



## Using Proctortrack in Moodle

For Students.

Subject to change every semester, please do not publish outside of Moodle.

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## What is Proctortrack?

Proctortrack is the automatic remote proctoring solution your institution has selected for use during online exams. More information about Proctortrack's privacy policies and technologies used can be found on our website.

## How does it work?

The following guide will assist you, the student, in going through the process of taking a proctored exam with Proctortrack. Remember if you ever had any additional questions, you can call 1 (844) 753-2020 or go to [www.proctortrack.com](http://www.proctortrack.com) for additional information and live chat.

## Why Onboarding?

Often students are unsure if their specific hardware setup will allow them to use Proctortrack. While a detailed list of supported operating systems and browsers is available on Proctortrack.com, students often prefer to test their system themselves. Keep in mind that Chrome and Firefox are the recommended browsers. While Proctortrack will work in other browsers, the user experience is far superior in Chrome.

The onboarding process gives students the opportunity to make sure everything is working correctly during low-pressure circumstances. It also gives students time to make any changes to their system well before the first exam.

Students can fail onboarding for the following reasons:

- Missing or insufficient facial scan.
- Missing or insufficient ID scan.
- ID scan shows invalid ID.
- Missing or insufficient knuckle scan.
- Insufficient environment lighting.

If a student fails the onboarding exam, they will receive a notification listing the specific reasons for failure and be asked to retake the onboarding exam.

For students, onboarding appears exactly the same as a normal exam to help familiarize them to the testing environment.

If you have any questions, please do not hesitate to contact Verificient support:

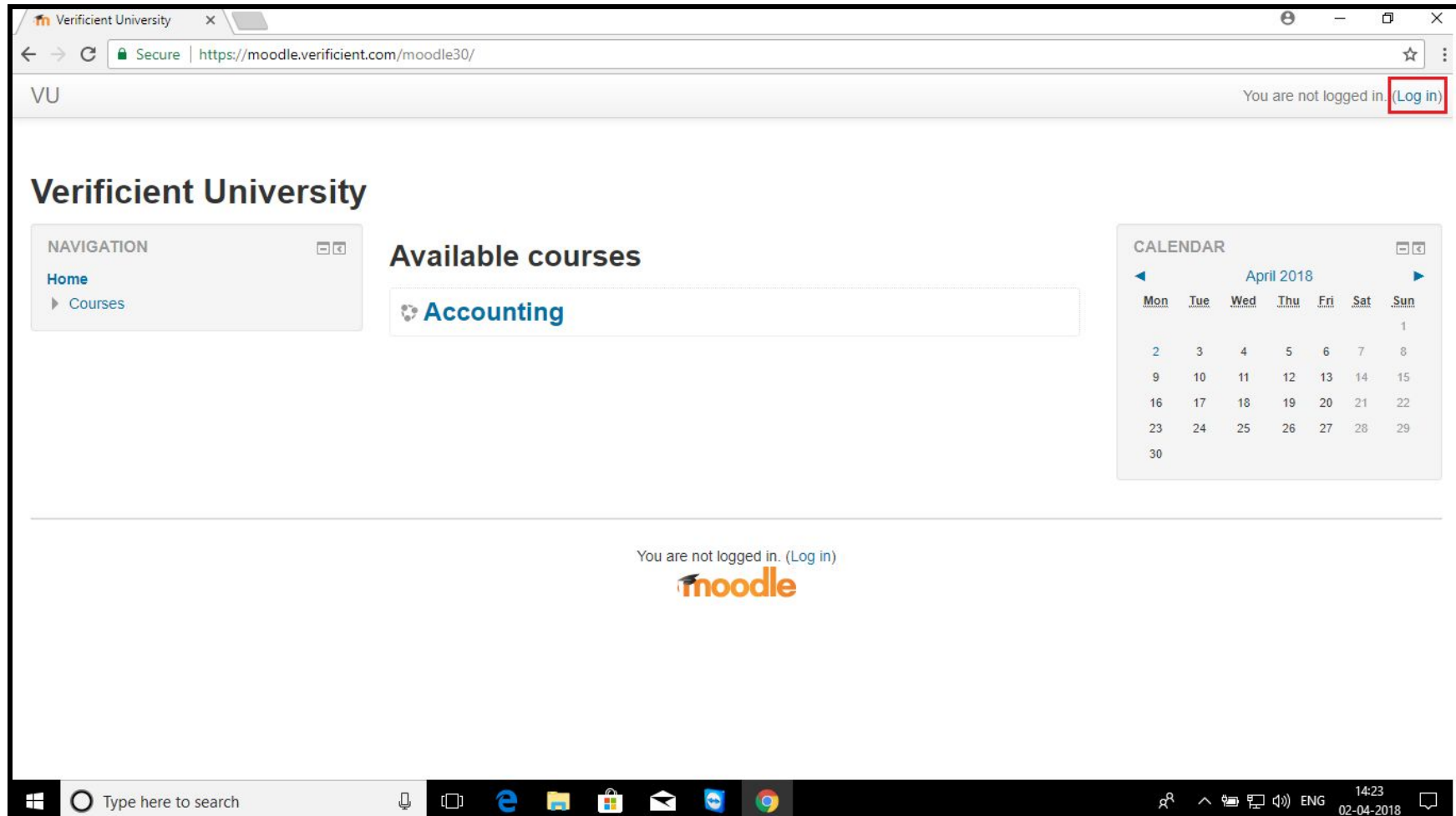
- Proctortrack support: [support@verificient.com](mailto:support@verificient.com), 1-844-753-2020

## What do I need to take an exam using Proctortrack?

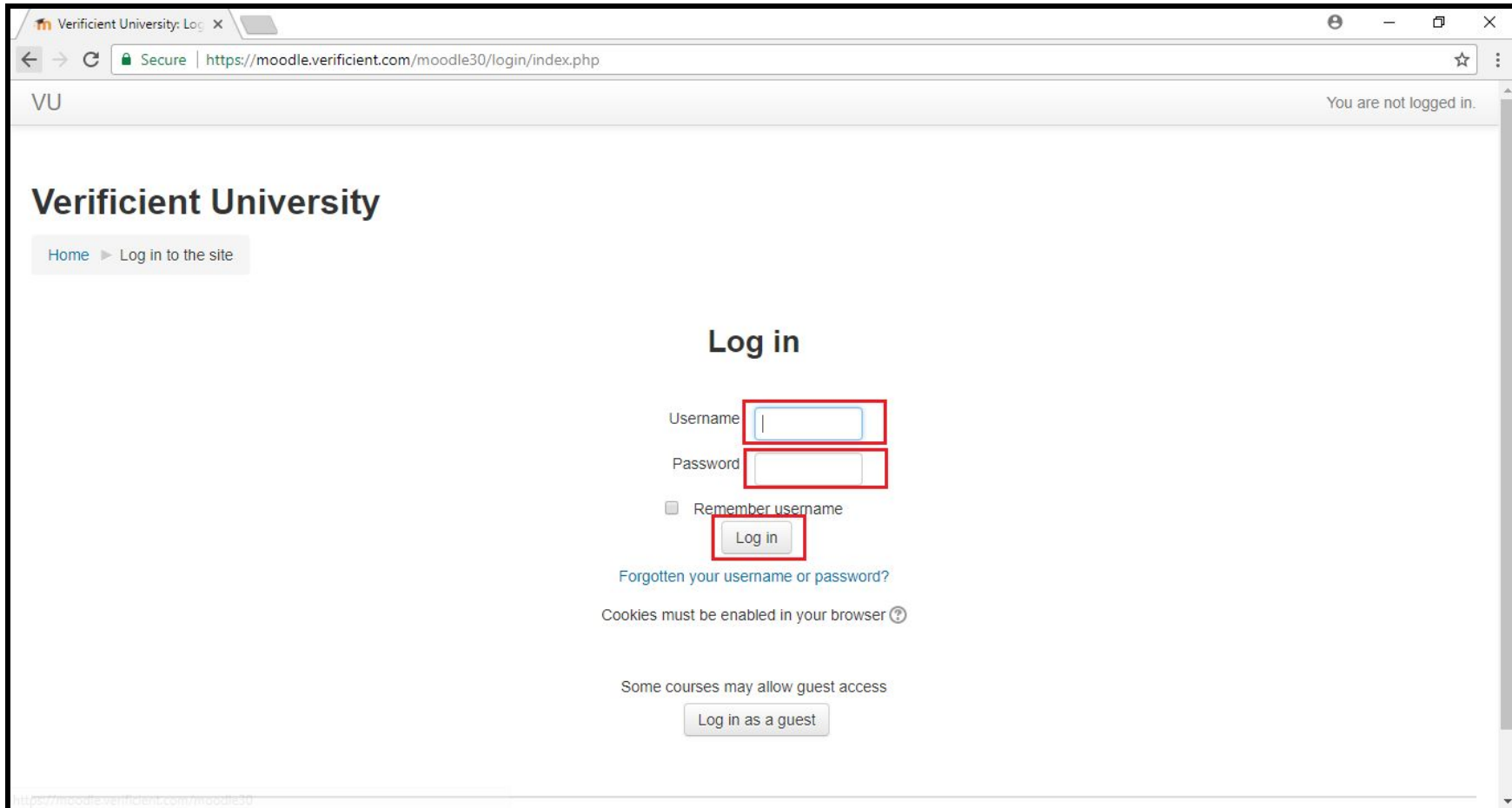
	Mac	PC
OPERATING SYSTEM	MAC OSX 10.7 Lion or higher	Windows 7, 8, or higher
PROCESSOR/RAM	Intel Processor, 2 GB RAM or better	Dual-core 2.4 Ghz CPU, 2 GB RAM or better
RECOMMENDED WEB BROWSERS	Mozilla Firefox v20.0 or Higher Google Chrome v25.0 or higher	
PLUG-INS	Javascript Enabled & Third Party Cookies Enabled	
CAMERA RESOLUTION	800 x 600 resolution or better	
INTERNET CONNECTION	Cable Modem, DSL or better (300 kbps download, 250 kbps upload)	

## How to Take an Exam using Proctortrack?

1. Click “Log in” in the upper right corner on the initial screen.



2. Log in to Moodle by entering a **Username** and the corresponding **Password** before clicking “Log In”,



Verificient University: Log x

Secure | <https://moodle.verificient.com/moodle30/login/index.php>

VU You are not logged in.

## Verificient University

[Home](#) ► [Log in to the site](#)

### Log in

Username

Password

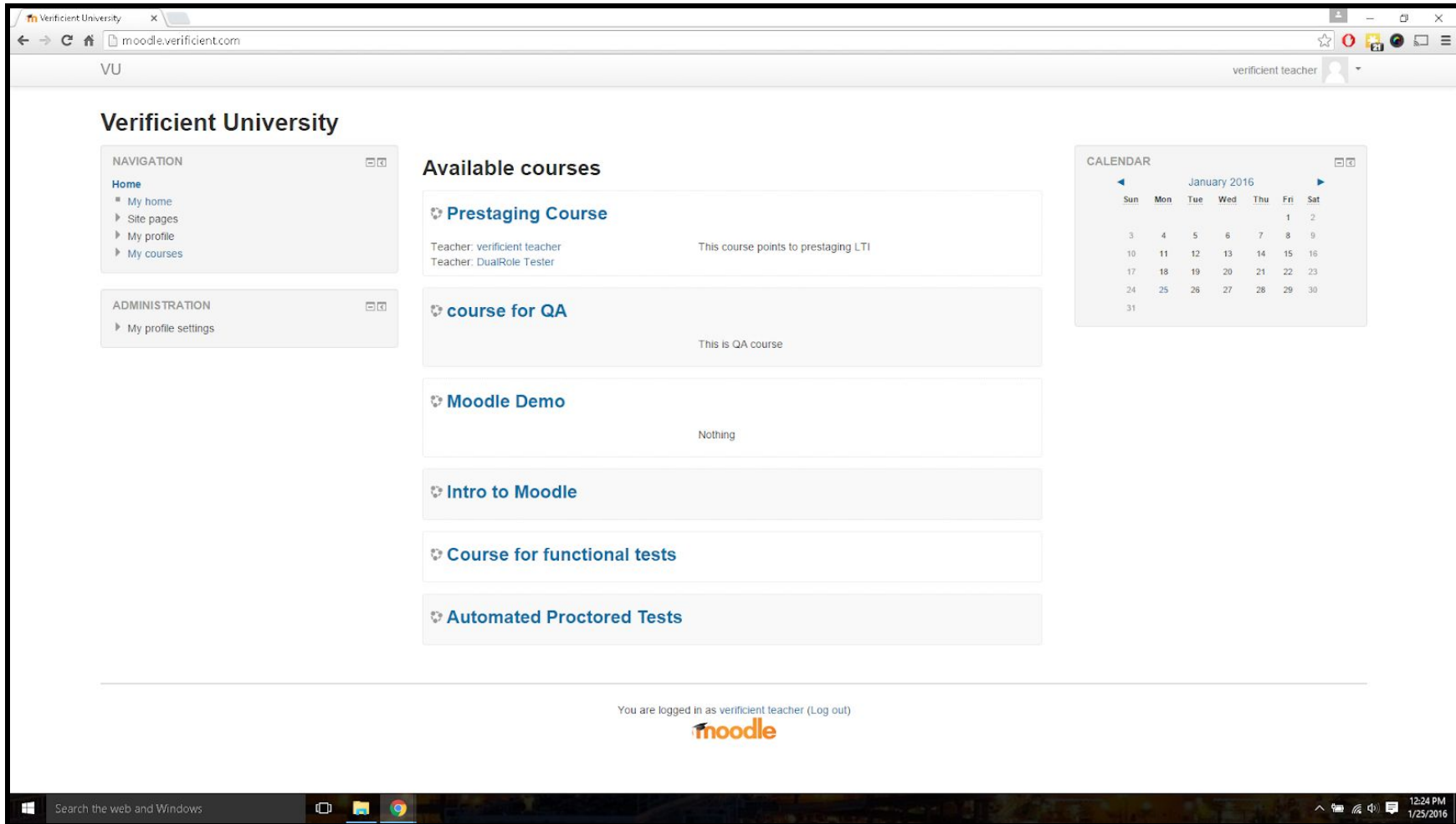
☐ Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

3. Navigate to the desired course in the list of available courses.



The screenshot displays the Moodle interface for Verificient University. The browser address bar shows 'moodle.verificient.com'. The user is logged in as 'verificient teacher'. The page layout includes a left sidebar with navigation and administration links, a main content area with a list of available courses, and a calendar widget on the right.

