

Instructions for system checks and setting up your examination



Because when projects succeed, society benefits

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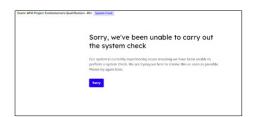
System Requirements

All online invigilated exams must be sat on either a laptop or desktop computer. Your chosen device must have a working webcam, microphone and speakers. Additionally, your chosen device must also conform to the below minimum specifications. For most online invigilated exams you will also require the use of a mobile phone to be used as a secondary camera, the minimum specification for your mobile device can also be viewed in the table below.

WARNING: Attempting to use a laptop or device that is intended for work purposes may have restricted access and admin rights installed. This may cause issues when trying to access the ProctorExam platform, therefore it is always recommended to use a personal computer.

System check issues when using a work laptop:

You may see the following error message or similar to the below when you start the system checks.



Launch test issues when using a work laptop:

A blank screen or similar to the below image may appear if your laptop security settings/firewalls are blocking the exam page. This can still happen even if your system checks were successful.



In both of the cases above you will need to speak to your IT department to get the issue resolved.

System	
Requirements	
	ChromeOS.
Operating	macOS: the latest two macOS releases.
System	Windows 10 (32-bit/64-bit).
System	Windows 11.
	1.5 Mbps upload speed (Warning: this is not your download speed).
D a sa ale sti al tila	10 Mbps download speed.
Bandwidth	Ping under 25 ms.
	We strongly recommend you use an ethernet cable to connect your computer to
	ensure a stable connection.
Resolution	1280 x 768 pixels, or higher.
Browser	Google Chrome (latest version).
Mobile Phone	Android 5.1, or higher.
Operating	iOS 10.0, or higher.
System	WARNING: There are some phones that not compatible with the
-	ProctorExam app, please check our main webpage for a list of these.



System Check Guide

This section of the candidate guide will demonstrate how to setup and test your equipment in preparation for your upcoming exam. We recommend completing the system check process as early as possible so that you have plenty of time before your exam day to rectify any potential issues.

Starting the system check

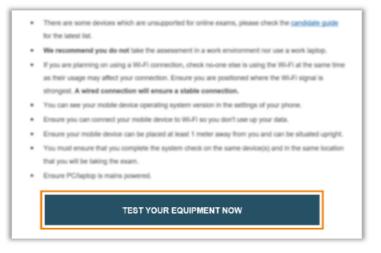
You must first ensure you're using the latest version of the Google Chrome browser before beginning the system check process. Chrome should auto-update when you access the "About Google Chrome" area. This area can be found by clicking the three-dot vertical ellipsis to the right of the URL bar in a Chrome browser window, select Help, and then About Google Chrome. If any updates are made ensure you click the relaunch button to complete any updates.

	- 0
	x D 0 4
	New tab Ctrl+
	L New window Ctrl+!
	New Incognito window Ctrl+Shift+I
	10 Tro 1
	ew Passwords and autofill
	D History
	≜ Downloads Ctrl+
	中 Bookmarks and lists
	D Extensions
	Clear browsing data Ctrl+Shift+De
	9. Zoom - 1005 + 1
	Print Ctrl+
	G Search this page with Google
	Re Translate
	Find and edit
	Ck Save and share
	More tools
About Google Chrome	⑦ Help
O What's new	8 Settings
① Help centre	B Exit
O Report an issue Alt+Shift+I	Managed by your organisation



lbout Chrome	
📀 Google Chrome	
 Chrome is up to date Version 120.0.6099.217 (Official Build) (64-bit) 	
Get help with Chrome	Ø
Report an issue	ß
Privacy Policy	
Your browser is managed by your organisation	,

To begin the system check process, locate the system check requirements email, and click the link contained within the email to enter the step-by-step guide.



Download the ProctorExam Google Chrome extension by following the on-screen instructions.

ProctorExam Google Chrome extension required

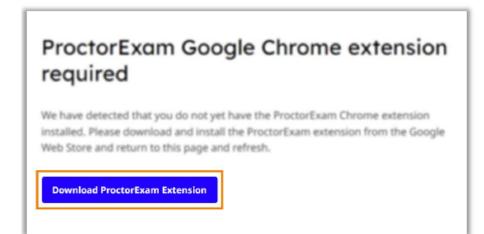
We have detected that you do not yet have the ProctorExam Chrome extension installed. Please download and install the ProctorExam extension from the Google Web Store and return to this page and refresh.

