



ProctorU Student Guide

1. WHAT IS PROCTORU?

- **ProctorU is a web-based proctoring service that allows students to take exams online while being monitored by a live proctor. You do not need to submit an exam request.**

2. EXAM FEES

- \$25.00 USD per exam
- \$5.00–\$8.75+ additional fee if scheduled 1–3 days in advance
- No additional fee if scheduled 4+ days in advance

3. CREATE YOUR ACCOUNT & SCHEDULE YOUR EXAM

- Create a **one-time profile** [HERE](#).
- Select "Test-Taker" and enter your information.
- Institution: Colorado State University Pueblo
- Select an available exam time — schedule **at least 72 hours in advance** when possible
- At checkout, enter your payment information.
- If you have a voucher, enter the voucher code in the designated field and click "**Apply.**"
- You will receive a **confirmation email** — save it and add the session to your calendar

4. BEFORE YOUR EXAM: TECHNICAL REQUIREMENTS

- Stable internet connection (recommended: **10 Mbps or faster**)
- A working **webcam and microphone**
- **Google Chrome** (recommended) with the **ProctorU browser extension** installed
- A valid **government-issued or student photo ID**
- A **clean, well-lit, private testing environment** — no other people in the room
- All unauthorized materials removed: notes, phones, extra monitors, and similar items

5. ON EXAM DAY

- **Log in to ProctorU 15 minutes prior to your exam time to complete the check-in process**
- A live proctor will **verify your identity**, scan your testing area, and confirm screen sharing is active
- You will be asked to **show your valid, government-issued or student photo ID to the webcam**
- Follow all proctor instructions — they are there to assist you, not just monitor you
- **Do not** leave the camera view or close the browser during the exam

6. DURING THE EXAM

- **Read each question carefully before answering**
- If a technical issue arises, **do not close ProctorU** — use the **chat feature** to alert your proctor immediately
- Bathroom breaks are typically **not permitted** unless pre-approved; plan accordingly
- Do not communicate with anyone outside the exam session

7. AFTER THE EXAM

- **Your proctor will end the session after you submit your exam**
- Exam recordings may be reviewed by your institution for academic integrity purposes
- Contact your instructor or ProctorU support if any technical issues affected your exam

8. NEED HELP?

- Detailed Resources can be found [HERE](#), or you can call Extended Studies at 719-549-2316.