**Verificient University**

**NAVIGATION**

- Home
- My home
- Site pages
- My profile
- My courses

**ADMINISTRATION**

- My profile settings

**Available courses**

- Prestaging Course**  
Teacher: verificient teacher  
Teacher: DualRole Tester  
This course points to prestaging LTI
- course for QA**  
This is QA course
- Moodle Demo**  
Nothing
- Intro to Moodle**
- Course for functional tests**
- Automated Proctored Tests**

**CALENDAR**

January 2016

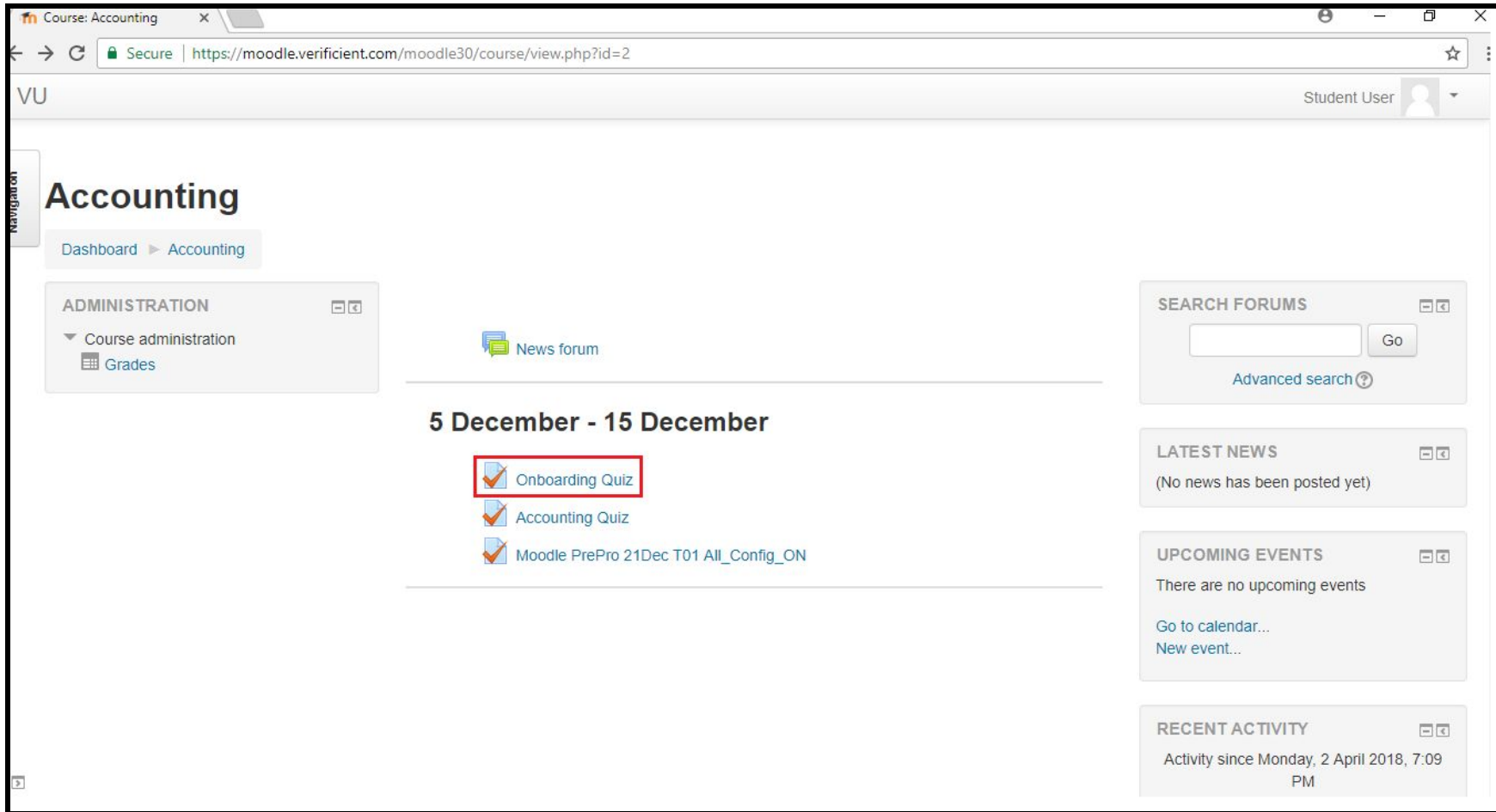
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

You are logged in as verificient teacher (Log out)

**moodle**



4. Select the name of the quiz that you will be attempting and click “Attempt quiz now”.



The screenshot shows a web browser window displaying the Moodle course page for 'Accounting'. The URL is <https://moodle.verificient.com/moodle30/course/view.php?id=2>. The user is logged in as 'Student User'. The page features a sidebar with navigation links, a main content area with a list of quizzes, and several right-hand side modules.

**Accounting**

Dashboard ► Accounting

**ADMINISTRATION**

- Course administration
- Grades

**News forum**

**5 December - 15 December**

- Onboarding Quiz
- Accounting Quiz
- Moodle PrePro 21Dec T01 All\_Config\_ON

**SEARCH FORUMS**

Go

Advanced search

**LATEST NEWS**

(No news has been posted yet)

**UPCOMING EVENTS**

There are no upcoming events

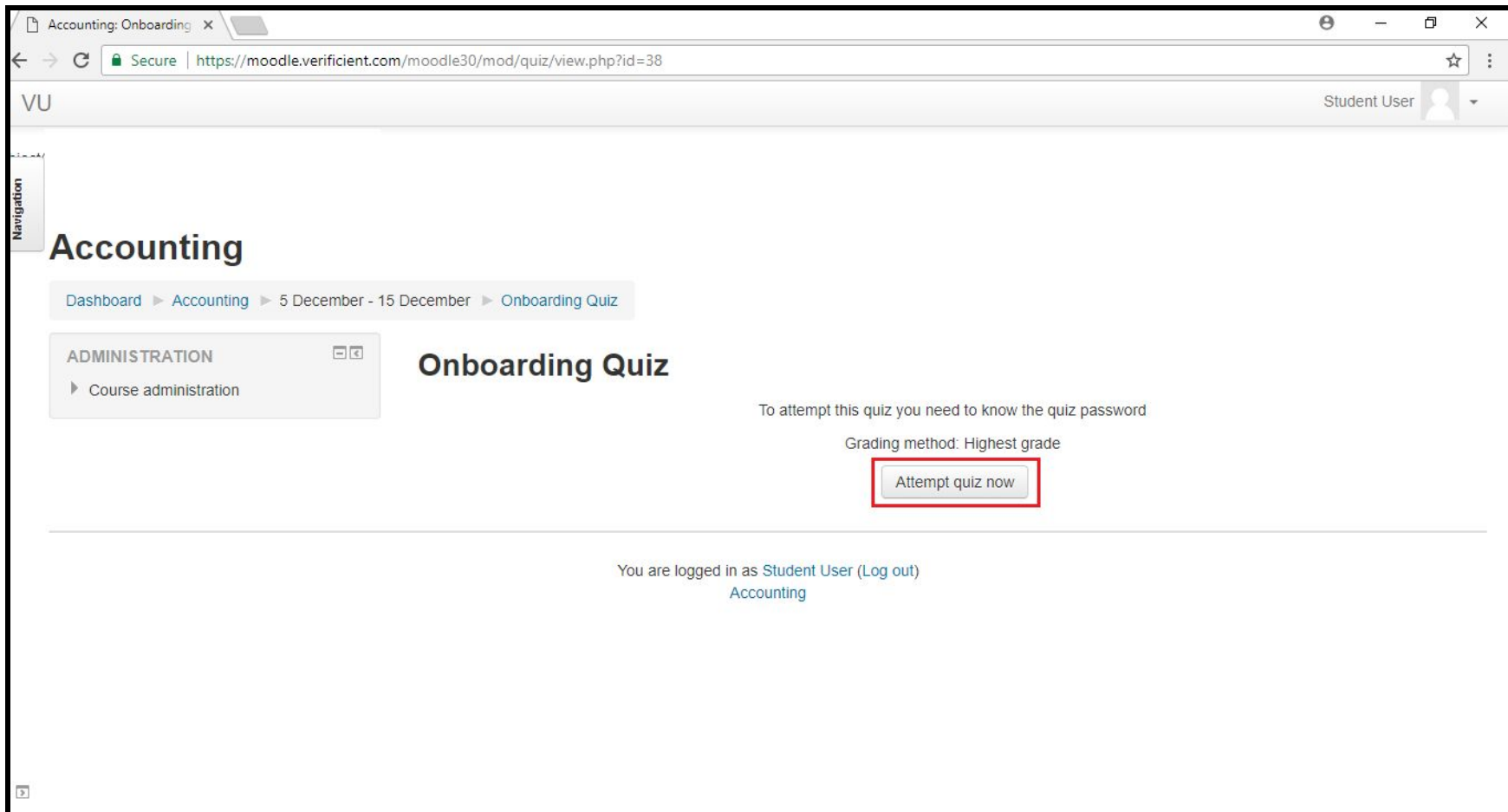
[Go to calendar...](#)

[New event...](#)

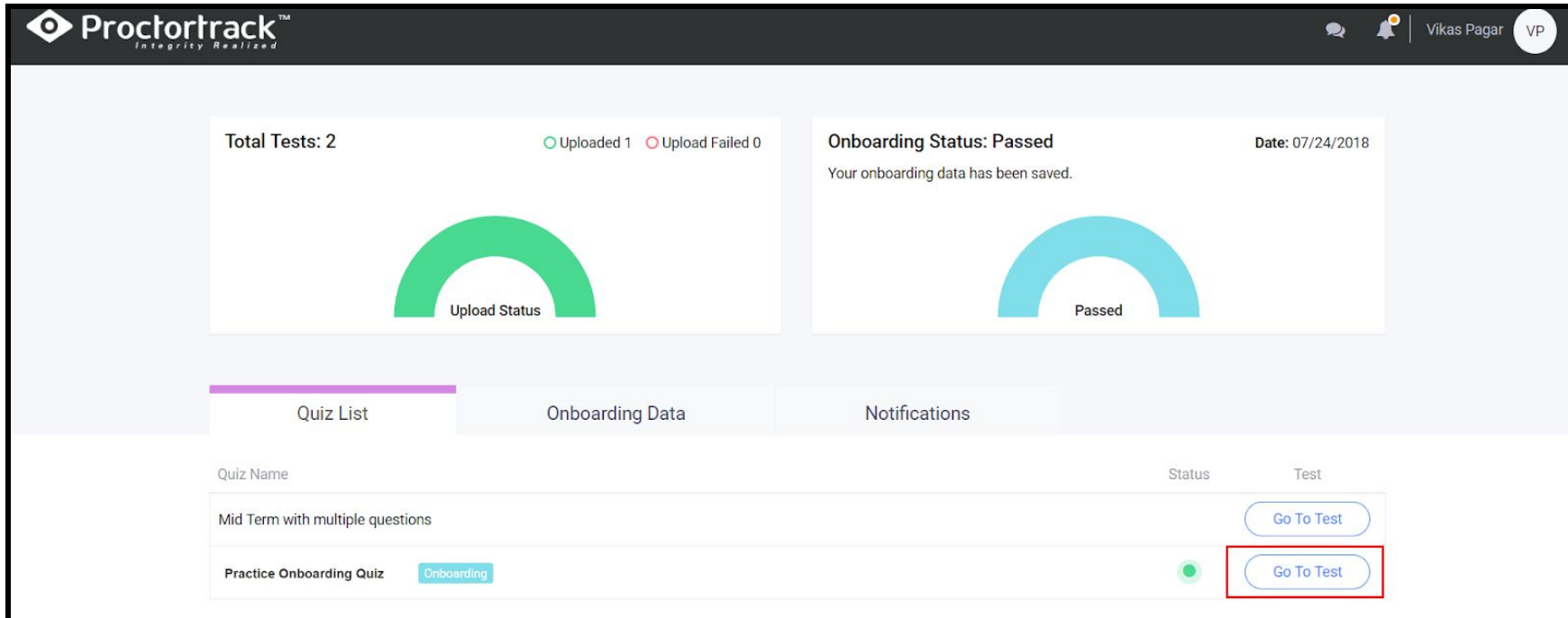
**RECENT ACTIVITY**

Activity since Monday, 2 April 2018, 7:09 PM

5. Click "Attempt quiz now".



6. The Proctortrack dashboard will be displayed. Select the exam you would like to attempt.

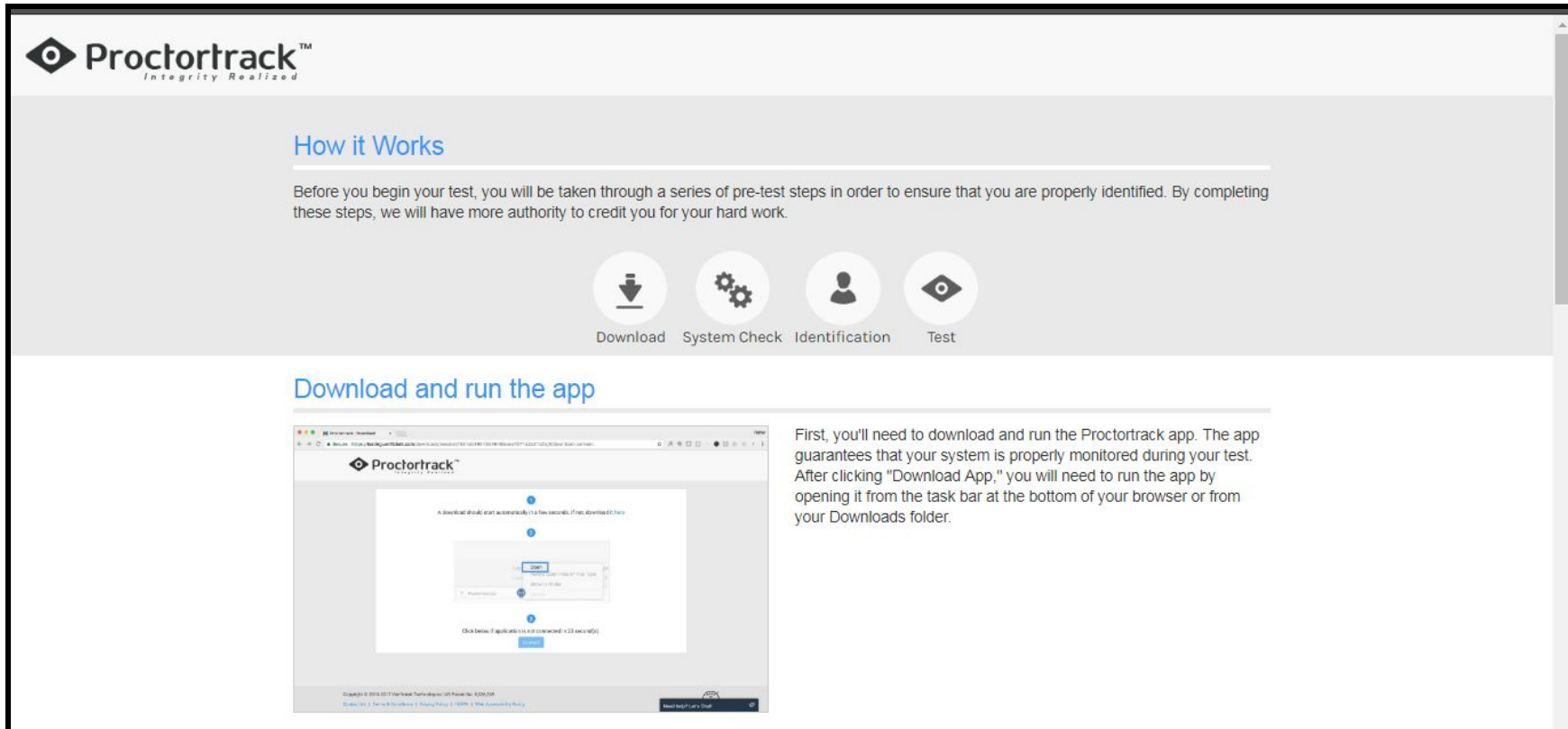


The screenshot shows the Proctortrack dashboard. At the top, the Proctortrack logo and tagline 'Integrity Realized' are on the left, and user information 'Vikas Pagar' with a profile icon 'VP' is on the right. The dashboard features two main summary cards: 'Total Tests: 2' with a green progress arc and 'Upload Status' (1 uploaded, 0 failed), and 'Onboarding Status: Passed' with a blue progress arc and 'Passed' status. Below these are three tabs: 'Quiz List' (selected), 'Onboarding Data', and 'Notifications'. The 'Quiz List' tab displays a table with columns 'Quiz Name', 'Status', and 'Test'. The table contains two rows: 'Mid Term with multiple questions' and 'Practice Onboarding Quiz'. The 'Practice Onboarding Quiz' row has a green status dot and a 'Go To Test' button highlighted with a red border.

