Proctorio Set Up and Installation

There is also a video available to assist you with this process
https://event.on24.com/wcc/r/4370800/B454574BEF05B60998B1C8E0D65B8E43

-

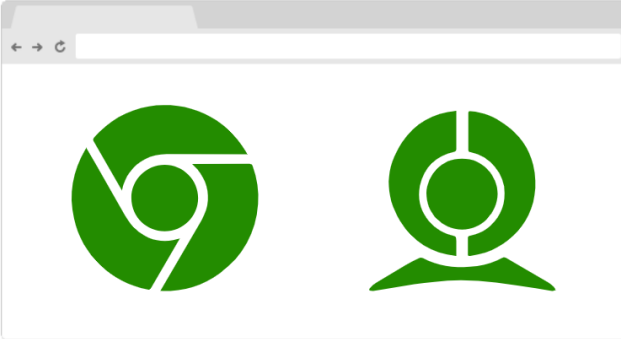| For this test, students need to have the following ready:	
Computer connected to internet	➢ You may only use a laptop, desktop or Chromebook and it must be connected to the Internet. It is recommended you use a wired connection instead of using wifi, to promote faster speeds and higher reliability.
Webcam and microphone (internal or external)	➢ To make sure your webcam and microphone are working, please go to: https://www.vidyard.com/mic-test/ ➢ Make sure you **Allow** permission to use the camera and microphone
Sound	➢ To make sure your computer audio is working, please go to: https://onlinehardwaretest.com/sound-test/
Chrome	➢ Google Chrome browser is a Requirement for remote testing. If you don't have the Chrome browser loaded on your testing device, use this link to download it: https://www.google.com/chrome/ ➢ Please ensure this is downloaded at least 24 hours prior to test
Proctorio Extension	➢ Finally, you need to get the Proctorio extension. Use the link below to download the extension and see the next page for detailed steps: https://www.getproctorio.com/ ➢ Please make sure this is set up 30 minutes prior to testing

1. **Installing Proctorio Extension**

   a. Proctorio requires a small app that needs to be added to Chrome. You only need to do this once. To download the Proctorio extension, please go to: https://www.getproctorio.com/

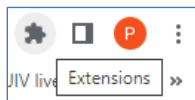b. Once successfully installed, the steps completed will turn green.

Proctorio *Chrome Extension*

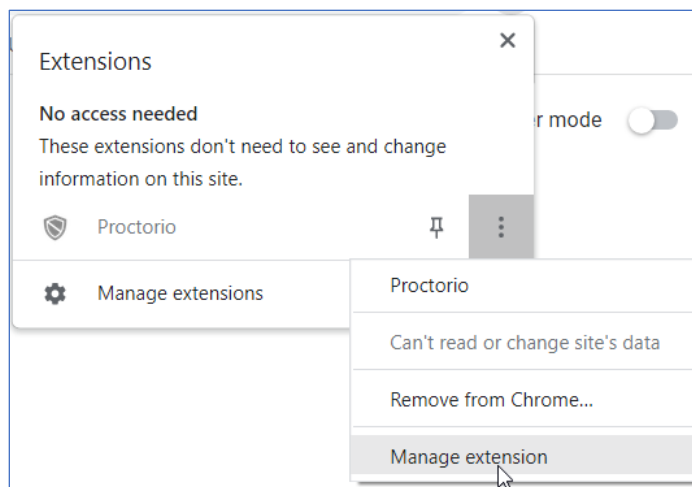This course requires you to install an extension into your browser.

1. Use Google Chrome.
   done.
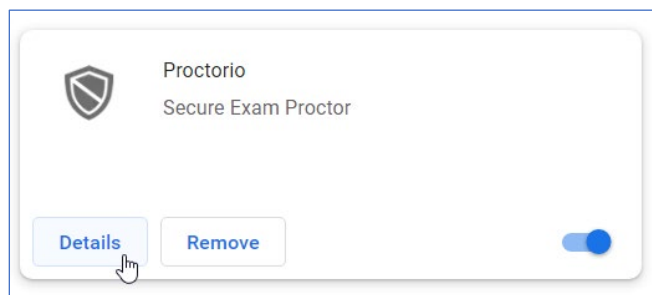
2. Install Proctorio Chrome Extension.
   done.

3. Done!

2. Select Proctorio under **Extensions**

JIV live Extensions »

3. Under the Proctorio extension submenu, click on the three dot icon and select **Manage extension**:

Extensions   ✕

No access needed   r mode ⬭

These extensions don't need to see and change
information on this site.