Download ProctorExam Extension



ProctorExam Screen Sharing proctorexam.com 1.9 ± (183 ratings) Entension Social Networking 700.000 users		Add to Chron
	>	
	_	
Add 'ProctorExam Screen Sharing'?		
It can		
Read and change your data on all proctorexam.com sites Read your browning history		
Capture content of your screen		
Add extension		

Back on the system check guide tab, reload the page, and click start check to begin testing your equipment.



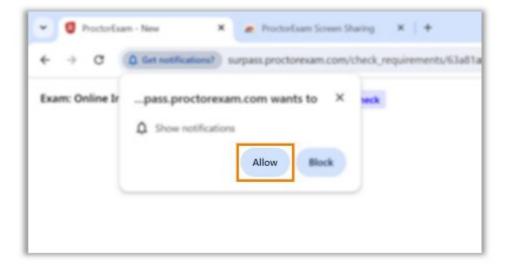


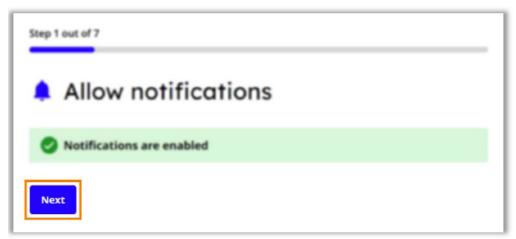
At each step of the system check process you can find further advice and guidance under the question mark logo on the right of the screen should you require it.



Step 1 – Allowing notifications

On the first step you must allow notifications before moving to the next step.







Step 2 – Enabling and testing screen sharing

You must now enable screen sharing. You should enable the entire screen option, by clicking the entire screen tab, then select the screen you will be taking the exam on, and then select share. WARNING: You will only be allowed to use of one screen for your APM examination.

s. Select your scree exam.	n and then sele	ct Share so we o	an see
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	Canal Ha		
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Chrome Tab	Window	Entire screen
<pre> transmission transmission</pre>		

Step 2 out	f7			
🖪 Ei	nable so	reen sh	naring	
Scr	een sharing is e	nabled		
Next				

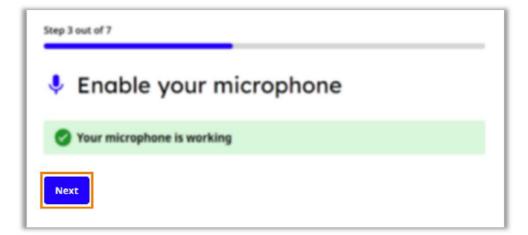


Step 3 – Enabling microphone

You must now allow your microphone to be used, and then test this by making some noise.

		rophone?						requirement	ts/6
nline Ir	pass.p	roctore	am.c	om w	ants to	×	seck		
	& Uses	eur micre	chone						
	¥)			_					
				Allow		lock			
		¢ use	Ose your more		Allow				

Step 3 out of 7
🔱 Enable your microphone
Select the microphone you would like to use for the exam and then speak into it to ensure it is working correctly. If we can detect your voice, we will automatically confirm it is working.
Say something into your microphone
Communications - Microphone (Realtek(R) Audio) ~
•





Step 4 – Testing speakers

On the next step you will be testing your speakers. Listen for the audio sample. If you can hear the audio sample click yes, and then next. If you cannot hear the sample, click on the Need Help option to view suggested troubleshooting advice.

itep 4 out of 7	
Test your speaker	
ProctorExam will send audio notifications throughout the exam so your speaker is working.	it is important
Select the speaker you would like to use for the exam and then list sample.	ten for the audio
Can you hear the audio sample playing?	
Speakers (Realtek(R) Audio)	~
Yes Need Help?	

