



Welcome to your ProctorExam guide!

Your department or institution has made a new tool available to you and your colleagues to conduct exam remotely, in the context of the pilot promoted by FCCN. This guide is designed to help you to start as easily as possible with this new platform.

In this document you will find an overview of:

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1. What is ProctorExam?

ProctorExam is a Dutch company, providing a European-hosted software to handle video recordings in a context of an evaluation. ProctorExam has been founded in 2014 and works with a large number of institutions globally. More information are available on ProctorExam website: <https://proctorexam.com/>

ProctorExam focuses exclusively on video recordings and works with several LMS platforms, such as Moodle.

2. How is the experience looking like for candidates?

- First candidates have to test their equipment, [click here](#) to watch the experience.
- Then they receive their unique url to access the exam room, [click here](#) to watch the experience.

3. What do I see after the exam has been taken?

Within one hour of an exam completed, all videos recorded are made available on ProctorExam back office. [Click here](#) to watch how it looks like. Answers and candidates' copies will remain accessible through your existing system.

If you have appointed ProctorExam to invigilate the session, sessions will be reviewed within 24 hours. Read more on accessing reports on ProctorExam [knowledge base](#).

4. How to set up a remote examination with ProctorExam?

Creating an exam takes about 5 minutes on the platform:

- [Click here](#) to watch the standard exam creation process.
- [Click here](#) to watch the exam creation process when your LMS is linked to ProctorExam with the example of Moodle.

5. Getting started with a remote examination

Here is an outline of the steps to take in order to organize a remote examination with ProctorExam.

Step 1: Information to candidates and candidates consent

You can [find here](#) an example of information kit that can be distributed to your students: it contains information on what to expect and the steps the students will take on the platform.

As data controller, your institution is responsible for collecting consent from the candidates. You will [find here](#) an example of consent form to fill out according to your context. This consent form is part of OP4RE research outputs, a European research project conducted from 2016 to 2019 to define best practices in online proctoring. Read more on OP4RE and ProctorExam involvement [here](#).

Step 2: Creation of an exam on the platform with a maximum of 50 candidates per 15 minutes window

Please refer to section 4 of this document.

Step 3: Candidates check their equipment maximum 24 hours before the start of the exam

Step 4: Candidates take their exam

During the session, you can check at all time what is happening on the candidates' side. Read more on our [knowledge base](#).

Step 5: Videos are made available in the backoffice section of your application

Step 6 (if applicable): Reports availability

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