🛡 Proctorio   ⚲ ⋮

⚙ Manage extensions   Proctorio

                              Can't read or change site's data

                              Remove from Chrome...

                              Manage extension

4. Click the **Details** button:

🛡 Proctorio
   Secure Exam Proctor

   Details   Remove   ⬤

5. Under Site access, ensure that the setting **On all sites** is selected from the dropdown:
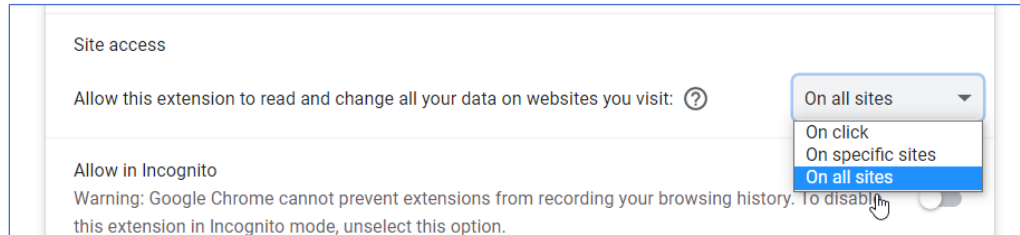
6. Completely clear Cache and Cookies from Chrome Browser

   a. Click the **three dot** icon in the upper right-hand corner

   b. Go to **More tools**

   c. Click "**Clear browsing data"/Advanced**

   d. From **Time range** choose **All time**

   e. Make sure **cached images and cookies and other site data are checked**

   f. Click "**Clear data"**
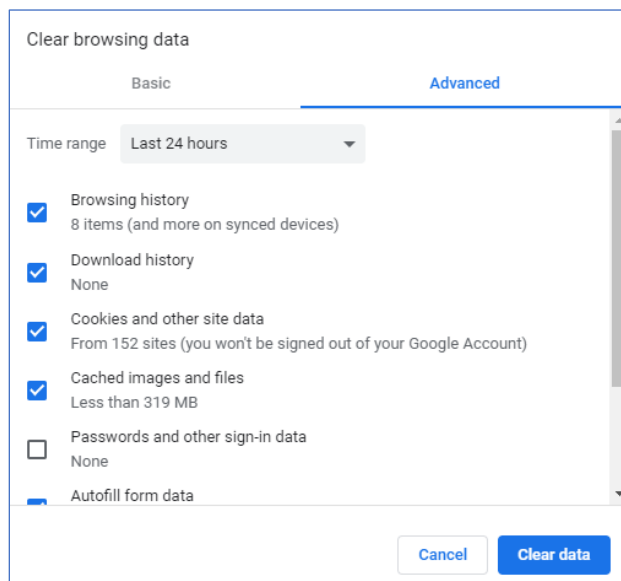
7. Restart Your Computer

THANK YOU!

Day of testing Remote Testing Student Sign in Instructions.


Go to the testing website using Google Chrome

Go to www.riversideonlinetest.com

Your "STUDENT ID" is the 7-digit TACHS ID that was assigned to you at the time of registration. Your "SESSION CODE" will be provided via an email on November 1, 2023, after 1:00 PM ET. If you don't receive an email, you may access your Session Code on www.tachsinfo.com under the Testing TAB. Once you log in, the Proctorio System Check will start, and students will begin their own tests by clicking on start my test.
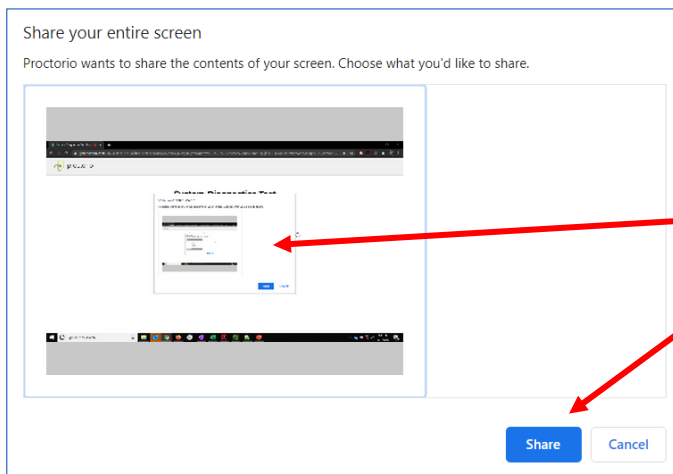