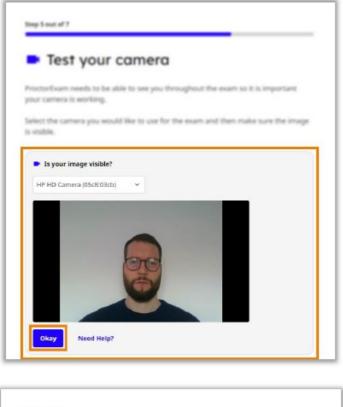
Step 4 out of 7	
Test your speaker	
Your speaker is working	
Next	



Step 5 – Enabling and testing webcam

Now you will be testing your webcam. You must first allow the use of your webcam. If you can see yourself in the on-screen window, click okay, and then next. If you cannot see yourself, click on the Need Help option to view suggested troubleshooting advice.

+ → Ø	D Use camera? surpass proctorexam com/check_requirements/6
xam: Online Ir	pass.proctorexam.com wants to × veck
	D Use your camera
	Allow



Step 5 out of 7	_
Test your camera	
Your camera is working	
Next	



Step 6 – Downloading and testing ProctorExam app

The next step is to download the ProctorExam app for your phone. Scan the QR code with your phone to initiate the download. Once the app is downloaded click the I already have the app option to move to the next step. If you are having an issue downloading the app click on the Need Help option to view suggested troubleshooting advice.

roughout the exam sessi leo for proctoring purpor	on, you'll use your mobile camera to capture additional les.
is is done through Procto	vrExam's app.
ing your phone's camera tall the ProctorExam app	or QR scanner, scan the QR code below to download an
an ord is contracted and	_
e sum	5
潮免患的	ž
回街之炉	
Already Have the App	Having Issues Downloading the App?
Carrit scan the	he QR code? nload and install the app directly on your phone from the Apple

You must now test the mobile app is working, scan the on-screen QR code using the ProctorExam app. If you encounter a problem use the having issues with scanning the QR code option to view troubleshooting advice.

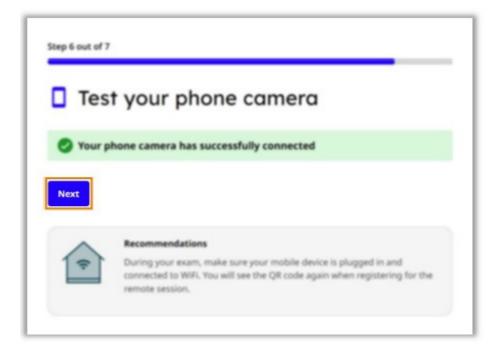


When you have successfully scanned the QR code with the app, ensure your camera image is visible on screen and click Okay. If you cannot see the image on-screen click the Phone camera not working option to view troubleshooting advice.



	t your phone camera
	important your phone camera is working.
lake sure th	e image is visible below.
C	

Once you have successfully connected your phone camera note the advice that your phone should remain connected to WiFi during your examination. You should also plug your phone in to a charger to ensure the battery does not run out.





Step 7 – Checking internet connection

The final step is an automated check of your internet to ensure you have a stable connection. You should get a success message when the check is complete. There is also some important advice to consider regarding your internet connection. Click next to complete your system check.

Step 7 out of 7	,
🗢 Cor	nnection check
🕑 Your i	nternet connection is stable
Next	
~	Connection advice
1	It is your responsibility to ensure that you have a sufficiently stable connection for the duration of your exam.
	 If you're using Wi-Fi, try moving closer to your router.
	 Avoid activities that heavily consume your internet connection. Please refrain from using a VPN or firewall (usually via work computers)
	 Prease remain from using a very or firewall (usually via work computers and devices), as this could lead to potential connecting issues with the testing platform.

You should now see a final message informing you that you have successfully completed the system check. If you wish to run the checks again, click the check again option, you should only need to do the checks again if you are changing devices, or if using a work device, when your employer makes any updates or changes.

System check complete
Your devices have successfully passed the system check required for your remote exam session. We've sent you an email containing a link to your exam. It may take a few minutes for the email to arrive in your inbox.
You may now close this page.
Check Again

PLEASE NOTE: You will receive your launch test email link 3 days before your examination is due to take place.



