

Online Proctoring: Pre-Exam Checklist

Please note: this checklist is only for those who have selected online proctoring when registering for an exam. If you are writing an online exam with an in-person proctor, you do not need to complete this checklist!

1. Install/update Google Chrome:

- To install if you don't already have it:
 - [Download Google Chrome](#)
- To update your version of Google Chrome
 - <https://support.google.com/chrome/answer/95414>
- If you are using a work computer and are unable to install or update Chrome, you may need permission from your system administrator. Please contact your workplace IT support team to resolve this.

2. Install the Proctorio Google Chrome extension:

- getproctorio.com
- If you are using a work computer and are unable to install the Proctorio Chrome extension, you may need permission from your system administrator. Please contact your workplace IT support team to resolve this.

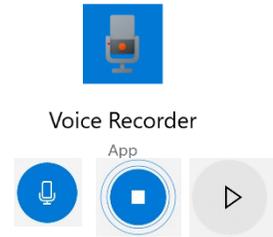
3. Test your webcam:

- **For Windows**
 - Click the Windows (Start) button
 - Type the word camera. Click on the Camera App
 - You should see yourself on camera. If you do your camera is working.
- **For Macs**
 - Click the Photobooth icon on your dock or from the applications folder.
 - The camera should come on automatically. If you see yourself the camera is working properly.
- If you are using a work computer and are experiencing issues with your webcam, please contact your workplace IT support team to resolve this.

4. Test your microphone:

- **For windows**

- Click the Windows (Start) button
- Type the word Voice Recorder. Click on the Voice Recorder App
- In Voice Recorder click on the blue Record button record for a few seconds then click stop.
- Play the new file that was recorded on the left-hand pane.
- If you hear yourself then you have a properly configured microphone



- **For Macs**

- Click Apple icon in the top left corner of the screen.
- Click System Preferences
- Under system preferences select Sound either by clicking it or by searching for it in the search text box.
- Select the Input tab
- The list of recording devices will appear. Make sure that the “Internal Microphone” is selected. Try speaking into your microphone and look for bars moving beside Input Level while you talk. If they are your mic is working properly
- If you are using a work computer and are experiencing issues with your webcam, please contact your workplace IT support team to resolve this.