



To ensure academic integrity, ACHS requires students to take proctored midterm exams at appropriate intervals throughout their program. This verifies the student who takes the exam is the same person who enrolled in the program and that the examination results will reflect the student's own knowledge and competence in accordance with stated learning outcomes.

- ACHS achieves this by utilizing the [Proctorio browser extension](#)

What proctoring IS and IS NOT

Proctorio is a program that records students while taking specific examinations.

Only ACHS Administrative staff and faculty have access to the exam recordings. Proctorio will flag any anomalies for ACHS review (such as leaving the computer or unclear ID photos); however, it will not stop the test. No person is watching the student live. Students can uninstall the browser extension once the exam is completed if they wish.

- Learn more at the [Proctorio FAQ Page](#)

How to Install the Proctorio Browser Extension

- 1 Login to your course using Google Chrome (or [download Chrome and then do so](#))
- 2 Find and Select the **Secure Exam Proctor** link from the in-class navigation menu
- 3 Click the **Install Proctorio Extension** link

- 4 Next, follow the link to continue the Proctorio Extension page from the **Google Web Store**
- 5 On this page, click the **Add to Chrome** button

- 6 Once that is finished, go back to your course and click the **Secure Exam Proctor** link from the in-class menu.

You should see the following success message, indicating you have successfully set up the Proctorio Extension.

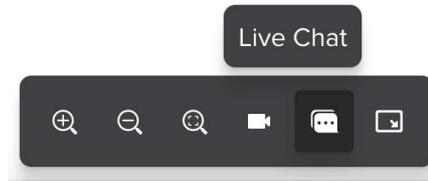
Secure Exam Proctor Plugin Successfully Installed! Please return to your course.

Test Procedure



Please set up the Proctorio extension at least a week ahead of your scheduled test date. That way, you can troubleshoot any issues well in advance and focus on the assessment at hand.

NOTE: If you need help during a test, please note the **Live Chat** option in the Proctorio menu:



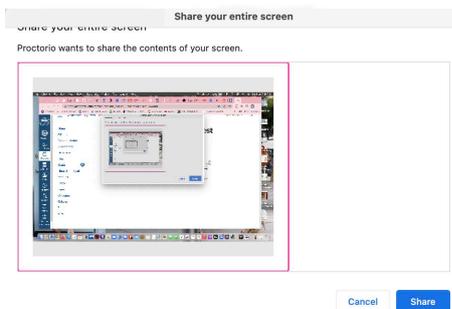
- 1 **Begin Exam.**
Proctored Exams work like normal quizzes. Simply navigate to the quiz and click the Take the Quiz button located below the test instructions.



NOTE: IF you have not set up the Proctorio extension properly, you will likely see the following error message:



- 2 **Share Your Screen.**
Proctorio will begin by asking you to share your screen. This is required for the extension to work properly. Select your screen from the options listed and click **Share**.



- 3 **System Diagnostics Test**
You may get some notifications asking if you want to share your webcam. Be sure to choose yes and enable any settings the Proctorio extension requests.

If successful, you will see a message letting you know **Initial system checks passed**

System Diagnostics Test

Initial system checks passed



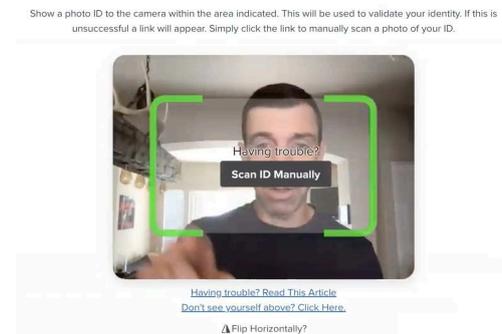
- 4 **Webcam Image Test**
Make sure your camera is displaying correctly, and then choose **Begin camera test**

Webcam Image Test



- 5 **Identification Card**
Hold your identification close to the camera, and Proctorio will record that information for verification later.

Identification Card



- 6 **Exam agreement**
After all of the steps have been completed, you will then need to accept the Exam Agreement.

Exam Agreement



By clicking "I accept" I represent and warrant that I, Joel Strimling, am the person whose name is associated with the login used in this assessment system. I further certify that I am the person whose name appears on the identification presented and that said identification is legible in the image shown. I understand the prohibited actions and code of conduct as described in the applicable policy of the Institution. If over the age of 18, I acknowledge that I have read and agree to the [Terms of Service](#), and to the [Privacy Policy](#). If under the age of 18, I understand that when my parent or legal guardian provided consent to the Institution for my access to the Services, they consented to the same terms and privacy policy. If I or my parent or legal guardian have any questions, we will contact Proctorio before clicking "I accept" or otherwise using the Services.

I accept, begin exam now

- 7 **Exam Status Bar**
Note the Proctorio status bar at the top of the exam. It lets you know how much time is left as you answer your questions.

Proctored Review will end in 04 minutes and 41 seconds. Click here when done.