Quiz Name	Status	Test
Mid Term with multiple questions		<a href="#">Go To Test</a>
Practice Onboarding Quiz	Onboarding	<a href="#">Go To Test</a>

7. **No Fee for Bluefield State College Students** If you are prompted to provide payment information please email Cody Chambers [cchambers@bluefieldstate.edu](mailto:cchambers@bluefieldstate.edu) or Tina Strock [tstrock@bluefieldstate.edu](mailto:tstrock@bluefieldstate.edu).

8. Once the payment is successful, you will be taken to the “How it works” page. Read the “How it works” page. More will be revealed after **scrolling down**.



The screenshot shows the Proctortrack website's "How it Works" section. At the top is the Proctortrack logo with the tagline "Integrity Realized". Below the logo is the heading "How it Works" in blue. A paragraph explains that users will go through pre-test steps for identification. Below this is a horizontal row of four circular icons with labels: a download arrow for "Download", a gear for "System Check", a person for "Identification", and an eye for "Test". Further down is another heading "Download and run the app" in blue. To the left of the text is a screenshot of the Proctortrack app's download page, which shows a progress bar and a "Download" button. To the right of the app screenshot is a paragraph explaining that users need to download and run the app, and that the app guarantees system monitoring during the test. It also mentions that after clicking "Download App," the user should open the app from the task bar or Downloads folder.

**Proctortrack™**  
Integrity Realized

## How it Works

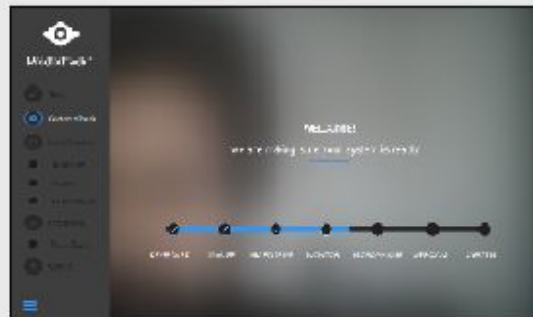
Before you begin your test, you will be taken through a series of pre-test steps in order to ensure that you are properly identified. By completing these steps, we will have more authority to credit you for your hard work.

Download System Check Identification Test

## Download and run the app

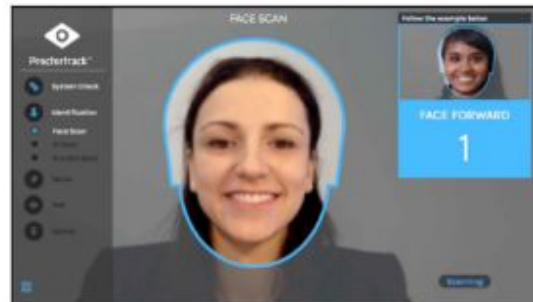
First, you'll need to download and run the Proctortrack app. The app guarantees that your system is properly monitored during your test. After clicking "Download App," you will need to run the app by opening it from the task bar at the bottom of your browser or from your Downloads folder.

## Run the System Check



Next, we'll perform an automated system check to establish that your computer meets Proctortrack system requirements. After this is complete, you will be able to continue to the next step.

## Perform the Identity Checks



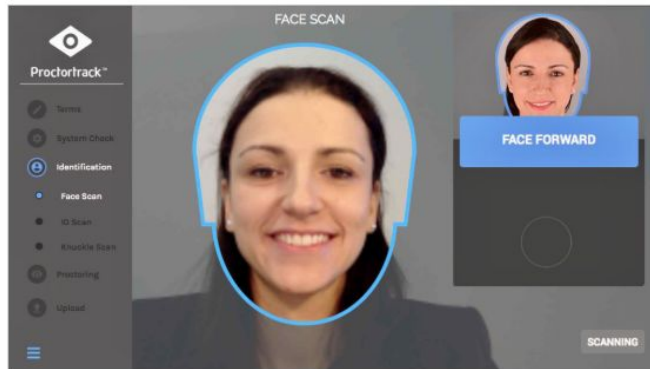
Then, you'll perform three identity checks: the facial scan, the ID scan, and the knuckle scan.

Need help? Let's Chat!



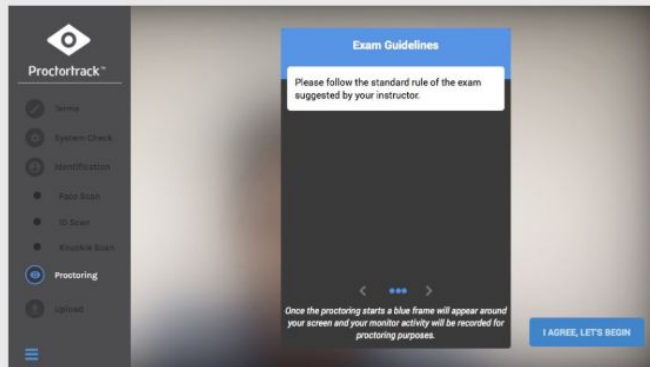
9. Click on “Go to Next Step”.

## Perform the Identity Checks



Then, you'll perform three identity checks: the facial scan, the ID scan, and the knuckle scan.

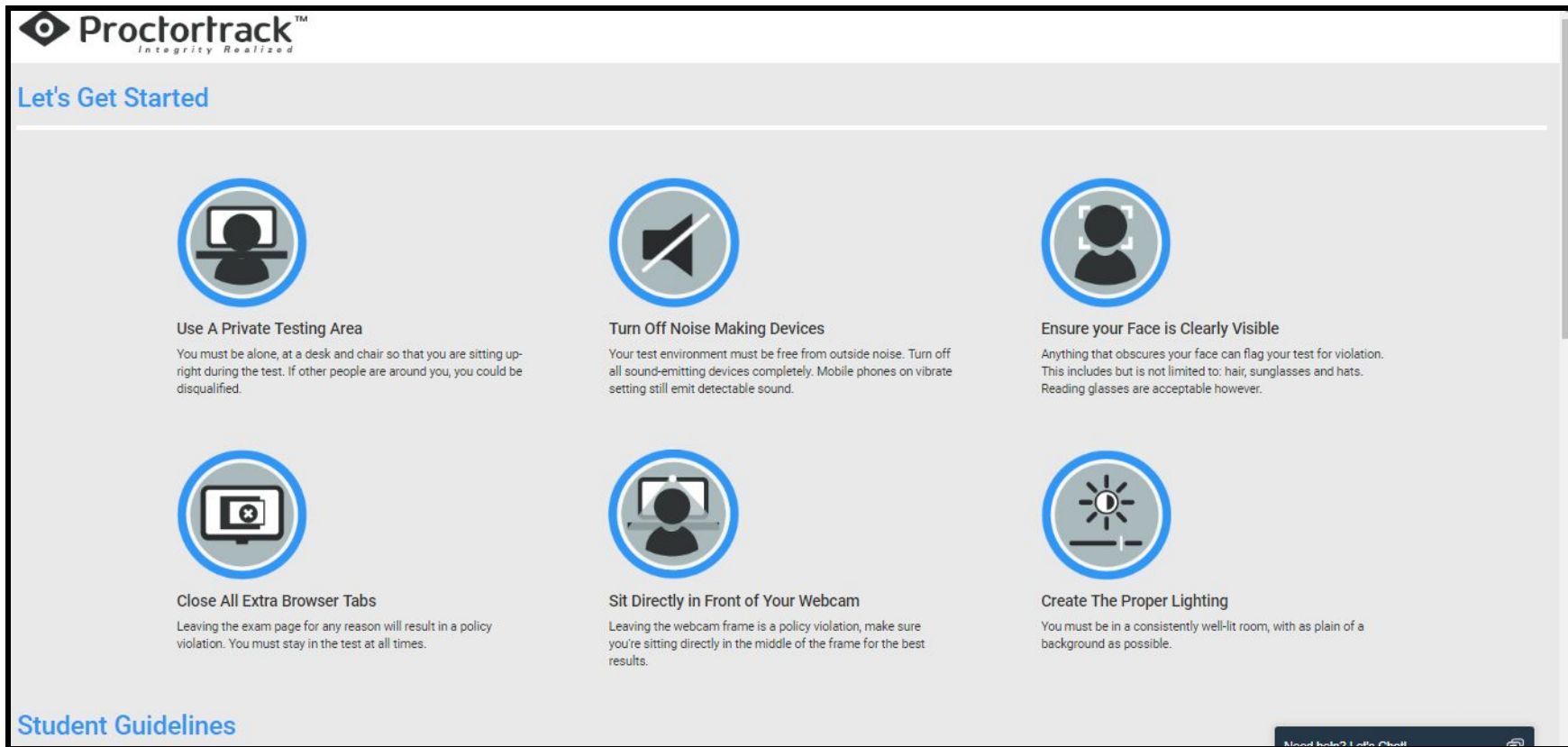
## Launch the test



Lastly, click on the “I agree, Let's Begin” button and a blue frame will appear around your screen to indicate that you are being monitored.


Go to Next Step


10. While **scrolling** through the “Let’s Get Started” page, look over Proctortrack’s guidelines for an ideal test-taking environment. These practices help secure an accurate assessment and credit for honesty shown during the test.





**Proctortrack™**  
Integrity Realized


### Let's Get Started


- 

**Use A Private Testing Area**  
You must be alone, at a desk and chair so that you are sitting up-right during the test. If other people are around you, you could be disqualified.
- 

**Turn Off Noise Making Devices**  
Your test environment must be free from outside noise. Turn off all sound-emitting devices completely. Mobile phones on vibrate setting still emit detectable sound.
- 

**Ensure your Face is Clearly Visible**  
Anything that obscures your face can flag your test for violation. This includes but is not limited to: hair, sunglasses and hats. Reading glasses are acceptable however.
- 

**Close All Extra Browser Tabs**  
Leaving the exam page for any reason will result in a policy violation. You must stay in the test at all times.
- 

**Sit Directly in Front of Your Webcam**  
Leaving the webcam frame is a policy violation, make sure you're sitting directly in the middle of the frame for the best results.
- 

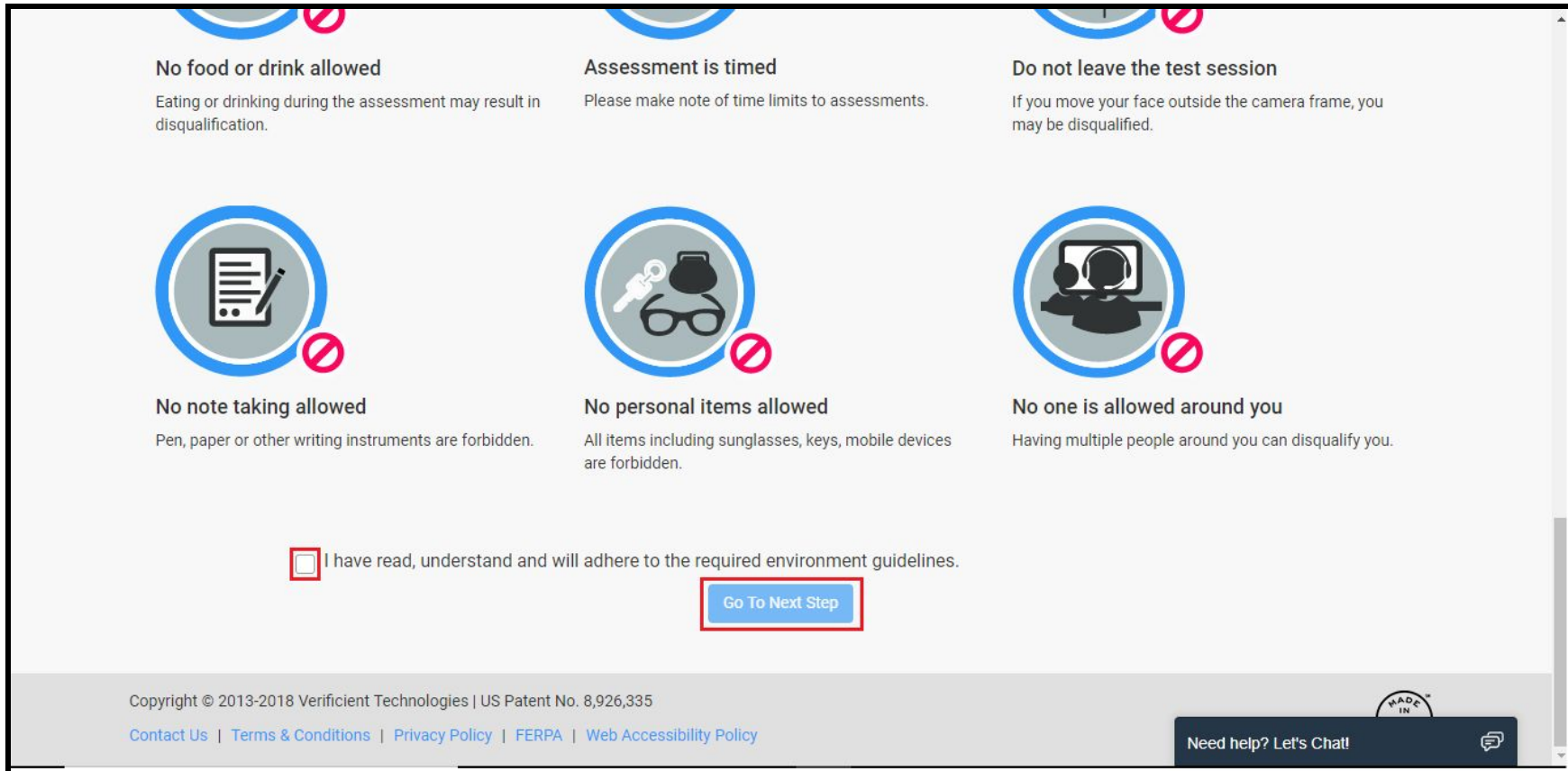
**Create The Proper Lighting**  
You must be in a consistently well-lit room, with as plain of a background as possible.