Exam Setup Guide

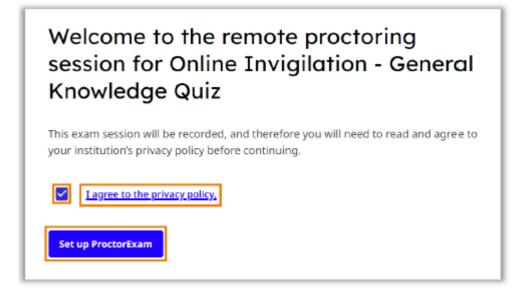
This section of the candidate guide will walk you through how to setup your exam on your scheduled date. Many of the steps will be similar to the ones you undertook on your system check, but they must be completed again to set everything up ready for the exam.

Starting the exam setup

On your scheduled exam date around 15 minutes before your scheduled exam time, click on your exam link, this should have been emailed to you three days prior. The exam link will take you to the step-by-step guide for setting up your exam.

	LAUNCH YOUR EXAM NOW
	permitted to sit the exam.
	photo ID) to sit the assessment. If you fail to show a valid ID on the day of your exam, you may not be
•	Have your photo ID ready - you will need valid photo ID (Passport/driving license/government-issued
•	For more detailed guidance please watch our step-by-step candidate experience video.
•	Ensure you have installed the Chrome extension as described in the candidate guide.
•	Ensure you have configured your pop-up blocker settings as described in the candidate guide.
•	Ensure you are using the latest version of Chrome.

Begin setting up your exam by reading and agreeing to your institution's privacy policy, then click the Set up ProctorExam button.





We're setting up your exam This may take a few minutes.

Tip: Take your time to read the advice given before moving to the first step.





Step 1 – Allowing notifications

Firstly, you need to allow notifications, this should already have been done during your system check, therefore select next to move to step 2.

Step 1 out of 10
Allow notifications
Notifications are enabled
Next



Step 2 – Enabling screen sharing

You must now enable screen sharing before moving to the next step. You should enable the entire screen option, by clicking the entire screen tab, then select the screen you will be taking the exam on and then select share. For most exams you will only be allowed to use one screen.

64C



Chrome Tab	Window	Entire screen
	a	
Entire screen		
		Share

Step 2 out of 7	
Enable screen sharing	
Screen sharing is enabled	
Next	



Step 3 – Testing microphone, speakers and webcam

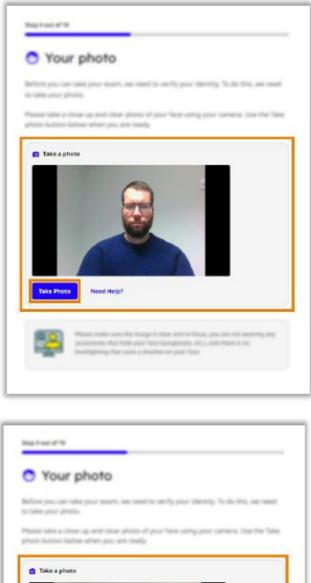
You must now test your microphone, speaker and camera. Follow the on-screen instructions to test each option. For each option there is troubleshooting advice available if you have any problems, accessed by clicking the Need Help button.

Sound and camera setup		
	eaker and camera to make sure they are working prope m in order to ensure the integrity of your exam.	
Microphone		
Microphone (Realtek(R) A	udio) ~	
Test microphone		
6 Speaker		
Speakers (Realtek(R) Audi	a) ~	
Test speaker		
Camera		



Step 4 – Taking verification photo

You now need to take a photo of yourself to verify against your ID. Look directly in to the camera, and click take photo. After taking the photo, inspect the image to ensure it is clear and in focus before submitting. If you need to take the photo again select the retry option.

