

Student Guide – Taking the OEPT on ProctorU

This document includes step-by-step instructions for taking the OEPT online. Please, read it carefully and follow the steps to register for your online OEPT test session **at least 5 days before your exam date and time**. If you have any questions, do not hesitate to contact the OEPP at oepp@purdue.edu .

A. How to Register for a Test

In order to protect you and our staff from COVID-19, OEPP has decided to administer the OEPT test online in collaboration with a company called ProctorU. ProctorU is a secure platform which uses a combination of artificial intelligence and human invigilation to proctor exams. Learn more about ProctorU's user privacy and data security here:

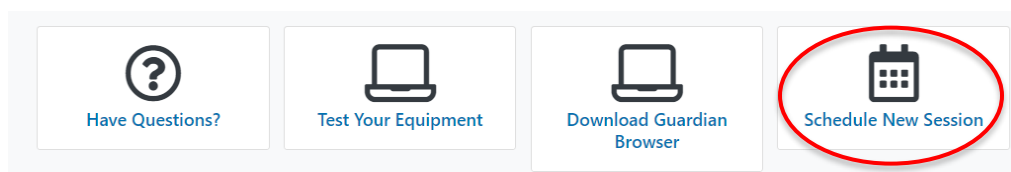
<https://www.proctoru.com/compliance>

You will work with your department liaison to register for an OEPT test. However, after you are registered and receive your OEPT registration confirmation email, you need to schedule your online proctoring session in ProctorU. Follow these steps to register for a ProctorU session (**Do NOT use Safari. Microsoft Edge works but is not recommended by ProctorU**):

1. Sign up as a test-taker on ProctorU website (<https://go.proctoru.com/registrations>). Make sure to use your official name and Purdue email and **choose the time zone of the location where you will be taking the OEPT**.

*Note: Due to certain constraints, some countries are not listed in the **Address** drop-down menu. If you cannot find your country, please select **"United States"** instead.*

2. Log into your ProctorU student account (<https://go.proctoru.com/session/new>)
3. Click on *Schedule New Session*.



4. Select your institution (Purdue University), a term (e.g. Summer 2023), and the exam for which you have been registered via your department, (e.g. *OEPT (July 12, 3:00 PM - 4:00 PM) - OEPP Admin*), and click on *Find Sessions*.

Note: Some students have reported that sometimes Chrome does not allow access to the “select a term” drop-down menu. If you cannot select a term due to this issue, please use a different browser to schedule your test.

Confirm your institution: Purdue University

Select a term: Summer 2023

Select your exam: OEPT (July 12 03:00 PM - 04:00 PM) - OEPP Admin

Find Sessions

5. Select the test date and time:

Please check your OEPT registration confirmation email and make sure to schedule a ProctorU session for the same date and time as your OEPT session in the email.

For instance, if the OEPT confirmation email shows that you were registered for July 12, 3:00-4:00 PM, you must schedule your ProctorU session for a time on July 12 between 3:00 PM and 4:00 PM. You can select any test time between 3:00 PM and 4:00 PM. For instance, 3:10 PM or 3:20 PM would be acceptable exam start times because they are between 3:00 and 4:00 PM.

Click on SELECT to select the time for our test and then confirm the time by clicking on SCHEDULE. **Make sure you convert your test time to your local time zone if you selected a different time zone when registering your account.**

Please, note that on the test date, you must start your test exactly at the time when you have scheduled your proctoring session. For instance, if you scheduled your proctoring session in ProctorU for 3:20 PM, that is when you need to log into your ProctorU account and start your test. You should be able to start your test 3 minutes before the scheduled time.

Please note that there is limited capacity for proctoring in each test session. If you see a message that says **“It appears the time you selected is not available. Please search again”** as shown in the image below, please double-check the date and time you entered (you must convert test time to your local time zone) to ensure they match the session you are registered for. If the information is correct, wait a few hours and up to two days, and try again. If the message continues to appear, please contact OEPP for further assistance.

