



ARIZONA SCHOOL OF
REAL ESTATE & BUSINESS

ProctorU Testing Check-in Procedures.

Once you sign into your ProctorU account and launched your exam you will be prompted to download the ProctorU Log Me In application, go through an identity verification process and then be connected to your proctor for your exam. Once you have been connected with your proctor, they will ask you to preform various checks prior to them launching your exam.

Here are examples of what to expect so you can make sure you situate yourself in a space that meets their requirements and that you have everything you need.

ID REQUIREMENTS

A government issued ID will be required during check-in. Your ID must:

- Be government issued (driver’s license, passport)
- Have a clear phone that matches the test taker.
- Be non-expired.

RESOURCES & PERSON CHECK

Non-permitted items include:

- Food
- Watches (please remove prior to exam)
- Headphones, earbuds, earplugs (your proctor may ask to see your ears to verify)
- Non-religious head coverings that obstruct the eye.
- Smoking, vaping or smokeless tobacco.
- Sunglasses
- Additional display monitors

ENVIRONMENT CHECK

During your checking process with ProctorU your proctor will check your physical surroundings. Here are some of the things you can expect them to check or ask.

Testing Surface	Make sure you are set up to test from a hard surface like a desk or table. Before your start time remove anything that is not permanently affixed or approved for your exam. ProctorU will not permit testing from a couch, bed, or the floor.
Doors & Windows	If possible, place you back to the door. ProctorU will not permit testing in a room with clear glass walls or windows. If you are testing space non covered windows, you will want to cover them up prior to testing.
Cameral Pan	You will need to move your cameral to show the room you are testing in including walls, ceiling and above and under desk etc. During your exam you proctor may ask for additional camera pans as needed.
Cell Phones	Your proctor will ask to see your phone and visually verify that it is placed out of reach during your exam.

Monitor/computer Check	Your proctor will ask you to use a mirror or cellphone selfie to show your computer is secure, and no additional cords are attached to the computer (mouse, keyboard, ethernet, and power cables are okay).
Outside distractions	Music or TV background noise will need to be turned off and is not permitted. Pets are allowed in your testing area.
Computer Programs	Prior to starting the exam your proctor will uninstall(close) any programs outside of what is required for the exam.

You can also watch a video of what to expect during the check-in and the overall live proctor process [here](#).

