






## How to Install Proctorio's Secure Exam Proctor extension on your testing device

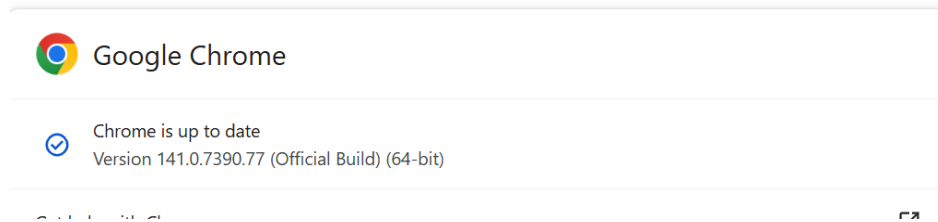
There is also a video available to assist you with this process (available in English and Spanish)

<https://go.screenpal.com/channels/cZQvILV3sl>

For this test, students need to have the following ready:	
<p><b>Computer connected to internet</b></p> 	<ul style="list-style-type: none"><li>➤ 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.</li></ul>
<p><b>Webcam and microphone (internal or external)</b></p> 	<ul style="list-style-type: none"><li>➤ To make sure your webcam and microphone are working, please go to: <a href="https://www.vidyard.com/mic-test/">https://www.vidyard.com/mic-test/</a></li><li>➤ Make sure you <b>Allow</b> permission to use the camera and microphone</li></ul>
<p><b>Sound</b></p> 	<ul style="list-style-type: none"><li>➤ To make sure your computer audio is working, please go to: <a href="https://onlinehardwaretest.com/sound-test/">https://onlinehardwaretest.com/sound-test/</a></li></ul>
<p><b>Chrome</b></p> 	<ul style="list-style-type: none"><li>➤ 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: <a href="https://www.google.com/chrome/">https://www.google.com/chrome/</a></li><li>➤ Please ensure this is downloaded at least 24 hours prior to test</li></ul>
<p><b>Proctorio Extension</b></p> 	<ul style="list-style-type: none"><li>➤ Finally, you need to get the Proctorio's Secure Exam Proctor extension. Use the link below to download the extension and see the next page for detailed steps: <a href="https://www.getproctorio.com/">https://www.getproctorio.com/</a></li><li>➤ Please make sure this is set up 30 minutes prior to testing</li></ul>

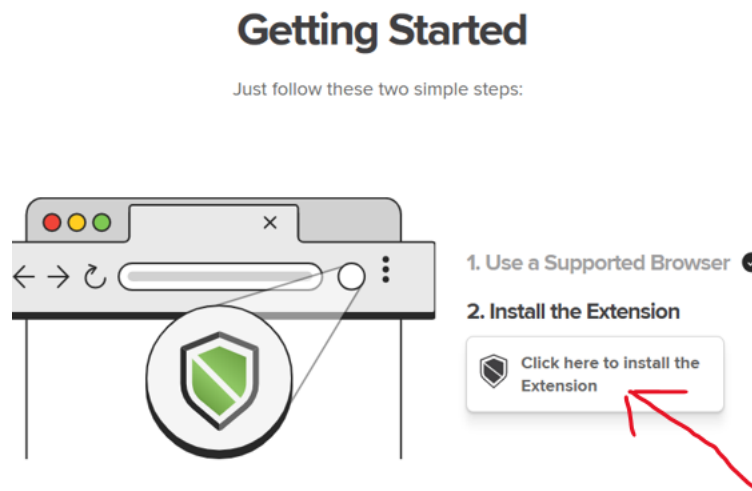
1. Make sure you have the latest version of Google Chrome browser.

- a. If you do not have Chrome browser on your device, go to <https://www.google.com/chrome/> and download.
- b. If you already have Chrome browser, open a window, click on the vertical 3 dots in the right corner, hover over 'HELP', and then 'ABOUT Google Chrome'. It will either start updating to the current version or advise that the version is up-to-date.



2. Install Proctorio's Secure Exam Proctor Extension (screen shots may look a little different depending on your individual device)

- a. Proctorio requires a Chrome extension. To download the Secure Exam Proctor extension, using Chrome browser, go to: <https://www.getproctorio.com/>
- b. Click the button 'Click here to install the Extension'.



- c. You will be brought to a screen to Get the extension

**Secure Exam Proctor** Get  
Extension | Proctorio  
★★★★☆ (46) | 690,000+ Users | Accessibility  
Compatible with your browser

This extension can be opened within the sidebar in Microsoft Edge. Opening it in the sidebar allows you to browse and access your extension in a side-by-side view.

d. At the prompt, click 'Add extension'.

Add "Secure Exam Proctor to Chrome?"

The extension can:

- Read and change all your data on all websites
- Detect your physical location
- Display notifications
- Modify data you copy and paste
- Capture the content on your screen
- Manage your downloads
- View and eject storage devices
- Manage your apps, extensions, and themes
- Change your privacy-related settings

Add extension Cancel

e. Once successfully installed, a confirmation appears.

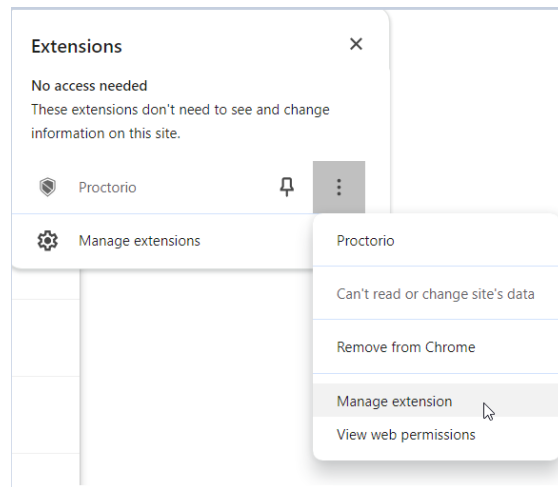
Secure Exam Proctor is now installed.

View Extension

### 3. Manage Extension

a. Click the Extensions icon 

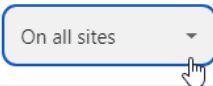
- b. Click on the 'More options' icon, then 'Manage extension'



- c. Under Site access, ensure that 'On all sites' is enabled.

Site access

Allow this extension to read and change all your data on websites you visit: (?)



#### 4. Always a good practice to clear Cache and Cookies from All Time

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



- b. Click 'Clear browsing data'



- c. Click the Basic tab


## Clear browsing data

Basic

Advanced

Time range

- Browsing history  
Clears history, including in the search box
- Cookies and other site data  
Signs you out of most sites
- Cached images and files  
Frees up 319 MB. Some sites may load more slowly on your next visit.

 [Search history](#) and [other forms of activity](#) may be saved in your Google Account when you're signed in. You can delete them anytime.

Cancel

Clear data

- Set the Time range to 'All time'
- Click 'Clear data'

## 5. Restart your computer.