your account and complete the registration process. Be sure to conduct a system check using this link. https://go.proctoru.com/test/tout. If your system test fails, you will need to assign an Offline 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.

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Got questions about your UoPeople journey? We're here to help! Click here to congert with a pregram advisor	Assign Your Own Proctor When assigning your own proctor, it is yo requirements. Proctors must • Be responsible adult of at leasts za yo	ur responsibility to ensure they meet the following
	 Be writing to follow University Boltz Have reliable access to the interrect an Be able to be physically present when 	io ensure the integrity of the exam process d an email account you take the exam.
DISMISS CHAT NOW	You cannot assign point the protoct cannot be a UnPeriod state benefits in return for your proctor's servi	In the proctor cannot be related to you. Additionally, t or applicant. You may not offer any payments or ces.
🖸 Online Campus		

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.

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📢 Share your story!	Please review the inform related to your course and enter the mandatory fields. Once you	First Name *	Lact Name *	
♀ Academic Achievements >	have completed this step, an email will be automatically sent to your proctor asking them to confirm the request.	First Name	Last Name	
Self Service Forms	Keep in mind you cannot assign yourself as a proctor. Moreover, the proctor cannot be a	Email Address *	Confirm Email Address *	Input info
	relative of the student, a student at UoPeople or an applicant, nor can the proctor have a	Email Address	Email Address	
Admissions >	his/her exam. Students are strictly prohibited from offering the proctor any payment or other benefits in return for the proctor's willingness to supervise the exam.	Phone Number *	Country of Residence *	<mark></mark>
Oseful Links	The University reserves the right to verify a proctor at any time.	Phone Number	Country of Residence	* _
Got questions about your	Course Details	City of Residence *	Occupation *	
UoPeople journey?		City of Residence	Occupation	
connect with a program advisor.	ENGL 1992 English Composition 2 Final Exam Date March 3151, 2004	This proctor meets all UoPeople via email ar	I requirements. I understand they will be contacted by nd/or telephone.	5
DISMISS CHAT NOW		ADD PROCTOR TO TH	IS COURSE	
C Online Campus				



5.) Click ADD PROCTOR TO THIS COURSE.

anage courses registration Manage Proctors		
SSIGN YOUR OWN PROCTOR	PROCTORS' DETAILS	
lease review the inform related to your course and enter the mandatory fields. Once you	First Name *	Last Name *
ave completed this step, an email will be automatically sent to your proctor asking them o confirm the request.	Bob	Rose
Keep in mind you cannot assign yourself as a proctor. Moreover, the proctor cannot be a	Email Address *	Confirm Email Address *
elative of the student, a student at UOPeople or an applicant, nor can the proctor have a conflict of interest or have any vested interest in the student's grade or performance on	bob@mail.com	bob@mail.com
is/her exam. Students are strictly prohibited from offering the proctor any payment or	Phone Number *	Country of Residence *
The University reserves the right to verify a proctor at any time.	312-1234567	United States 👻
Course Details	City of Residence *	Occupation *
	Chicago	QA
ENGL 1102 English Composition 2 Final Exam Date	This proctor meets all req UoPeople via email and/o	uirements. I understand they will be contacted by r telephone.

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.

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🔄 Payments		Remember to assign your course proctors! Proctor deadline is February 3rd, 2024	
ঞ্চ My Courses		IMPORTANT STEPS FOR YOUR PROCTORED COURSES	
📢 Share your story!		During your time at UoPeople, you'll be required to take proctored exams. Finding and assigning qualified proctors are the responsibility of the student, but we can licheck out our exam manual here.	elp! For more information,
♀ Academic Achievements	>		
Self Service Forms	>		
Admissions	>	Assign Proctor Proctor Information Proctor Confirms Proctor Approved	
🔗 Useful Links	>	details to proctor	Click to pavigate tabs
Got questions about your UoPeople journey? We're here to help! Click here to connect with a program advisor.		MANAGE YOUR PROCTORS From here, you can check and manage the status of your proctors. If you have any questions about proctored courses, check out Catalog page or our student manual.	CURRENT * FUTURE *
		Course Name Proctor Type Status	
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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.

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Self Service Forms >	Michelle S, you're currently registered for 3 out of Required Elective Required Proctor
Admissions >	the 4 courses you are allowed to take. The total Courses Required total Courses Required total Courses Required total Courses Required
🤣 Useful Links 🔰 🗦	2024. Progress 1Courses Progress o'Courses Progress o'Courses
Got questions about your UoPeople journey? We're here to help! Click here to connect with a program advisor.	REGISTER NOW
	COURSES - NOVEWER 2023 Manage all of your courses from this page. From here you can see your course status, proctor information, or cancel courses. For more detailed information, creater the instructions here.
DISMISS CHAT NOW	Sequence Course Name Status Proctor Paid
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	2 World Literature ENGL 12/05 Beneficial and Comparison of the Registered Registered Assign a proctor - extended deadline
	Online Education Strategies Registered Not Proctored

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.



