



## Laurel Springs – Proctoring Instructions

Laurel Springs School has partnered with MonitorEDU to proctor students on demand without an appointment and without downloading anything on your computer or other devices

The process is very simple each student is assigned a unique virtual seat by the proctor.

To “pre-test” the system

Go to: <http://laurelspringsproctor.com/>

Click on the button to “Practice Proctoring”

To connect: fill out the following form. Under Test/Exam Name put “practice”

A form with three input fields: "Name", "Phone", and "Course". Below the fields are two buttons: a grey "Cancel" button and a green "Start Chat" button.

The proctor will connect with you and will give you two links

- A link to connect your mobile phone
- A link to connect webcam

For both links you should see the box below appear – click to start the video chat (note – it may take a few seconds to load – before and after you click). If you can see yourself then it is working!



Note: If it is not working the problem could be one of the following:

- For mobile phone – it may not work on older phones like the iPhone 5, depending on updates.
- For the webcam – while it should work on all browsers, sometimes Microsoft Explorer/Edge has strange privacy settings so try it on Chrome if you can
- If you can't see yourself, please contact the proctor through the chat and they can help you figure out why

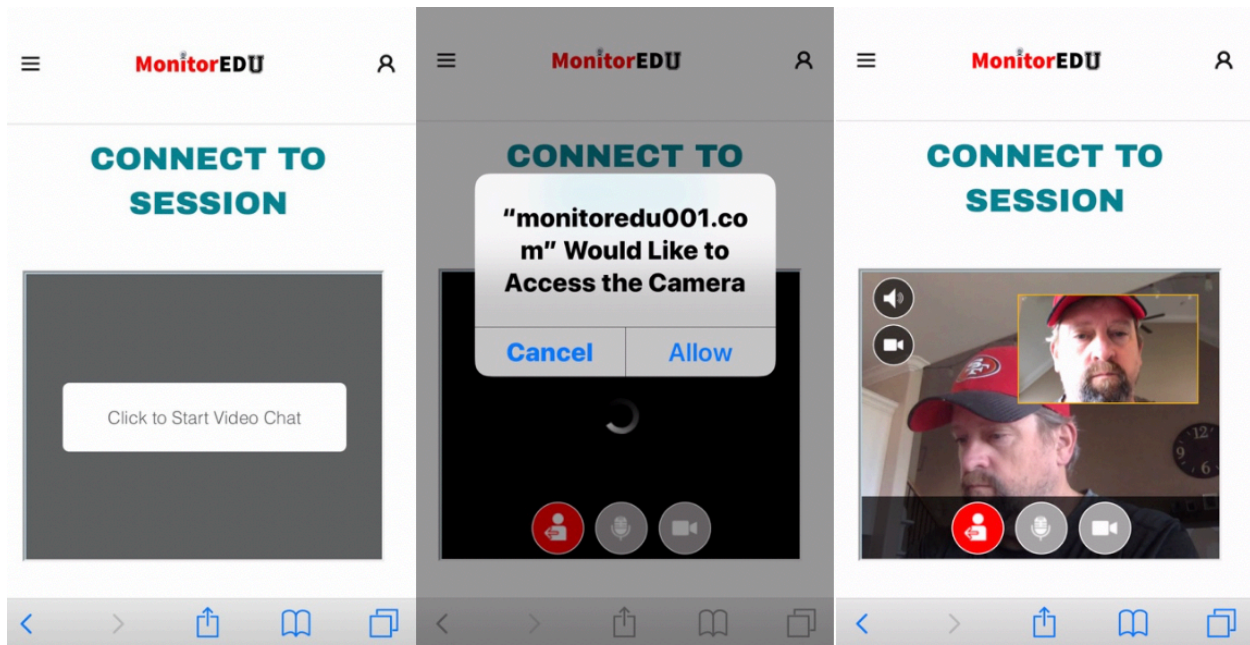
### **On Exam Day**

- 1.) Go to <http://laurelspringsproctor.com/>
- 2.) Click Start Here
- 3.) Fill out the form: Include your name, course & phone number

#### Step one

The proctor will either text you the link to connect your mobile phone or will provide that for you to enter

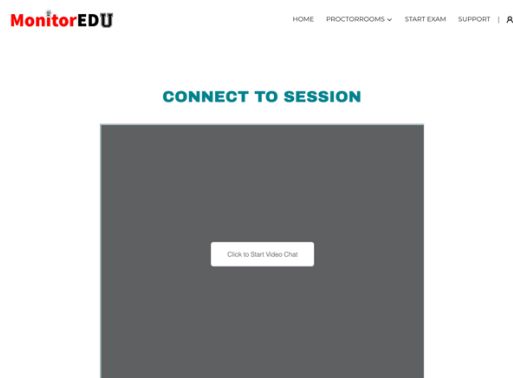
Click on the link in your text or enter the link into your web browser on your phone



The proctor will ask you to use the camera to show your work area, your desktop, your computer screens and the area behind your computer. Make sure your desk is clear. You will eventually be asked to place the camera to the side and behind you so that it can see your desk area and your computer screens. Note, if you need to “prop” up the phone, a cup works pretty well

### Step two

The proctor will provide you a link to connect your webcam



Click on the white “Click to Start Video Chat”

At this point you will be asked to show your ID. In some cases, you may be asked to show two forms of ID

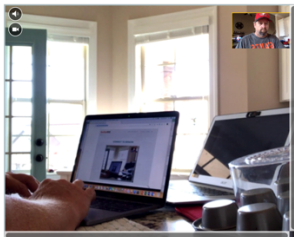
### Step 3 – Place camera and start test

Prop your mobile up in a place where it can see your keyboard and screen - this allows us to see your exam and confirms that you are the one typing. Once you do that, the proctor will give you instructions on how to enter the exam.

**MonitorEDU**

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**CONNECT TO SESSION**



- 1.) It is advisable to put your phone in airplane mode and turn on the wifi – do this after you receive the text
- 2.) To make sure you don't lose power, please plug your phone in during the exam.