If you receive an "Unknown Webcam Error," please follow these steps to make sure you have granted permission to use your camera.
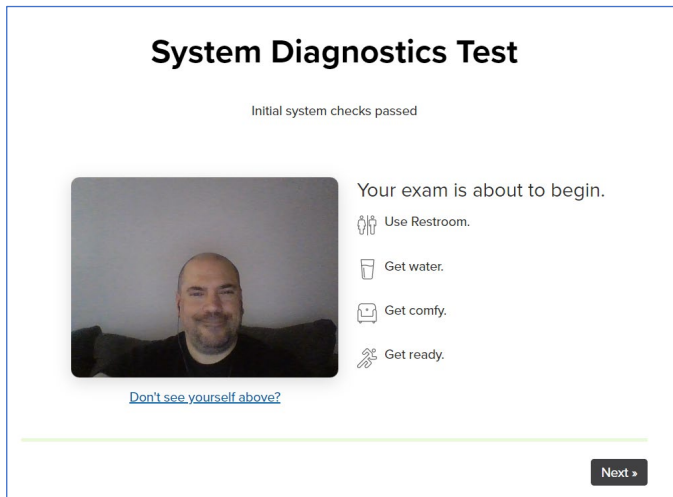

Click the lock next to the web site address and then set camera to "Allow."
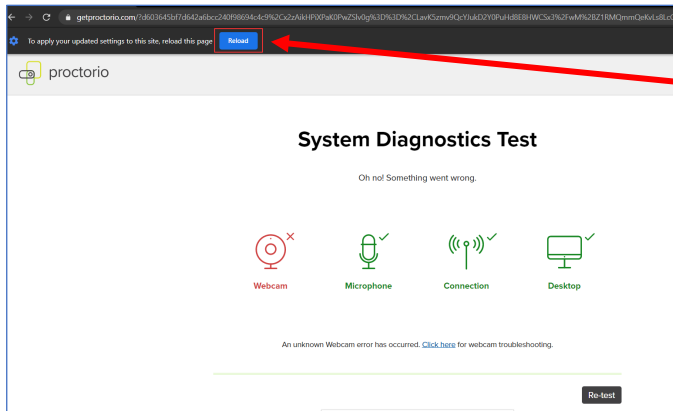
You will need to "reload" the page after you allow access to the camera.

At the Share Screen **prompt, click the image of your desktop screen (click the screen withing the screen) so that it is outlined in blue. This will highlight the** Share button **which you can now click**

Initial System Checks passes, you should be on this screen. Click "Next."

Webcam Image Test

To verify your webcam is working correctly, please make sure your face is well lit, centered, and clearly visible.

Don't see yourself above?
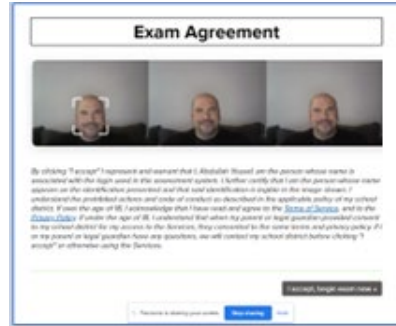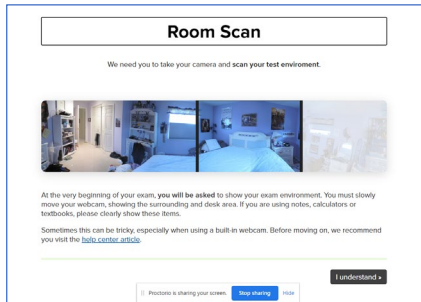
Proctorio is sharing your screen.   Stop sharing   Hide   Begin camera test »

