About Proctortrack

Tests will be monitored using Proctortrack proctoring software. This software requires access to a web camera and a strong, consistent Internet connection – wired preferred. Proctortrack will authenticate the student’s identity and will record both the student’s physical activity and his or her computer’s desktop during the proctored session. While Proctortrack supports all browsers, the preferred browser is Google Chrome. To minimize technical issues, use Chrome to complete proctored tests, if possible.

To make proctored tests available, you must first complete an onboarding quiz, located in the “Getting Started” section of this course. All other proctored activities will be unavailable until the onboarding quiz is completed. Please complete the onboarding quiz at least one week prior to any proctored tests. If your connection, device, or location has changed since your last proctored test, you must onboard again.

If you experience technical difficulties contact Proctortrack’s 24/7 support immediately using Proctortrack’s online chat or by phone at 1-844-753-2020. While you should still notify your instructor about the issues you are having with the test, the instructor will not be able to provide technical support for Proctortrack.

NOTE: Refer to the Proctortrack Student FAQ for more detailed technical specifications and step-by-step instructions for completing the Onboarding Quiz.

Please watch these videos for a demonstration:

Proctortrack Student Onboarding from Purdue Online

Proctortrack Faculty Onboarding from Purdue Online

For more information from IDP

Proctortrack Testing Policies

1. Drinking, eating, or smoking are not allowed and will result in an incident being flagged.

2. Proctored tests must be completed in a quiet, private environment. Consistent loud noise or other people visible in the background of the recording will result in an incident being flagged.
3. Using a tablet, smart phone, or other portable electronic device are prohibited and will result in an incident being flagged.

4. Proctored tests must be completed in one sitting. Leaving the computer during the test will result in an incident being flagged.

5. If you lose connection while taking your test, Proctortrack will continue to record your activity. Stay seated for at least **five minutes** to allow your computer to reconnect before leaving your seat. Should you have to leave your seat due to a loss in connectivity, notify your instructor after submitting the test.

6. Secondary monitors are prohibited and their use will result in an incident being flagged. Please deactivate any secondary monitors prior to taking the test.

7. **UNLESS YOUR COURSE ALLOWS**, earphones and headsets are prohibited while completing proctored tests.

8. **IF YOUR COURSE ALLOWS THE USE OF SCRATCH PAPER**: At the beginning of the test, you will be required to hold up the paper you plan to use and show both the front and back sides of it to the webcam to verify the page is blank.

9. **IF YOUR COURSE ALLOWS THE USE OF CALCULATORS**: At the beginning of the test, you will be required to hold the calculator up to the webcam and show both the front and back sides.

**Protocol for Dealing with Flagged Incidents**

Responses for flagged incidents:

1. If there are repeated suspicious activities seen during an instructor review, the instructor may require a retake of the test

2. Clear evidence of cheating will result in a zero on the test and result in an immediate referral to the Dean of Students.

3. The instructor has the right to ask a student to retake the test if:
   - Internet connectivity fails
   - Suspicious activity is detected
   - Student leaves his or her desk for any amount of time

☐ I have read the policies and I agree to them.

**Proctortrack Onboarding Quiz**

To ensure that you are ready to take the tests for this course at the time(s) scheduled, you will need to complete this Proctortrack Onboarding Quiz.
1. Review the **Proctortrack Student FAQ** document for a basic overview of what is required to complete the Onboarding Quiz. It is recommended that you *print the Student FAQ document* and have it available as you complete the Onboarding Quiz.
2. **Prepare your environment** as you would the day of the test.
3. **Locate your ID** and place it near your computer.
4. **Sign into Blackboard** using your Purdue Career account.
5. **Select the course** in which you need to take the online test just as you would access any of your My Courses. (if you are taking multiple courses with online tests proctored through Proctortrack, simply select one of these courses).
6. Inside your course, you will see displayed a list of proctored tests. **Select the test** you are supposed to attempt > **Click here to access the Onboarding Quiz (Via Proctortrack).**
7. Follow the steps as indicated in the Student FAQ document.