**Student Guidelines**

Need help? Talk to Chat



11. After getting familiar with Proctortrack, check the box labeled **“I have read, understand and will adhere to the required environment guidelines.”** Then click **“Go To Next Step.”**



**No food or drink allowed**  
Eating or drinking during the assessment may result in disqualification.

**Assessment is timed**  
Please make note of time limits to assessments.

**Do not leave the test session**  
If you move your face outside the camera frame, you may be disqualified.

**No note taking allowed**  
Pen, paper or other writing instruments are forbidden.

**No personal items allowed**  
All items including sunglasses, keys, mobile devices are forbidden.

**No one is allowed around you**  
Having multiple people around you can disqualify you.

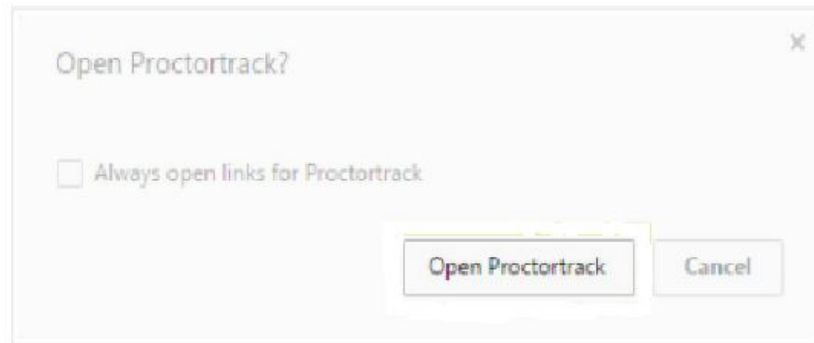
☐ I have read, understand and will adhere to the required environment guidelines.

**Go To Next Step**

Copyright © 2013-2018 Verificient Technologies | US Patent No. 8,926,335  
[Contact Us](#) | [Terms & Conditions](#) | [Privacy Policy](#) | [FERPA](#) | [Web Accessibility Policy](#)

MADE IN  
Need help? Let's Chat!

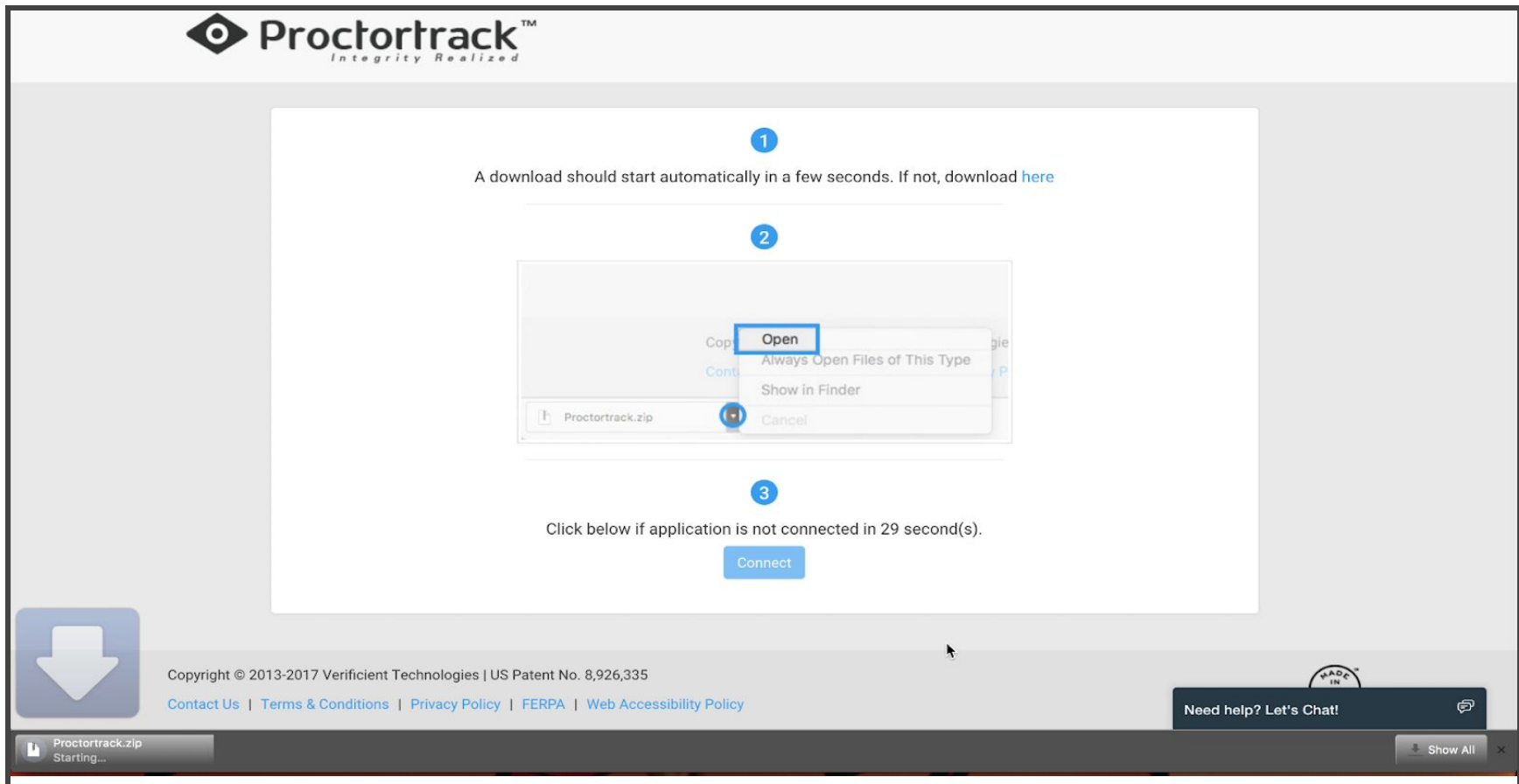
11a. Proctortrack will attempt to automatically download and connect. If it doesn't, click "here" to download Proctortrack manually.



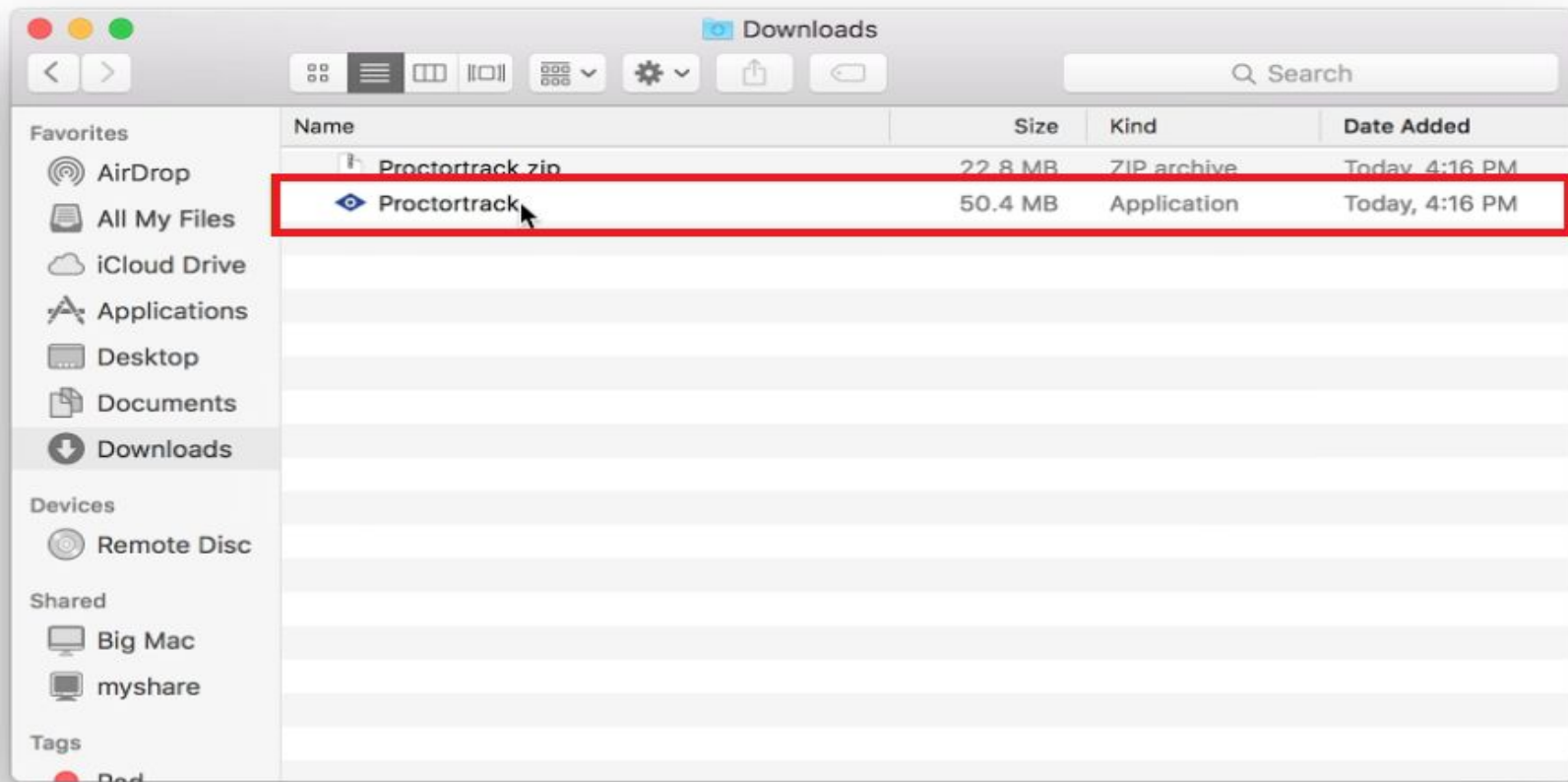
Please click **"Open Proctortrack"** if prompted by your computer.

If you do not see any prompt to launch Proctortrack, or see a different message, and want to download the latest version of Proctortrack app, then please click [here](#).

11b. Open the Proctortrack.zip file that downloads.