**Next step is the webcam image test. Get ready to smile!**

Once you complete the room scan and accept the exam agreement, you will be taken to the page where the you will start your own exam. Be ready to test, we cannot re-start your exam.
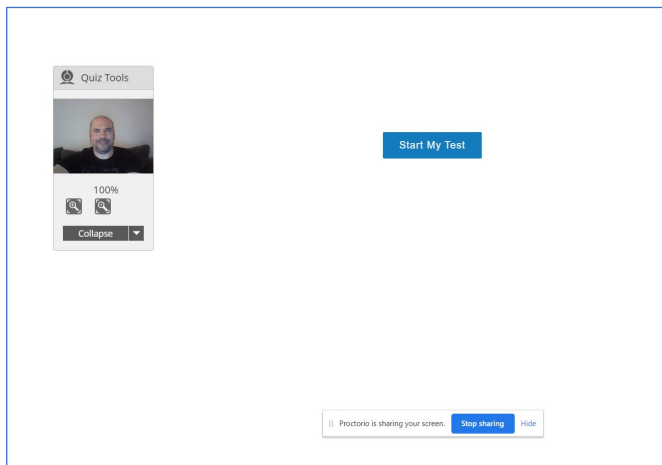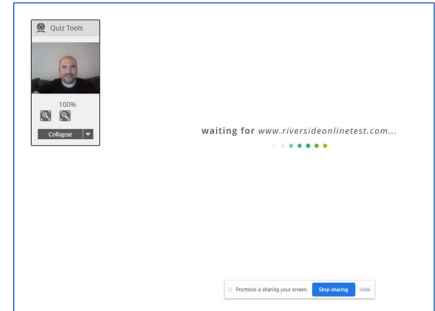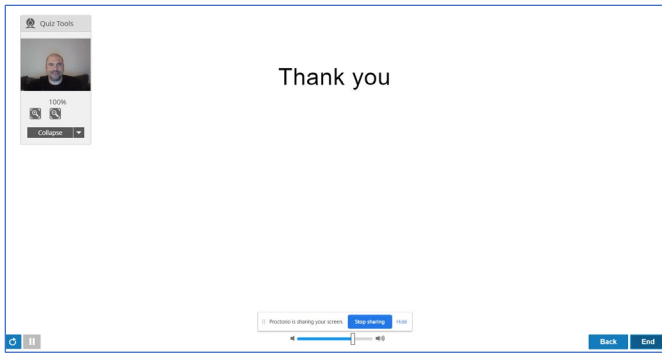

You do not have to wait for a proctor to begin your exam. When you are ready to begin testing, click "Start My Test." Once you do so, your exam will begin immediately. We cannot reset your exam.
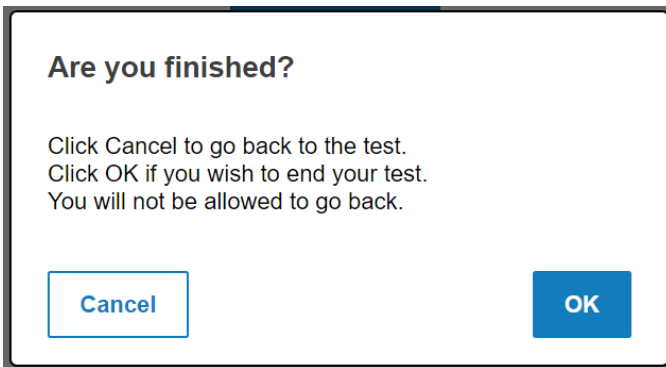
Once you have taken the entire exam, you are prompted to click the "Finish" button, and then prompted to confirm you are finished by clicking the "OK" button.
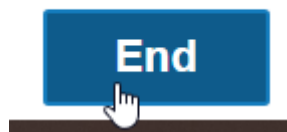
After you click "OK", you are then prompted to click "End" close the test.

Thank you