Schedule Session

- On the next page, check the information, and click on *Process Order to process your order*. Your cart must show \$0 for your scheduled session. If the amount in the cart is not \$0, contact us immediately. We do NOT charge you for your ProctorU session.

Note: Schedule your OEPT proctoring session in ProctorU at least **3 days** before the test date and time. If you schedule your proctoring less than 72 hours before your test time, ProctorU will charge you a \$10 fee. We recommend that you schedule your proctoring session **at least 5 days before the test** so that you have enough time to test your exam equipment.

7. If you would like to reschedule your test, **contact your department liaison first**. You will need to reschedule your OEPT test before rescheduling your ProctorU session. To reschedule your proctoring session, go to your ProctorU account page and find the session in *My Sessions*. You will see a button for rescheduling and canceling. Schedule change is available at least 72 hours before your test time. Any rescheduling/cancelation less than 72 hours before the test will charge you a \$10 fee.

Note: On your test day, if you can't take the test due to technical difficulties, and if the proctor wants to reschedule your session, tell them you have to email your department before rescheduling. Then, end the session and contact your department liaison immediately. We will try to get you into a test session ASAP.

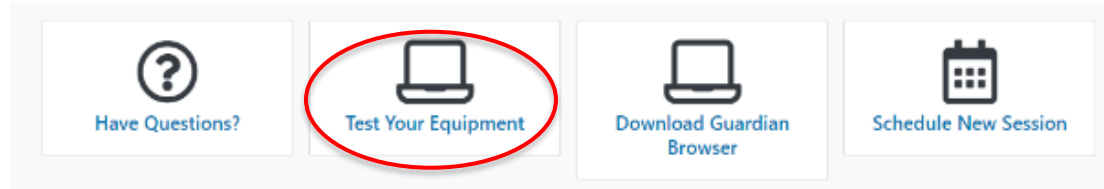
B. How to Set Up Your Equipment

After you schedule your proctor session in ProctorU, you will receive instructions via email about downloading and installing the Guardian browser which you will use to take the test. In order to have enough time to solve technical difficulties, set up your computer to take the OEPT in ProctorU **at least 5 days before your test date** following the instructions below. You can use a desktop computer (with a webcam) or a laptop to take the OEPT. The test does not work on tablets or phones.

Please do **NOT use a company- or university-owned computer** for the test with ProctorU because it will create technical issues. **It is a good idea to have Chrome, Firefox, and Microsoft Edge installed on your computer in case Guardian doesn't work. Switching to a different browser can solve many technical issues.**

1. Test your Equipment

On your ProctorU account's homepage, click **Test Your Equipment** at the top. After you run the equipment test, if any of the listed components receive an X instead of a check mark, contact ProctorU.



C. How to Start your Test

1. How to Prepare Your Workspace:

- a. Be in a private location (nobody else can be in the room).
- b. Test on a hard surface such as a desk/table. Testing from a bed/couch is not acceptable.
- c. Clean your desk area of any unpermitted materials such as:
 - Desk mats
 - Electronic devices
 - Books
 - Non-religious headwear and smartwatches.
- d. You can use two sheets of paper and two pens/pencils for note-taking.
- e. You must have set up your Boilerkey before taking the test. You will need to use your phone for Boilerkey during the test login process. Make sure that your Boilerkey is ready to use before the test day.
- f. You must have one form of identification ready before beginning the test. Your ID card must show your name (in English letters) and your picture. Acceptable forms of ID include Purdue ID, Driver's License, or Passport.
- g. **Do not turn off your phone**, but make sure it is in silent mode and there are no alarms. We might need to call you if you have a technical difficulty.
- h. You are not allowed to leave your desk during the test. If you need to use the restroom, do so before the test.

2. How to Prepare Your Computer:

Save and close all applications except for your browser prior to connecting, including:

- Additional browser tabs
- Microsoft applications
- Chat programs

Note: ProctorU monitors your desktop and records your screen during the test. Anything visible on the screen (such as the names of the files on your desktop and any pop-up messages or reminders that you might receive during the test) is recorded. Do not attach multiple screens to your computer. These recordings are treated as sensitive material and will only be used for proctoring purposes; however, for the sake of preserving your privacy, make sure that you do not have anything on your desktop that you want to keep private.