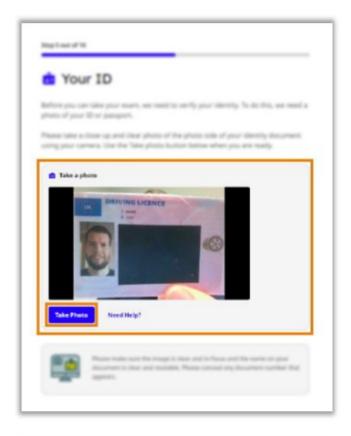


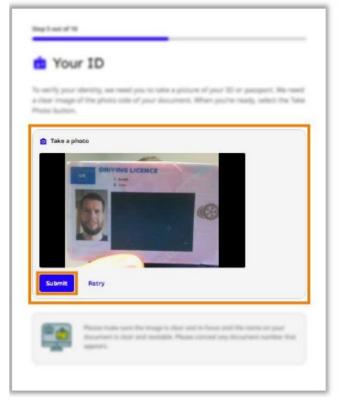




Step 5 – Taking ID photo

You now need to take a photo of your ID for verification. Hold your ID directly in front of the camera, and click take photo. After taking the photo, inspect the image to ensure it is clear and in focus before submitting. If you need to take the photo again select the retry option.

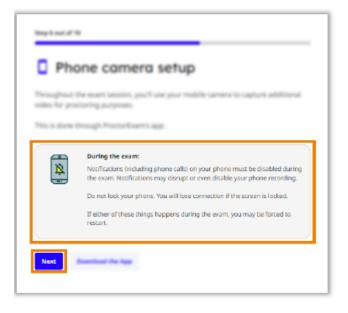






Step 6 – Setting up mobile camera

The next step is to setup your mobile phone camera. Ensure you have read and understood the advice regarding your mobile phone camera before clicking next.



Now open the proctor exam app on your phone and scan the on-screen QR code to connect your mobile camera.



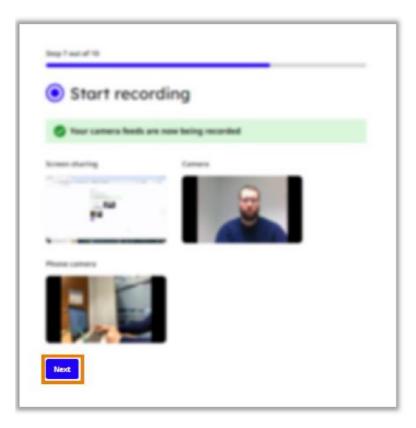




Step 7 – Starting camera recordings

You must now start all your camera feeds recording. Ensure all camera feeds are shown on-screen before clicking Start Recording, from now on all cameras will be recording until you finish your exam. If you have any problems, use the Having issues option to view troubleshooting advice.

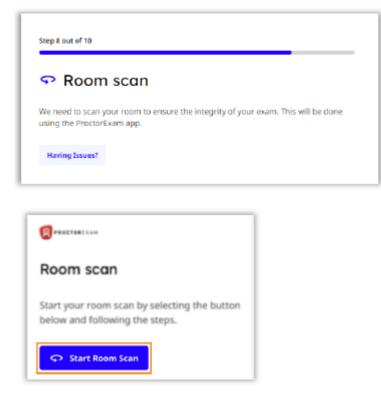
 Start rec 	ording	
Before you begin your e	art, you must start recording. Make sure	your camera and
mobile cameras are show camera feeds will be reco	et baloa. Droce prichave selected Start is orded until you finish price exam.	county have
Screen sharing	Camera	
Phone camera		
Start Recording	Having Issues?	





Step 8 – Scanning the room

You must now scan your room using your mobile camera to ensure the integrity of your exam. For this step switch to your mobile phone and follow the on-screen instructions.



Slowly show your computer and keyboard.



Next show your entire desk is clear.

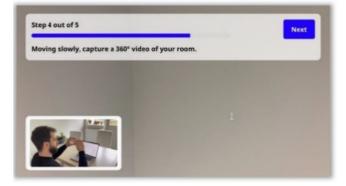




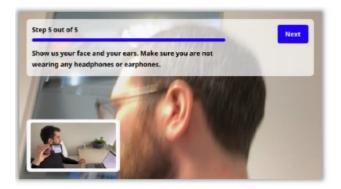
Now show under the desk and then the ceiling.



Slowly show a full 360 degree view of the room.



Finally show your face and ears, to show you are not wearing headphones, earphones or smart glasses.



When you have completed the room scan on your mobile phone, move back to the instructions on the computer screen and click next to move to the next step of the setup.

