SCHEDULING YOUR CTH® EXAM ON PROCTORU

Scheduling your CTH® exam is simple, but it does take a few steps to do so.
Please read the information below for setting up and testing on ProctorU.

PROCTORU STEPS TO TAKE BEFORE EXAM DAY:

1. **Create an Account/Sign In:** Create an account on ProctorU and test your equipment.
2. **Scheduling:** Click Schedule next to your exam, select the date & time that you selected on your exam application.
3. **Download the ProctorU Extension:** Select the one for your chosen browser:
   - [Chrome](#)
   - [Firefox](#)
4. **Check Your Equipment:** [Test your equipment](#) to make sure your system is compatible with ProctorU. [Click here](#) to see a full list of requirements.
5. **Pay any additional fees.** Your ProctorU CTH® exam fee is included with your registration fee. However, if you wish to schedule the exam within 72 hours of the exam time, an additional rush fee is assessed through ProctorU.
   - If scheduling within 24hrs, 12 USD fee
   - If scheduling within 72hrs, 8 USD fee
   - After 72hrs, no fee
6. **ProctorU helpful videos:**
   - Getting Started: https://www.youtube.com/embed/u4jUrGCjHsI
   - Pre-Exam Checklist: https://player.vimeo.com/video/246007317

WHAT TO EXPECT ON EXAM DAY:

Before Logging In to Take Your Exam:

1. Have a form of ID ready and be located in a private, well-lit room with no one else around you.
2. Clear your workspace from all materials.
3. Close all other programs and unplug any secondary monitors.
4. Verify you've downloaded the ProctorU extension.

Exam Launch Process:

1. **Log in to your ProctorU account** one to two minutes prior to your scheduled appointment and click Start Session when the countdown timer reaches 0:00:00.
2. **Pre-checks:** If you don't already have the ProctorU extension, you'll be prompted to download it. The browser will prompt you to share your screen, a required part of being

proctored online. You'll be automatically guided through a series of equipment checks to make sure your system meets minimum requirements.

3. **Photos & Authentication:** You'll take a photo of yourself as well as your I.D. for identity verification purposes.

4. **Chatbox download:** You will be prompted to download and run a LogMeIn Rescue applet file that will bring up a chat box allowing you to text with your proctor.

5. **Proctor Connection & Confirmations:** Your proctor will greet you and confirm that you passed your identity verification steps.

6. **Remote System Check:** Your proctor will ask to take remote control of your mouse and keyboard via the LogMeIn Rescue applet in order to make sure no unpermitted programs are running. You will be able to see everything that your proctor is doing during this step, and it is impossible for them to access any files without your knowledge.

7. **Camera Pan:** Your proctor will ask you to show the 4 walls of your room as well as your desk space via your webcam. Your proctor will make sure your cell phone is out of reach.

8. **Navigating to the Exam & Password Entry:** Your proctor will direct you to the testing website and will enter your Username & Password. The proctor will then enter their password.

9. **Take Your Exam:** Your proctor will release control of your computer and you'll enter your username and password (provided in an email).

NOTE: Your webcam view and your screen will be recorded through the duration of your exam. This is for proctoring purposes to ensure you are following protocol and if any issues arise admins can view recording to correct issues.