

### **ProctorU and summer 2014 classes**

You will take the exam with a live proctor from ProctorU. If you sign up at least three days before your exam time, Rose-Hulman will pay the ProctorU cost. Any additional ProctorU costs due to not signing up soon enough or missing your appointed time will be your responsibility. On each exam date, you may begin the exam any time that day (up until 10:00 PM Indiana time). Once you have completed the preliminaries with the proctor, the exam will take at most 90 minutes.

**Dates:** MA/CSSE 473 Thursday, July 17. MA/CSSE 474 Monday, July 21.

Please view the following web pages as soon as you can. If you have any questions, send them to me, and I will send them to ProctorU. (Perhaps ProctorU will have a place for you to ask them questions directly.)

<http://www.proctoru.com/getstarted.php>

<http://www.proctoru.com/tech.php>

<http://www.proctoru.com/howitworks.php>

<http://www.proctoru.com/testitout/>

<https://go.proctoru.com/cc/createaccount.aspx>

### **When it is time for your exam:**

1. Be sure you are in a well-lit, quiet and private room. The lighting of your room must be daylight quality, and overhead lighting is preferred. If overhead lighting is not possible, please make sure that your light source is not directly behind you because it will make it difficult for your proctor to see you.
2. Please have your photo ID ready.
3. Please bring a reflective surface such as a CD, DVD or mirror. This is so you can show the edges of your monitor to your proctor.
4. Please make sure to close out all programs, applications, and websites that do not pertain to the exam.