3. How to Connect to Your Proctor:

- When it is time for your exam, log in to your ProctorU account.
- Navigate to the *My Sessions* page and note the countdown timer showing how much time remains before your appointment begins.
- Click on *Start* when the timer reaches 00:00.
- Download the *Support_LogMeInRescue* software when prompted.
- Run the program once it is downloaded, and this will connect you to a human proctor.

The screenshot shows a blue header with two sections: "Time to hit the books!" and "Your next session begins in:". Below the header, on the left, is the text: "Scheduled for Thursday March 2, 2023 4:10PM EST", "OEPT (Fake Test for Quality Control) - Used by OEPP", and "Testing Staff ONLY — [Check your exam rules](#)". On the right, there is a large digital timer with four columns: "00" (DAYS), "00" (HOURS), "15" (MINUTES), and "22" (SECONDS). Below each number is its corresponding unit in all caps.

4. After Connecting to ProctorU:

The proctor will help you download and install the Guardian browser and guide you step-by-step in the start-up process, which includes verifying your identity and securing your testing environment.

Important: if you are using a headset, your proctor might ask you to remove your headset for the exam photo, which is fine. However, if your proctor asks you to remove your headset and take the test without a headset, **tell them that you are allowed to use a headset for this exam and ask them to go and read the exam**

notes. Some proctors forget to read the exam notes that OEPP has written for them!

Note: Please be aware that if you log in 15 minutes after your scheduled appointment time, your session will no longer show up in your account. Please, be punctual.

Note: The process of connecting to your proctor and verifying your ID might take longer for some test-takers. Please, plan to spend up to half an hour for the initial ProctorU check-in. If you encounter technical difficulties and are connected to a ProctorU technician, it might take even longer to be ready to take the test.

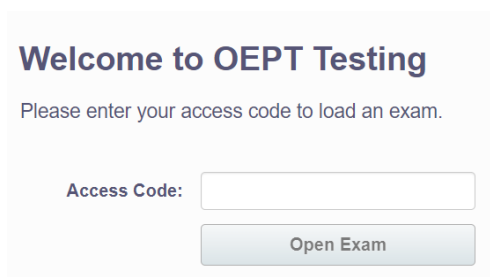
Note: Your proctor will change your computer settings such as disabling screenshots and notifications. You may want to turn them back on after you finish the test if needed.

If you need any assistance with any of the steps listed above, please call ProctorU at +1 (855) 772-8678. You can also connect with a ProctorU Live Chat Representative on the webpage. Log into your ProctorU account, click the chat box in the lower right corner labeled "Need Help? Chat Now!", and then type **Representative**. The chat service might include some waiting time.

D. What Happens During the Test

Once your proctor releases control of your computer, you will begin your exam:

1. Your proctor will open OEPT testing webpage and then enter the Access Code. **Your proctor has the Access Code for your test.** Wait for the proctor to enter the test's access code.



Welcome to OEPT Testing

Please enter your access code to load an exam.

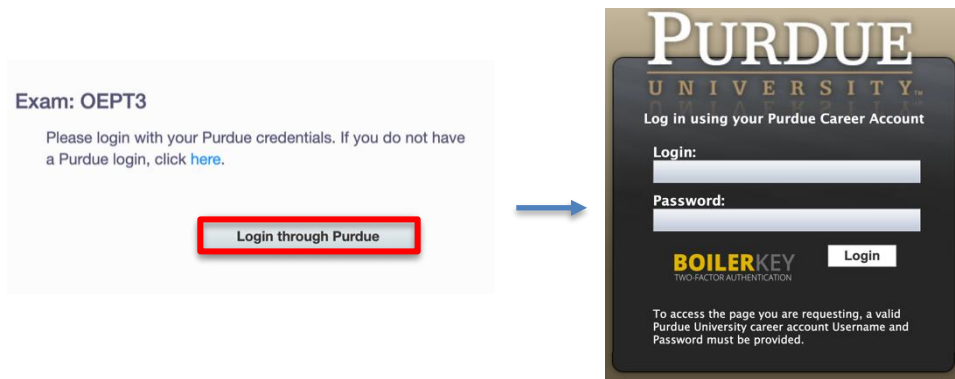
Access Code:

