Accessing Exams from Blackboard:
FOR TEST TAKERS

proctorFREE

1. Log in to your school's Blackboard:

a. While using Firefox ESR or Internet Explorer, navigate to your school's Blackboard page, and use the credentials given.

b. Navigate to your course, and click on the "ProctorFree Exams" link on the left side of the page.

2. Begin the exam in ProctorFree:

a. The link will launch the ProctorFree Student Portal. Before getting started, be sure to review our technical requirements:

http://proctorfree.com/technical-requirements

b. Complete the system compatibility check. Assuming all requirements are met it will succeed. Press OK.

Tip:
If at any point you have questions or experience issues, please reach out to our support team.
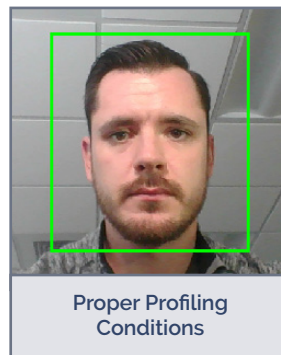
3. Create your Profile:

a. Make sure that your face is well illuminated, your chin should be just above the bottom of the box and the top of your head should be just below the top of the box; the outline should be green indicating minimum lighting requirements.

b. When you are ready, click the button to begin the profiling process. Please remain still until the process is complete. You will see the progress percentage increasing as the system creates your profile.

4. Authenticate:

a. Following the same steps as profile creation, Align your face within the box, make sure it is well illuminated and that the box is green and press "Begin Authenticating".

b. Please remain still until the process is complete. You will see the progress percentage as the system authenticates you against your profile.

Tip:
If you are having trouble authenticating, please reach out to our support team.

Proper Profiling Conditions

5. Take the exam:

a. Click the "Begin Exam" button after reading the onscreen instructions about the honor code.

b. Read the honor code and type your name exactly as it appears in the first line, and click "**I Agree - Begin Exam**".

c. Your exam will now open in a new window, along with another window that shows what your webcam is capturing.

d. Take your exam following the instructions provided by your professor.

e. When you have finished, submit your exam and then look under the webcam window for the button that states "**End ProctorFree Session**". **This is important, as otherwise the exam is not finalized!**

CONGRATULATIONS!
You have successfully taken an exam with ProctorFree!

Common Solutions:

Looking for assistance getting started, or experiencing issues?
Our support team is happy to help! Please reach out through our Live Chat, located in the bottom right hand corner of all ProctorFree webpages.

My Compatiblity Test isn't loading on ProctorFree!
Make sure you have installed and updated Java, allowed it to run, and are using an up-to-date version of Firefox ESR or Internet Explorer.

I can't get the box to turn green in profiling/authenticating!
Make sure you have adequate lighting levels and review our profile creation guidelines located in our knowledge base.

I'm not sure where to update my Java/browser!
Please review to our knowledge base for download/install instructions and links.