Timp it out of 11	
Room scan	
Room scan successful	
Next	



Step 9 – Positioning the mobile camera

Now you have completed your room scan follow the on-screen instructions and tutorial in order to ensure your mobile phone camera is positioned correctly. Once you are happy with your mobile camera placement use the tick box to confirm and select continue to move to the next step.

Phor	ne camer	a placen	nent	
lace year pha n chearly stab cample tatori	ne carriera beside y le, as well as your i c'on the Will as a g	ni ir dagorady t prepitat, repolip 2014	mot to you. Make t	ure that you . Use the
ample tatoria		Phone comerce for		
ŝ	1 co	3	E	
 I confirm 	that my phone cam	era is positioned ac	cording to the instru	ctions above.



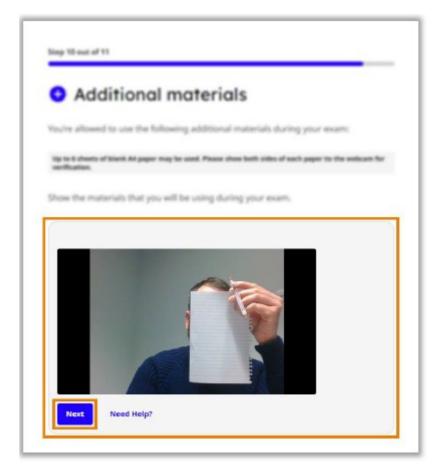
Step 10 – Showing any exam materials

If you're allowed a calculator in your examination, the next step will be to show this to your webcam for verification.

If you're allowed a calculator in your examination, the next step will be to show this to your webcam for verification.

In APM examinations you do not require a calculator.

The next step is to show to your webcam any other materials you're allowed in your examination, such as a pen and paper. Any materials allowed will be listed on-screen. Ensure you show both sides of paper to prove it is blank.



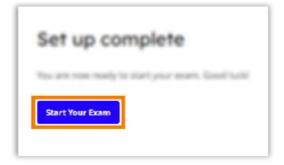


Step 11 – Checking internet connection

The final step of the exam setup will be an automatic check of your internet connection. On this step there is some useful connection advice regarding how to ensure a stable connection throughout your exam.



When you're ready click next to finish your setup, and then click Start Your Exam.





Instructions and keycode

You will now see an information page, this page should remain open throughout your exam.

Ensure you read and understand all of the instructions.

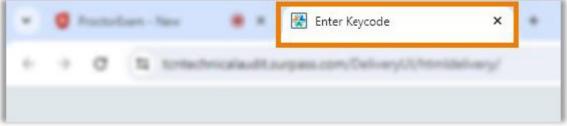
When you have done this, and are ready to begin your exam, either copy or note down your keycode, this can be found under the **individual instructions** section at the **bottom of the page**.

General instructions
OE - Live: General Knowledge Quiz 'S east your test select the 'ril lation. Here enter your beyonds which is sugglish in the matemation has at the bettern of the page.
Launch Test
an ange the following the a cell fitteres. Teste "formation and all a speed on the company formation" and
then enter the leaguade which can be based in the instruction has at the bottom of the page.
Mond Support?
Rease use the the functionality which use the found in the lattern right hand comer in the schemen, we are have to help.
Had an Drivernal connection securit Hases reliase the Proceedings and Net Delivery unlikes
BMF car't load the screen?
Allow page-uppeller Prostandinami
 Spectromechantraphonent into the address for and press from
+ Belet Aprign from the Content Bettings screen
 In Mark and Mill and area. These Second protocols are one.
Individual instructions
P9PYC9Y2



Now click the Launch Test link, this will open the exam window in a separate tab, **you should leave open both tabs throughout your exam.**





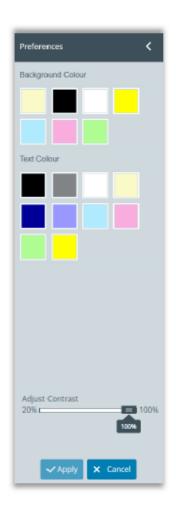


Colour preferences

Before entering your keycode in the exam window, if you wish you can change the colour scheme of your exam under the Preferences option, you can either choose from one of the default options, or create your own combination under the settings cog.