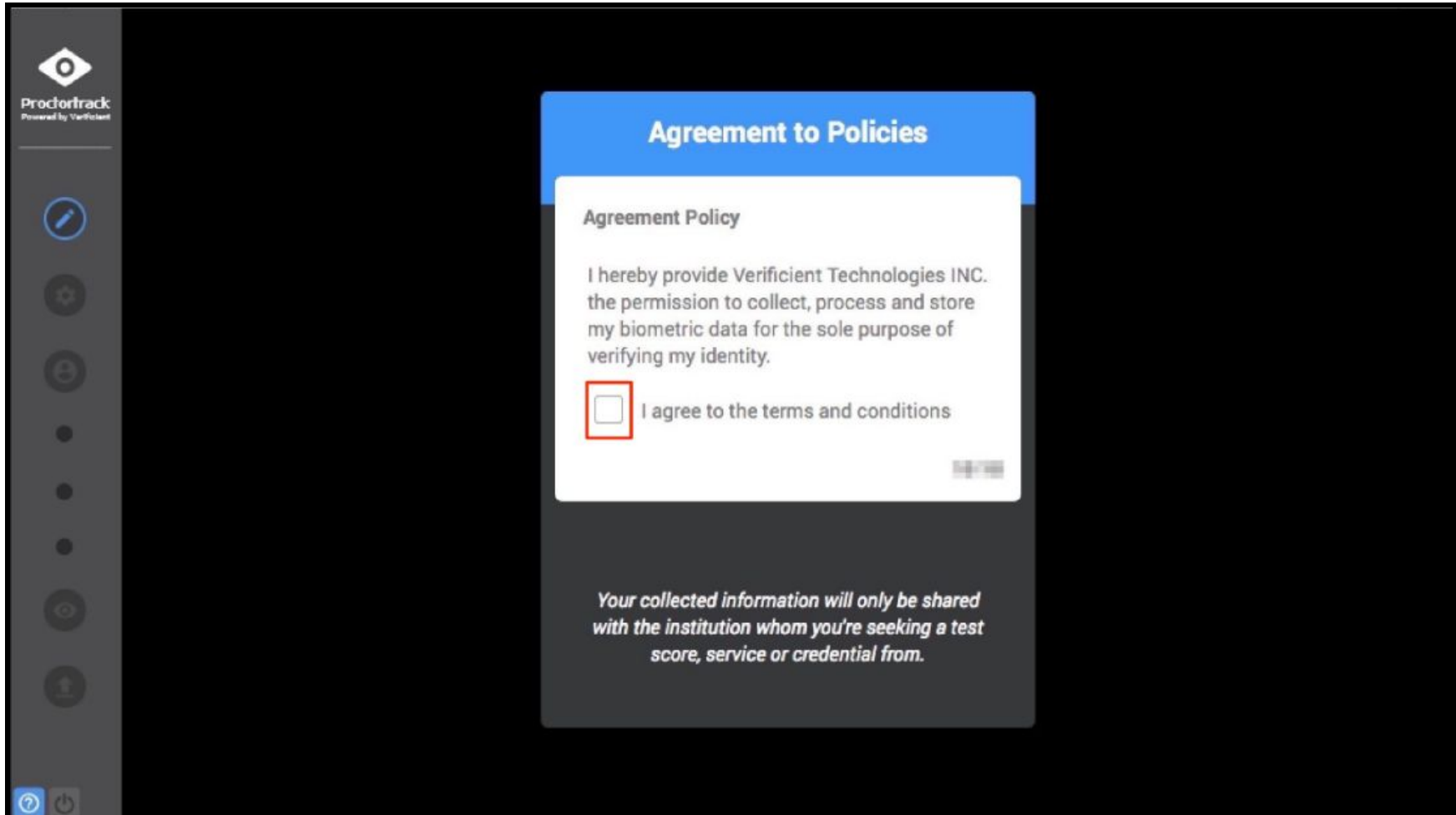


12. Finally, launch Proctortrack from your downloads folder to continue.

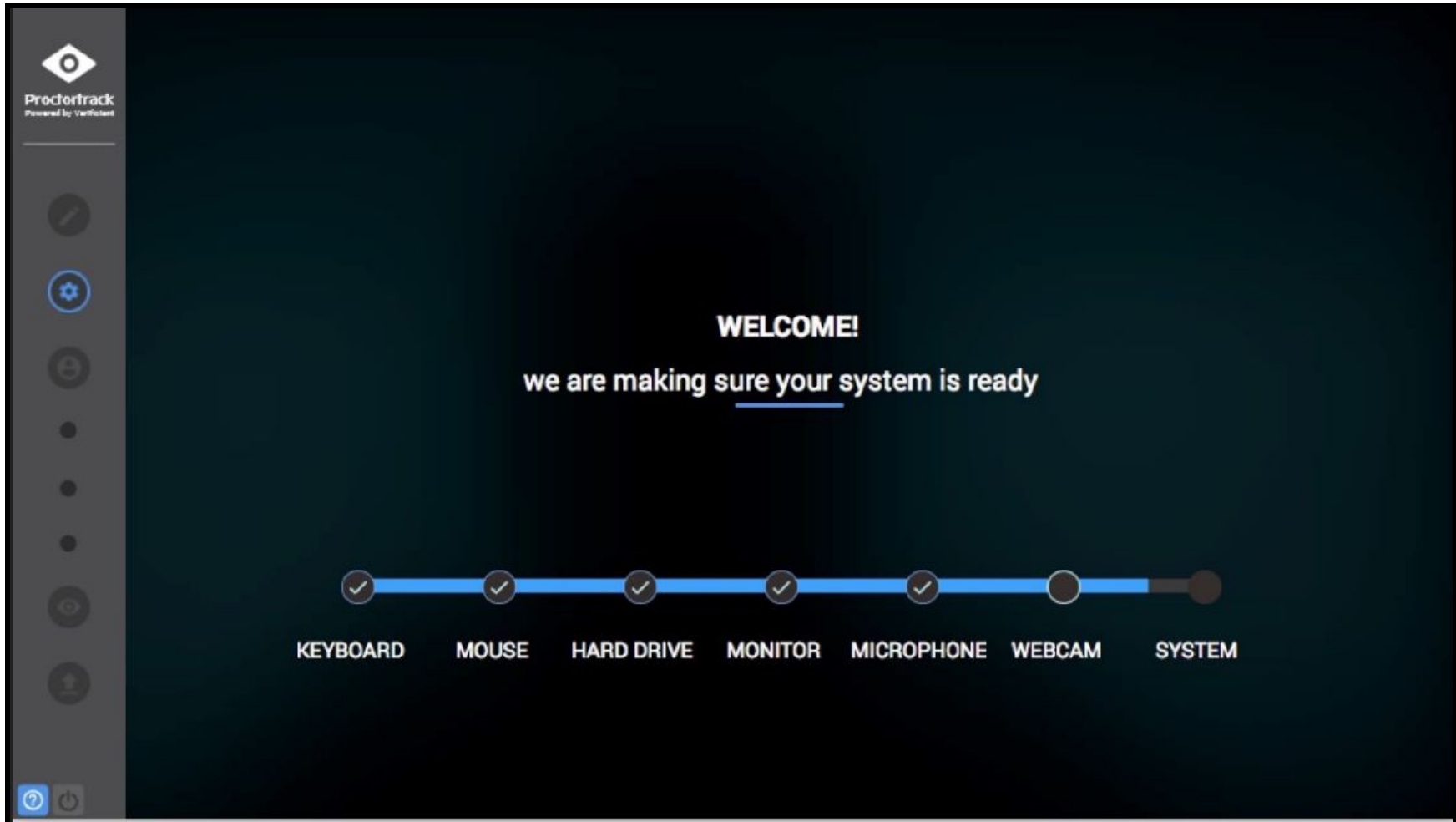


## Using Proctortrack

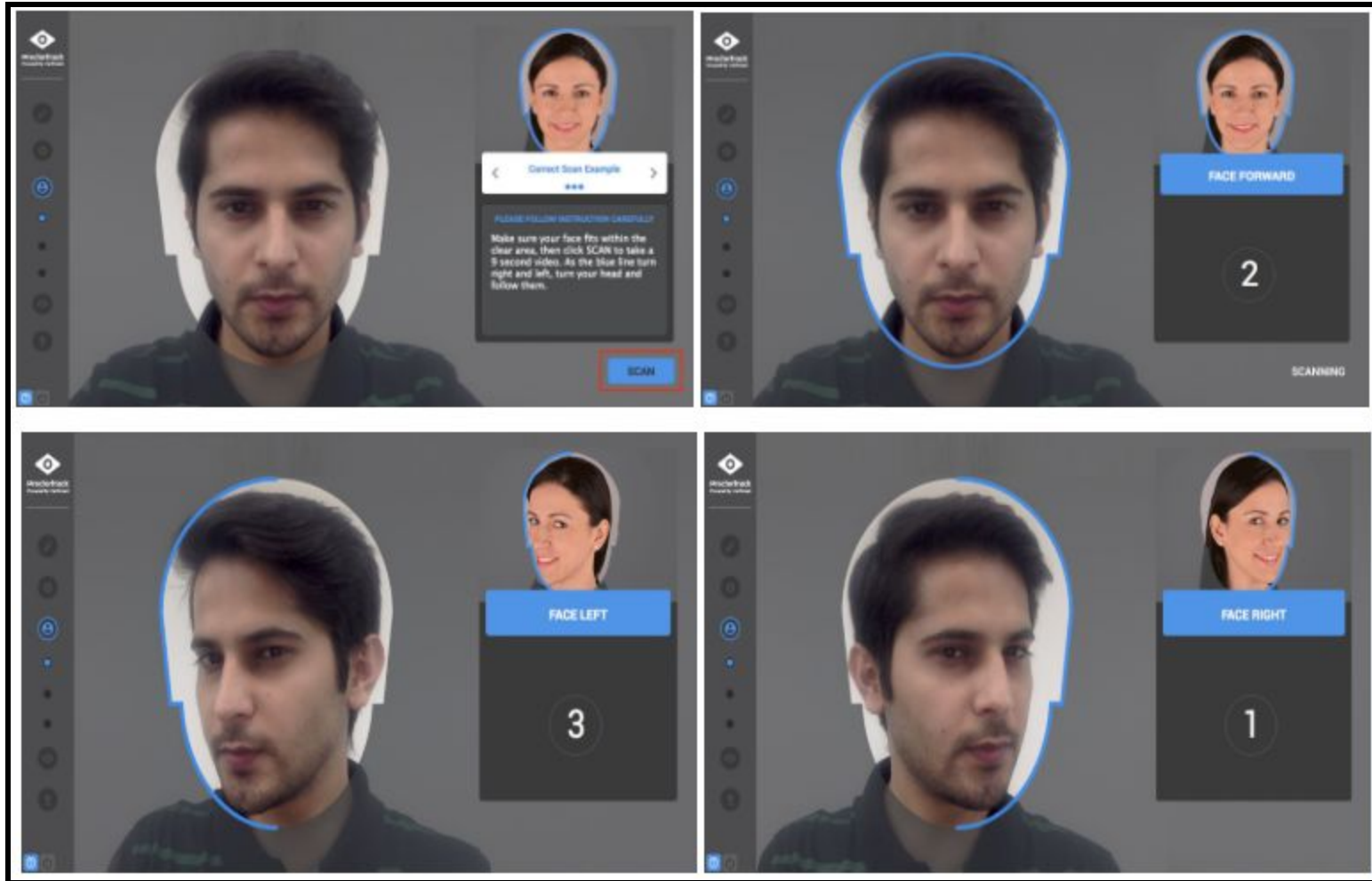
1. Once **Proctortrack** has launched, check the box labeled “I agree to the terms and conditions”.



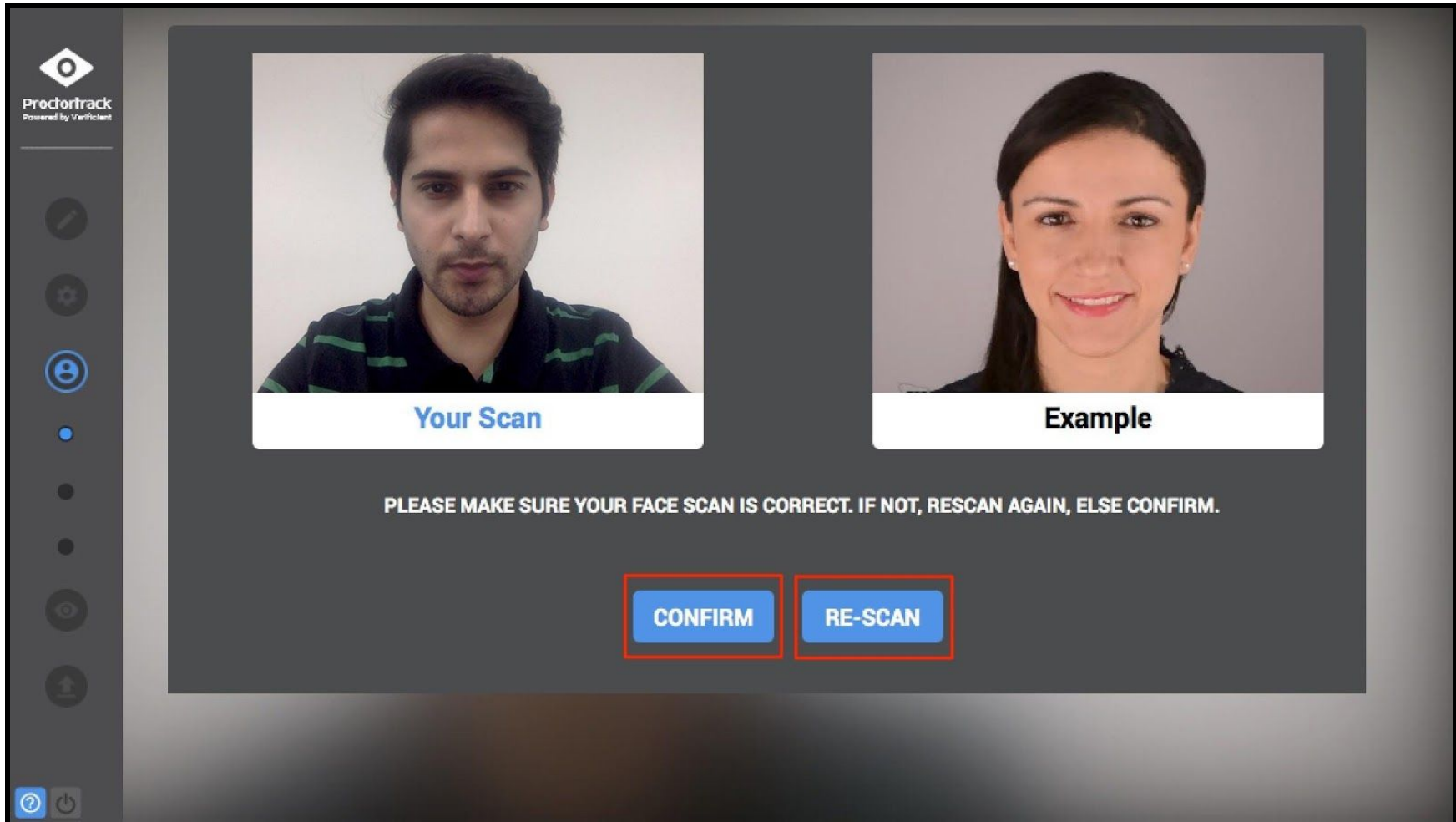
2. The system check will run to verify that the system is ready.



3. Make sure to fill the frame before clicking **“SCAN”**. After that, follow the on-screen prompts.

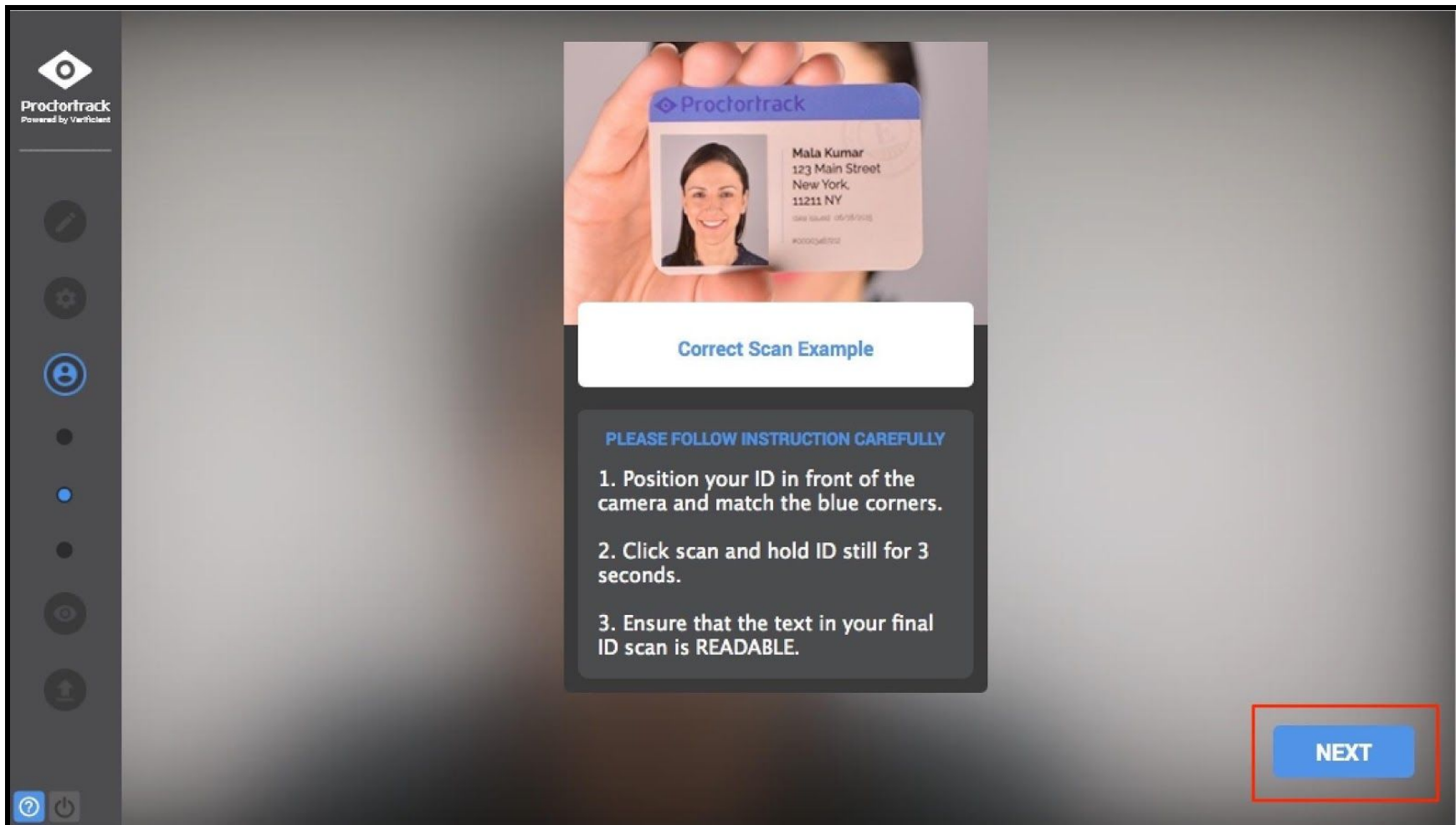


4. If dissatisfied with the scans, click **“RE-SCAN”** to rewrite the them by taking new ones. Otherwise, click **“CONFIRM”** to move on.