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 <u>downloaded here</u> for free. For additional information on using this browser, <u>click here</u>.

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

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

 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.

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Home	DAGUELOK 2 DEOKEE IN DO2INE22	ADMINISTRATION			
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UoPeople journey? We're here to help! Click here to	A to-do list for you.	Your courses, at a glance.		l	CURRENT FUTURE PAST
connect with a program advisor.	CURRENT COMPLETED	Course Name	Status	Proctor	
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DISMISS CHAT NOW	() Add Proctor for PSYC 1205 🗸				
C ⁷ Online Campus	Add Proctor for ENGL 1405	This course is designed to further develop and enhance skills in purposeful academic writing and analysis. The course covers the short story (literature, genre), the	Number of Credits	Registrati February 5	on Date th, 2024
	Register for Additional Courses 🗸 🗸	importance of storytelling, research review, computer-supported cooperative work (CSCW), and promotes advanced	Type Required- Proctored	Drop Dead February 7	line th, 2024
		writing skills.	Prerequisites UNIVA 1001	Withdraw. February 2	al Deadline 8th, 2024
		ADD A PROCTOR		Final Exam	Date
		CANCEL		March 28th	0, 2024 Chat now for quick assistance!



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.

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Y My Courses Share your story! Academic Achievements Self Service Forms Admissions V Useful Links	Course Details ENGL 2002 English Composition 2 Final Exam Date March 3117, 2004	Select a Proctor Type ProctorU Assign Your Own ProctorU Assign Your Own ProctorU ADD A PROCTORU
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3. Under 'Select a Proctor Type', choose *ProctorU*. Read the requirements and check the *I have read the ProctorU Requirements* box.

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O Useful Links		
Got questions about your UoPeople journey? We're here to help! Click here to connect with a program advisor.		ProctorU If you are unable or choose not to find a local proctor you may use ProctorU, an online proctoring envice. With ProctorU, you can take your exams at home and online using a webcam and a reliable logi-speed internet connection.
Q		Prototor U is an independent organization and is not part of Ubleopie and it charges fees for its services. Students are solely responsible for paying those fees. To assign Protot through this option, head to Proctor/Loom and follow the directions to create your account and compute the registration process.
C ² Online Campus		Be sure to conduct a system check using this link: https://goprotoru.com/testitiour.if.your system test fails, you will need to assign an Offline Proctor.





4. Click ADD A PROCTORU.

Payments Course Details Set Share your story! Academic Achievements > Academic Achievements > Set Service Forms > Set Service Forms > Outside Links > Course Details Set Service Forms > Outside Links > Course Details Set Service Forms > Set Service Forms > Outside Links > Course Outside Course Details Set Service Forms > Set Service Forms > Outside Links > Course Details Course Details Set Service Forms > Set Service Forms > Outside Links > Course Details Course Details Course Details Details Course Detai	UNIVERSITY OF THE PEOPLE	Manage Courses Registration Manage Proctors	
Constraints Constrain	Payments Automatical State your story! Academic Achievements Self Service Forms Self Service Forms Self Service Forms	Course Details ENGL 1992 English Composition 2 Final Exam Date March 1915, 2024	Select a Proctor Type ProctorU Assign Your Own Proctor Thave read the ProctorU Requirements ADD A PROCTORU
	C Useful Links C Use		Proctoru If you are usable or choose not to find a local proctor you may use Proctoru, an enline proctoring review. With Proctoru, you can take your exams at home and online using a webcam and a reliable high-proceed internet connection. Proctoru is an independent organization and is not part of UsPeople and it charges fees for its services. Students are solely reporting to the test. To assign Proctor through this option, head to Proctoru Com and follow the directions to create your account and compute the registration process. Be sure to conduct a system check using this link: https://pp.spectoru.com/testitiout. If your system test fails, you will need to assign an Offine Proctor.

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.

	MY COURSES
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T Acadomic Achievemente	Assign Your Own Proctor
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Self Service Forms	
Admissions >	ALMOST THERE!
🖉 Useful Links >	Before you assign a ProctorU proctor, sign up through the ProctorU website. Follow the link to create an account.
Got questions about your UoPeople journey?	CONTINUE TO PROCTORU ring service. With ProctorU, you can take your exams at home and online using a webcam eliable high speed internet connection.
We're here to help! Click here to connect with a program advisor.	/U is an independent organization and is not part of UoPeople and it charges fees for its senders. Students are called reasonable for pasing those hors.
	To assign Protocol ter drawayth this reprises, have to the instruction command failow the directions to create Your account and complete the registration process.
DISMISS CHAT NOW	Be sure to conduct a system check using this link https://go.proctoru.com/test/tour. If your system test fails, you will need to assign an Offline Proctor.
C Online Campus	

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 <u>click here</u>.



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 <u>UoPeople</u> <u>Catalog</u> or check out the <u>Exam Guide</u>.



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 <u>UoPeople Catalog</u>, then the language of the UoPeople Catalog shall take precedence and be the guiding document.