Open Exam

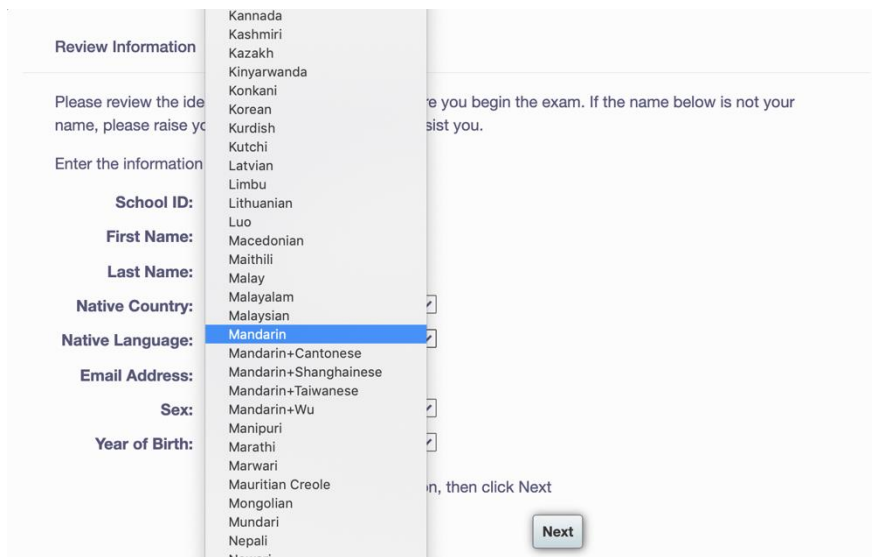
Important Note: The OEPP testing staff will be watching you live while you are logging into the test and while you are taking the test. If you encounter any difficulties during login, please open your email so that we can

communicate with you via email. You can also fetch your phone and wait for a call from us (if you are in the United States). Please be informed that OEPP cannot communicate with you via ProctorU chat box. That is used only by ProctorU representatives.

2. **Log on to the test** with your Purdue username and password. Make sure your two factor authentication is setup and working a few days before the test. If you have authentication issues and cannot log into the test, you will need to contact the OEPP and reschedule your test.



3. On the next page, verify and complete all personal information. You may pull down the Language menu to change or find your language (such as Mandarin).



- Next, you will follow instructions to do a **sound check**. Listen to the instructions. Make sure you can hear instructions and hear back your own recording clearly during the sound check. If there are issues with sound, you may check the address bar to make sure microphone is allowed and the site



is unmuted.

- After the sound check, you will be presented with 2 **Practice Items**. The OEPT practice items will not be listened to or rated. These items serve the purpose of familiarizing you with the answering process.
- Next, you will see 8 rated items. You have 2 minutes to prepare your response to each item. Recording will automatically begin after 2 minutes, or you may click the *RECORDING* button sooner. You will have 2 minutes to respond. You may click the STOP button before 2 minutes of recording is up, but we advise that you speak for at least 90 seconds on most items. A few items, such as *Read Aloud*, may not require that much time. Please make sure that you:
 - Speak at a regular speed, not too fast and not too slow.
 - Speak in a moderate volume. Do not speak very loudly or very softly.
- The test itself will take about 45 minutes, followed by a short survey. When you complete and submit the survey, you will see "You have completed the OEPT". At this stage, you can go ahead and close your test tab in your browser.

Note: DO NOT close the ProctorU chat box at any time during your test. If you experience technical issues such as test freezing, please contact the OEPP at oepp@purdue.edu or Sharry Vahed at vahed@purdue.edu immediately.

E. Test Results

Your department will inform you of your test results. The OEPP does not report test results to students—do not email the OEPP about your test results. If you have questions, contact your department liaison.