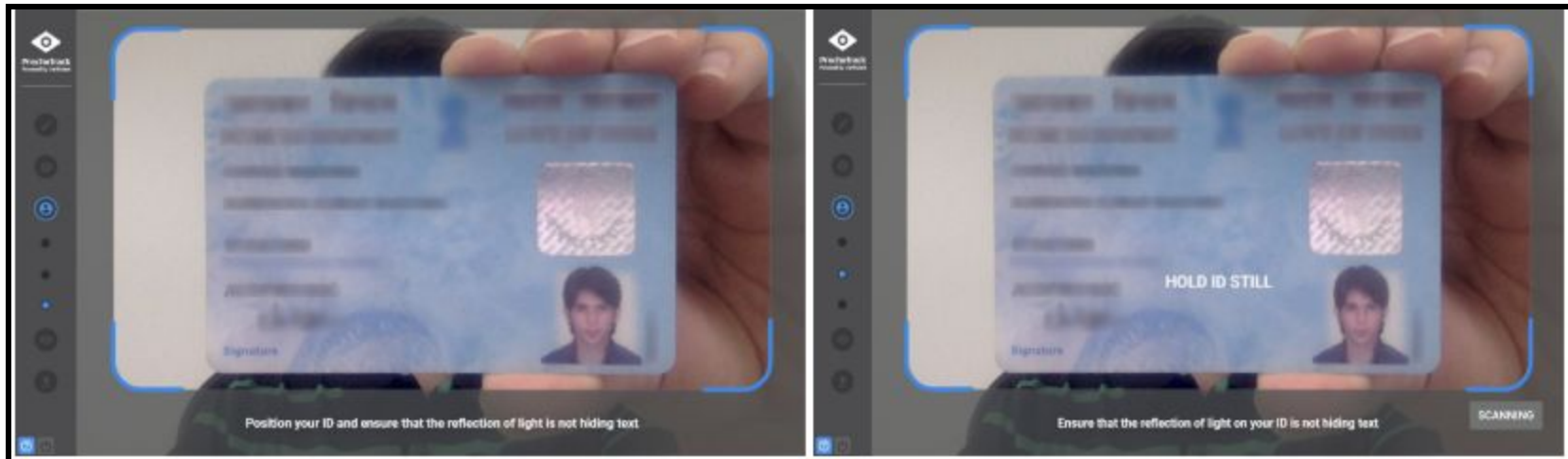




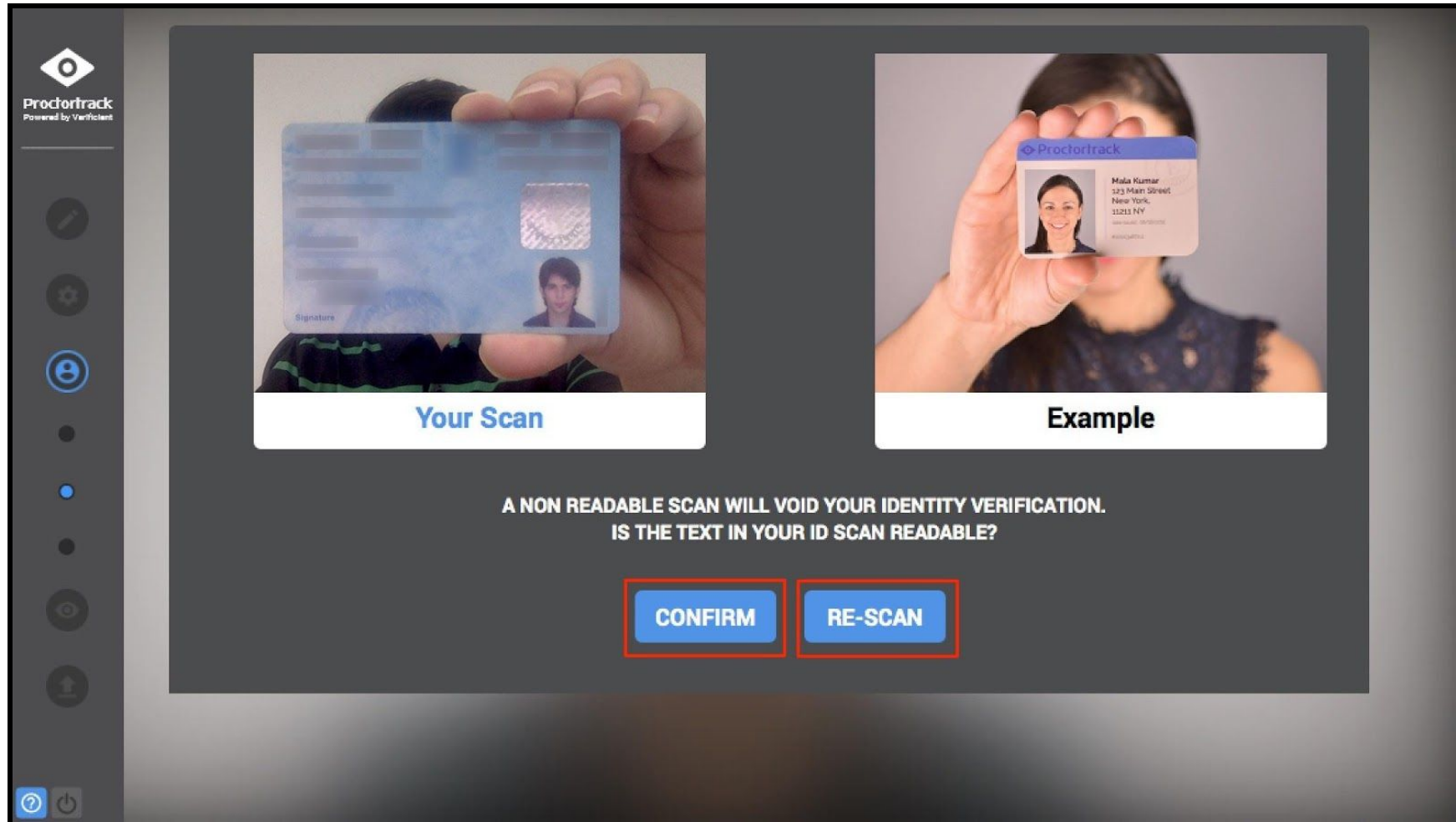
5a. For the ID scan, please go through the instructions for a valid photo ID scan and click “NEXT.”



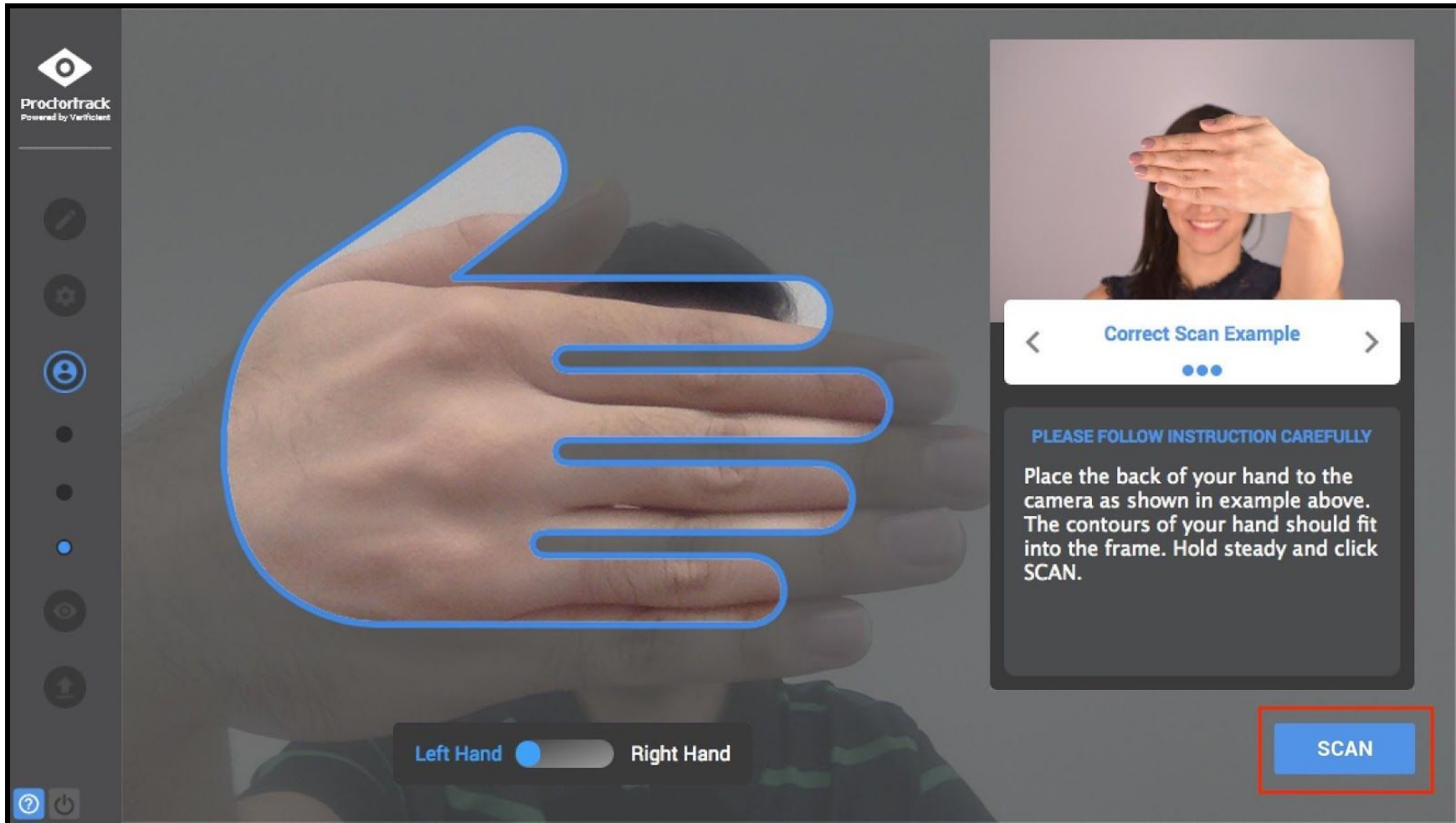
5b. For the ID scan, hold a valid photo ID up to the camera and click “Scan”.



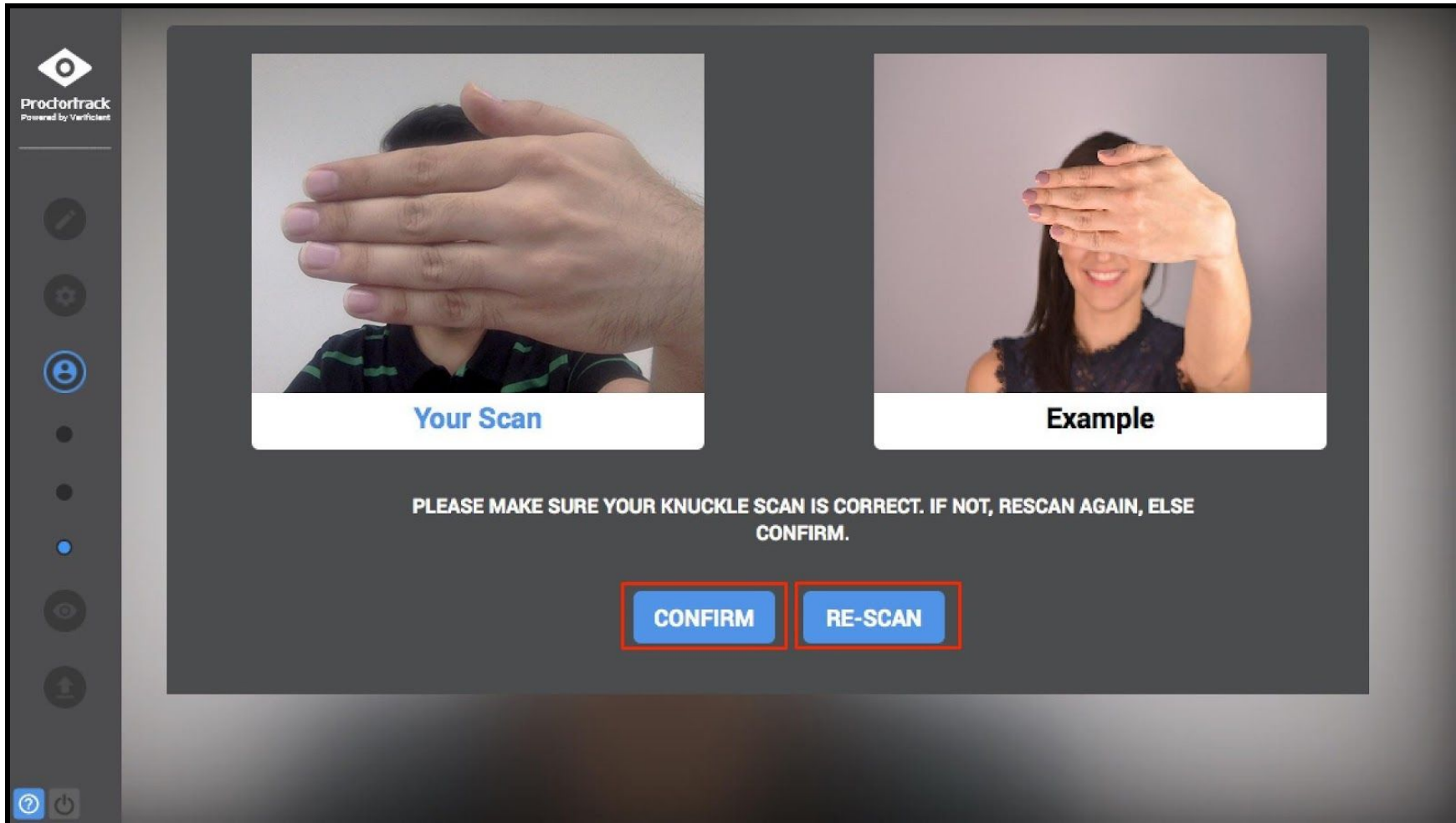
6. Make sure to fit the ID within the frame and hold it steady so that it's clear. Click **"RE-SCAN"** as many times as needed or click **"CONFIRM"** to proceed.



7. For the knuckle scan, choose to scan your “**Left Hand**” or your “**Right Hand**”. Hold the back of the selected hand up to the webcam and try to fit it within the frame. Click “**SCAN**”.