Enter Ko	ycode
	Test Delivery
	Please enter your 8 character Keycode.
	✓ 0K
	Preferences







Entering the keycode and starting the exam

When you are ready you can either paste or type in your keycode in the available box and click OK to launch your exam.

Test Delivery
Please enter your 8 character Keycode.
Р 9 Р Ү С 9 Ү 2
🛩 System Check 🔹 Performance

Now check your details and confirm if correct.

rpass	
Last name: First name: Test Name: Language:	SMITH John Online Invigilation - General Knowledge Quiz English
Are the c	Yes
	Second Provents Supervised

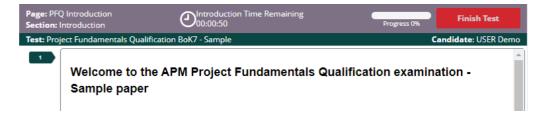


Next confirm your acceptance with APM's rules and regulation by reading the information then checking the tick box at the bottom of the page and clicking continue.

The full APM rules and regulations can be found <u>here</u>. Please ensure that you are aware of these before you sit your examination as any breach of the APM assessment rules and regulations will be investigated by the APM and may result in action being taken against the candidate, under the APM Candidate Malpractice Policy.

Agree to Terms	🕘 00:02:48 🖉
MAPM Ampletistic Association of the Assessment	
Please ensure you scroll down to read and accept the organisation's Terms.	
PLEASE READ AND CONFIRM You are now under examination conditions and will need to abide by APM's On examination rules and regulations. By ticking the box below you are confirming have read and agree to them. Any breach of the APM's Online examination rules and regulations will be inverted and may, as part of the APM Candidate Malpractice Policy, refer them candidate Malpractice Committee. The full Online examination rules and regulations should have been read prior to taking examination, but examples of breaches may include:	g that you stigated by to the
☐ I accept these terms.	
Exit Continue	Surpass - Powering Assessment

Now carefully read the specific information regarding your exam.



When you press 'Start Test' it will take you to an information question section. Please note your examination time won't start until you enter the examination section itself.



Please note your examination time won't start until you enter the examination section itself.

When you press 'Finish Section' it will take you to the live examination.



Finishing the exam

Once you have completed the questions and are happy to end your exam click the 'Finish Test' button found in the top right corner of the exam window, and then click to confirm you wish to finish your exam.

Question: Question 7 - Sample PMQ BoK7 Section: Examination questions	Osection Time Remaining	10 of 16 Items Attempted	Finish Test
Test: APM Project Management Qualification - Sample paper		Ca	ndidate: USER Demo

If you haven't completed all the questions, it will give you a warning message. This will always happen with the Project Management Qualification, as you are only expected to answer 10/16 questions (dependent on the variant you are taking)

Are You Sure?
?
You have not attempted all of the questions in this test.
Are you sure you would like to finish the test?
✓ Finish X Cancel
Confirm Finish
3
If you select Finish, your answers will be submitted and you will not be able to return to the test.

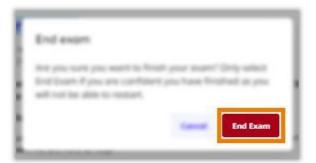
You will now be taken to the finish page of your exam, which will confirm that your examination has been automatically submitted and also explain further details re your results dependent on the examination type you have taken.

Page: PM Section:	IQ finishing page - marking information Finish	Offinish Time Remaining	10 of 16 Items Attempted	Finish Test
Test: API	M Project Management Qualification - Samp	le paper	C	andidate: USER Demo
	You have now completed a Management Qualification	•	Project	
Res	ults			
	You have comp You may now close ti			



This should leave you with only the original exam information page open. You now need to click the end exam button again found in the top right corner, and then click to confirm. This will now end all camera recordings.

	EntEsan
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Type is dealed. If these its paper way to used. Howe does lottly alloc of such paper to the well-cardin, the section rate of the section of t	
Things that you are not allowed to be buring the search	
+ Brane to internet	
 The selected applications 	
 Unracification 	



You can now close this tab.

Your exam is now fully completed and submitted. Your awarding organisation will be in touch in due course to confirm the results of your exam