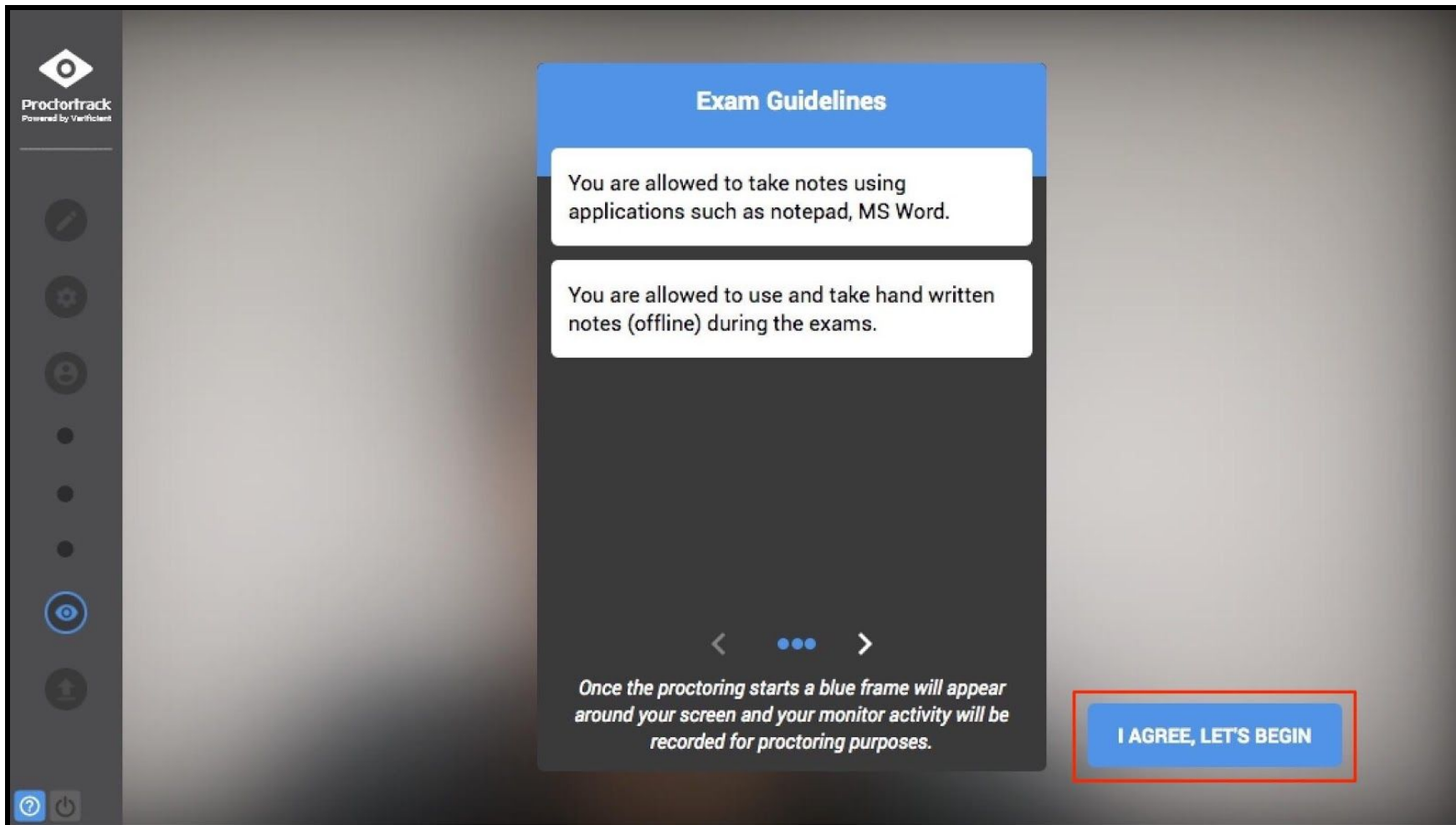


8. Once the scan is complete, click **“RE-SCAN”** if the scan is too blurry. Otherwise, click **“CONFIRM”** to complete the identification process.

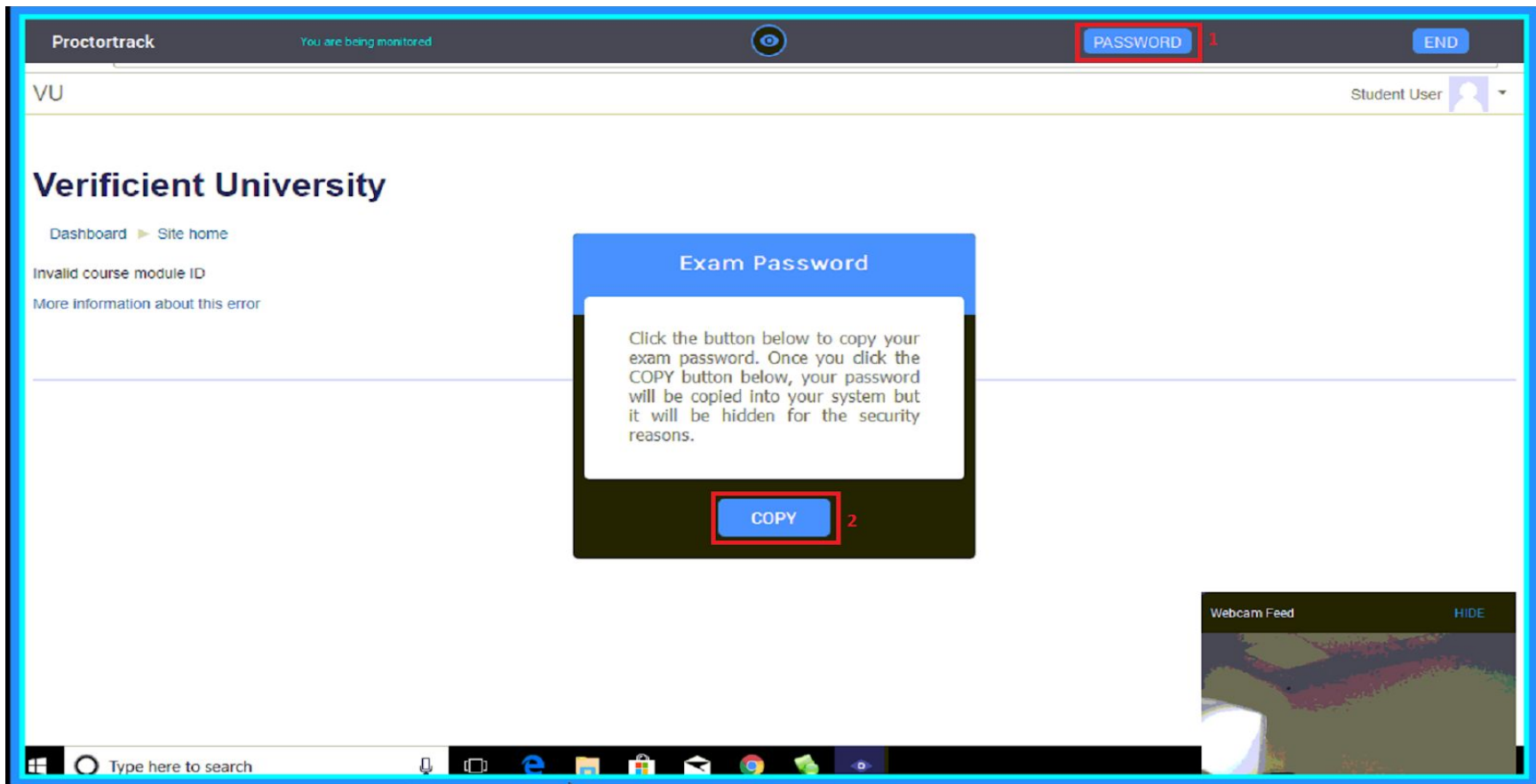




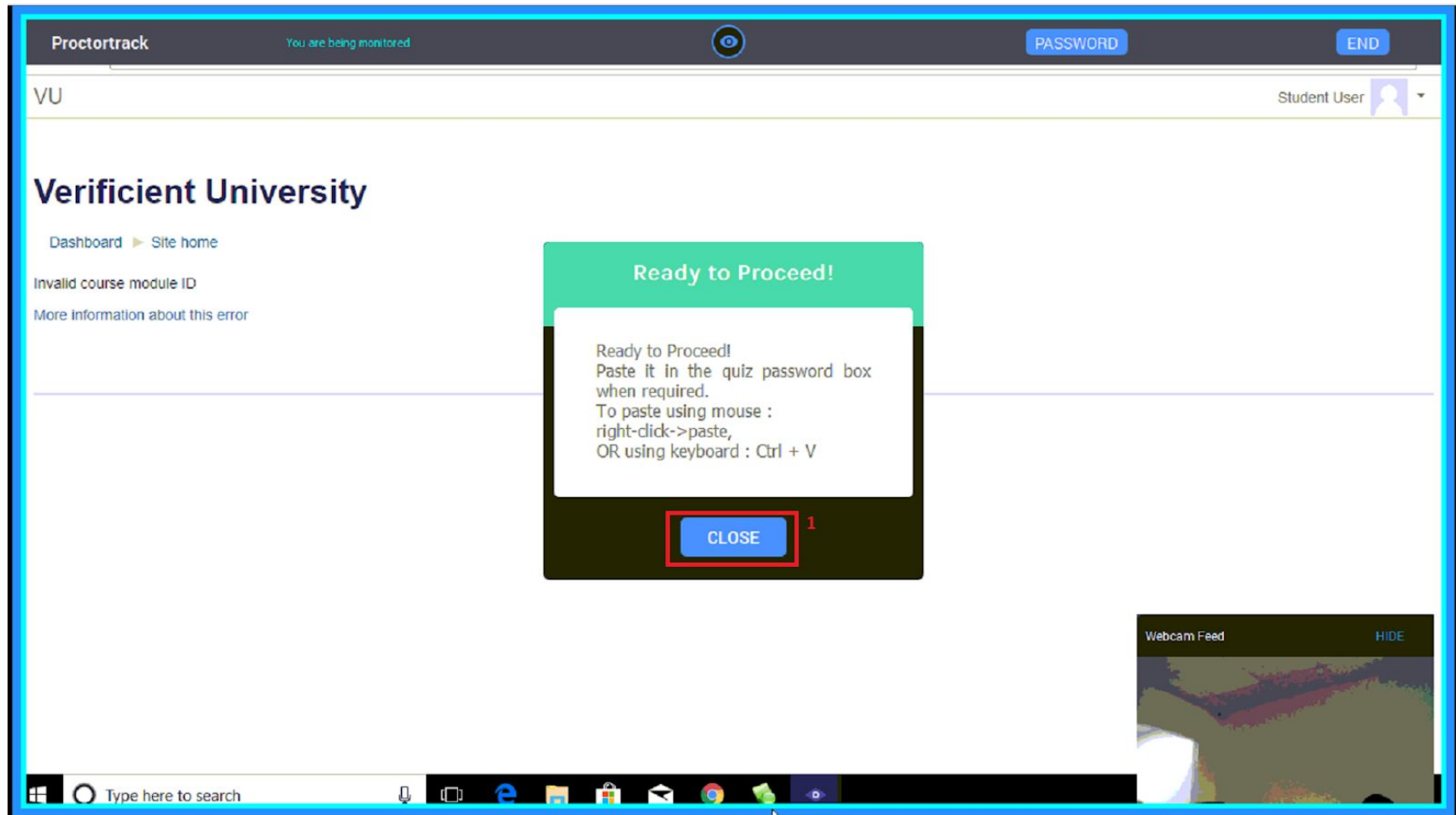
9. Click “I AGREE, LET’S BEGIN” to continue.



10a. Proctoring has now begun. A blue border will be placed around the screen as a reminder that Proctortrack is now in session. Moodle will be brought to the forefront of the screen and a prompt for a password should appear. The top bar will provide the **"Password"** (1), which can then be copied by clicking **"COPY"** (2).




10b. Once the password is copied, click **“CLOSE”** (1) and then paste the password in the **“Password”** box (2) by right-clicking and selecting **“paste”**. Click **“Continue”** (3) to get into the test.





Proctortrack


You are being monitored



PASSWORD

END

VU

Student User 

# Accounting

Dashboard ▶ Accounting ▶ 5 December - 15 December ▶ Onboarding Quiz

## Onboarding Quiz

▼ Collapse all

Password

To attempt this quiz you need to know the quiz password

Quiz password

2

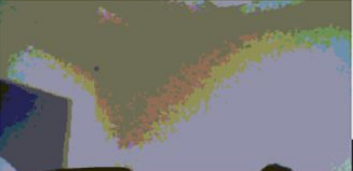
Continue

3

Cancel

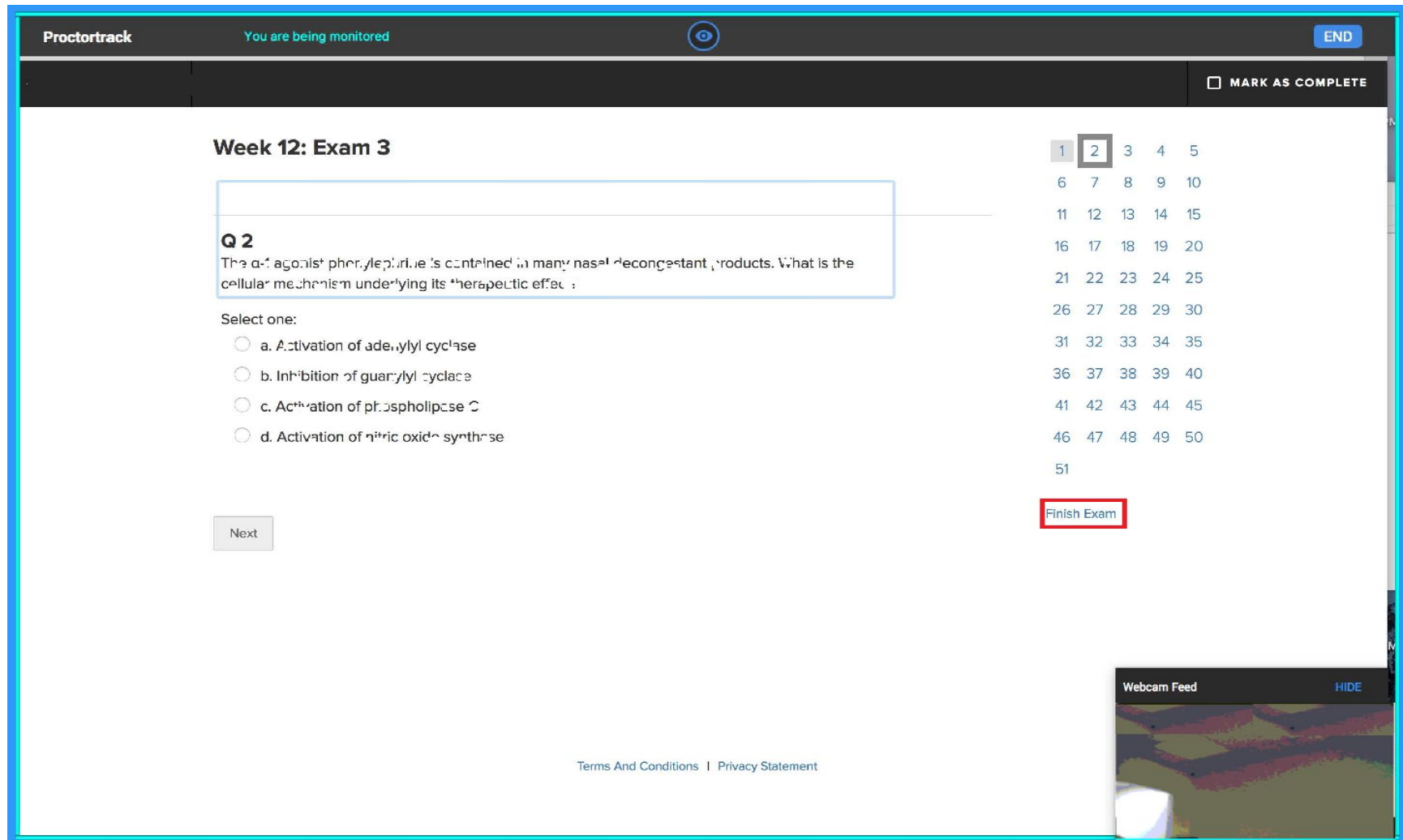
Webcam Feed

HIDE



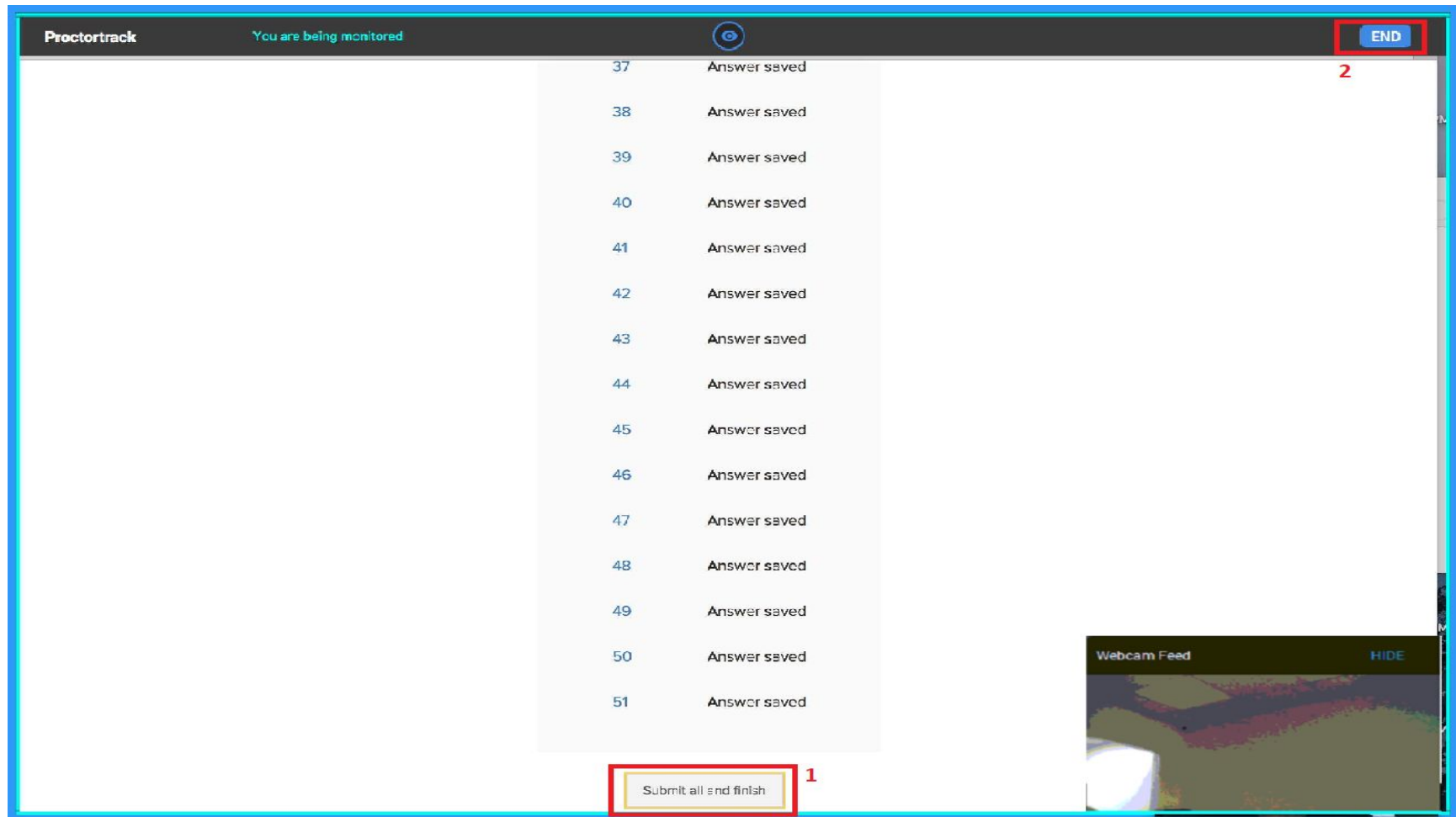
You are logged in as Student User (Log out)

11. Take the test while adhering to the aforementioned guidelines. After the test, it's **very important to remember to "Finish Exam"** and submit the quiz before ending the monitoring session..

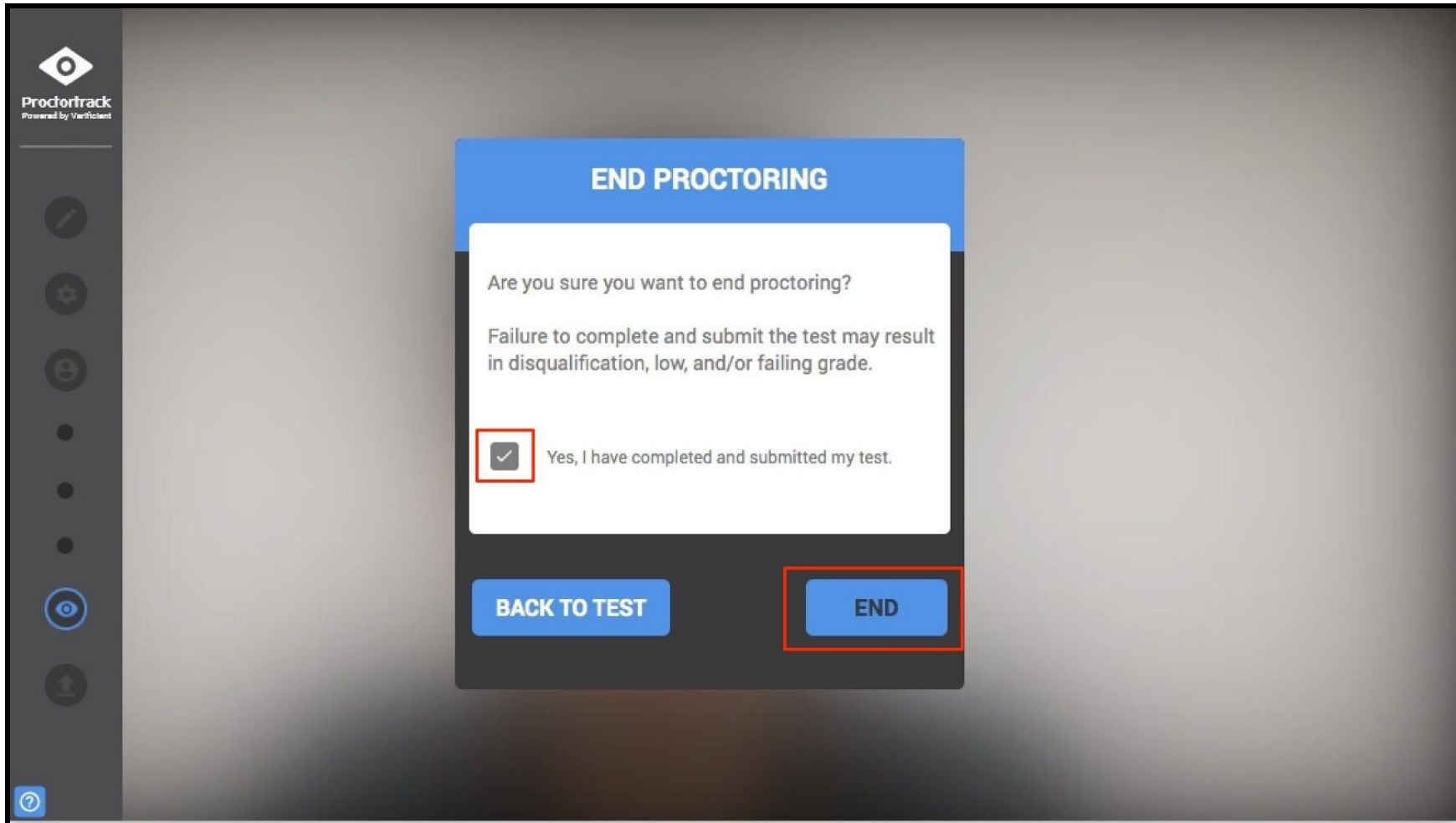


The screenshot shows the Proctortrack exam interface. At the top, a black bar contains the text "Proctortrack" and "You are being monitored" with a camera icon. A blue "END" button is in the top right. Below this is a dark bar with a "MARK AS COMPLETE" checkbox. The main content area is titled "Week 12: Exam 3". On the right, a grid of question numbers from 1 to 51 is displayed, with question 2 highlighted. The question text is: "Q 2 The  $\alpha_1$  agonist phenylephrine is contained in many nasal decongestant products. What is the cellular mechanism underlying its therapeutic effect?". Below the question, it says "Select one:" followed by four radio button options: a. Activation of adenylyl cyclase, b. Inhibition of guanylyl cyclase, c. Activation of phospholipase C, and d. Activation of nitric oxide synthase. A "Next" button is at the bottom left of the question area. A red-bordered "Finish Exam" button is at the bottom right. In the bottom right corner, there is a "Webcam Feed" window showing a blurred video feed, with a "HIDE" button next to it. At the very bottom, there are links for "Terms And Conditions" and "Privacy Statement".

12. Click **“Submit all and Finish”**(1) to submit the test and then click on **“END”** (2).



13. Check the box next to **“Yes, I have completed and submitted my exam.”** Finally, click **“END”**.



**END PROCTORING**

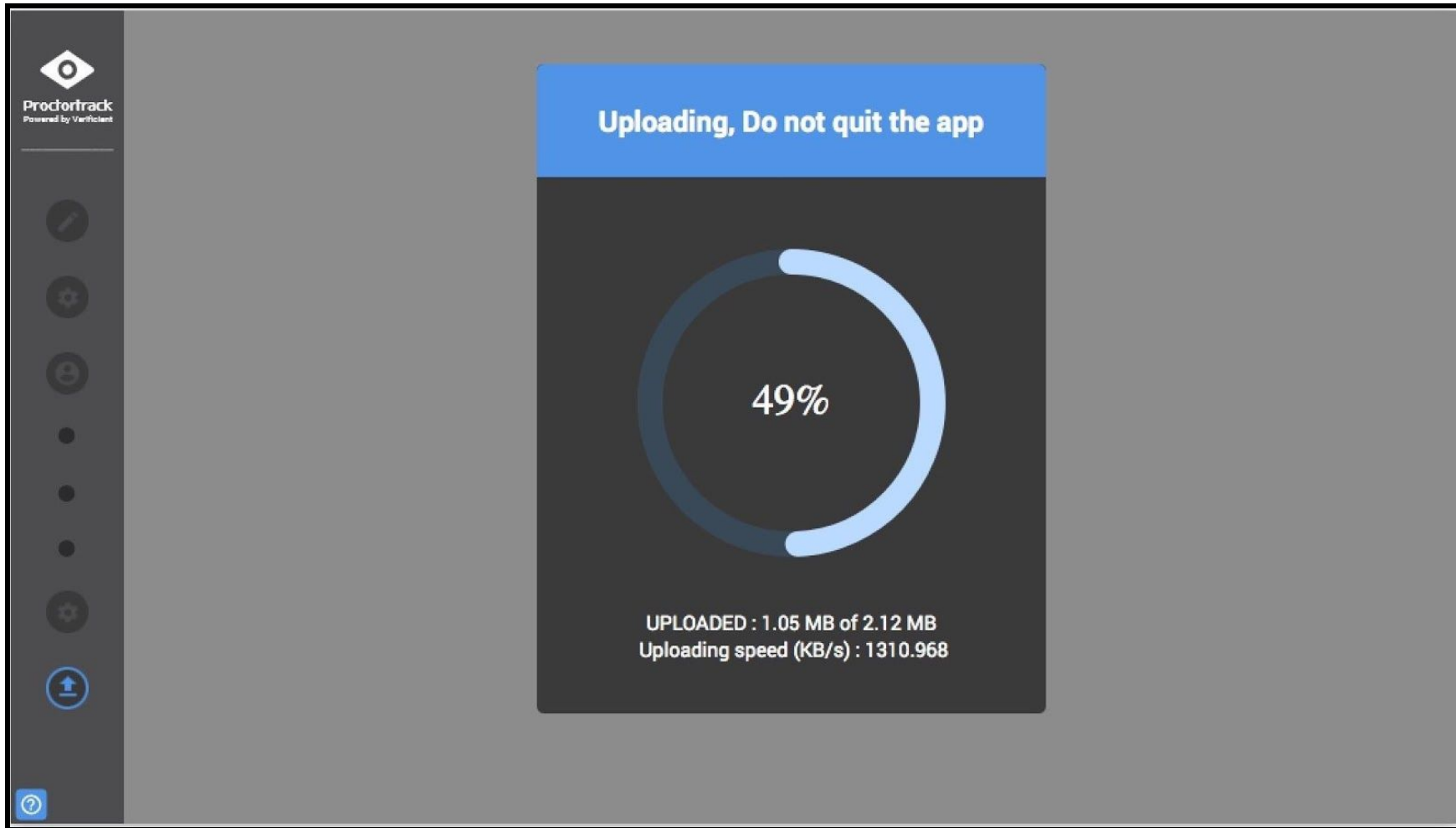
Are you sure you want to end proctoring?

Failure to complete and submit the test may result in disqualification, low, and/or failing grade.

☒ Yes, I have completed and submitted my test.

**BACK TO TEST** **END**

14. The session data will be automatically uploaded to Proctortrack's servers.



15. The test session is complete! Either button seen here will close Proctortrack. Proctortrack will have to be run before each proctoring-enabled test. Click **“Quit APP”** to keep Proctortrack on your computer for use with later tests, and click **“Uninstall”** to remove Proctortrack from your computer. Keep in mind that an opportunity to download Proctortrack will be given before each proctoring-enabled test.

