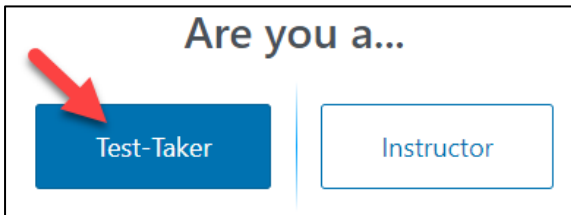


# REVIEW+ Exam Guide

## STEP 1: Create your online profile with ProctorU

Go to <https://www.proctoru.com/portal/western-sydney-university>

1. Select  Sign Up  Test Taker

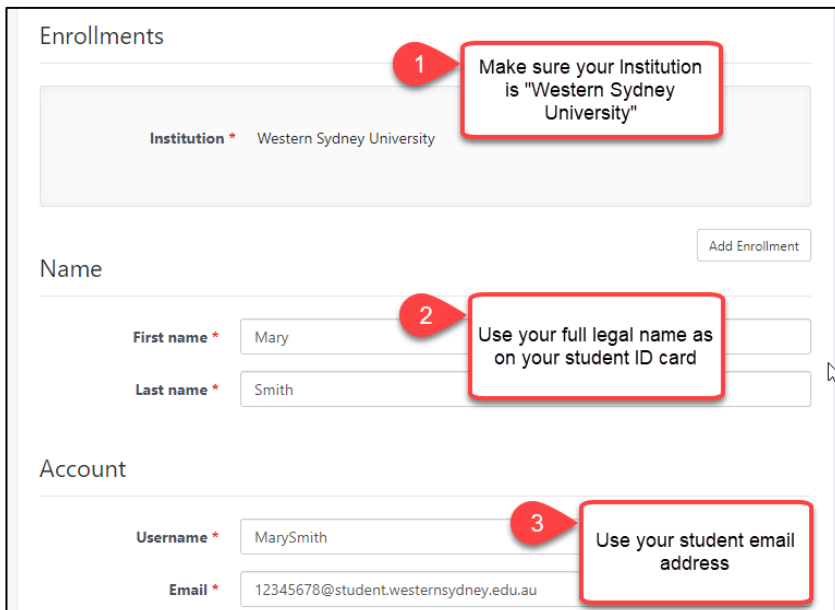


Are you a...

Test-Taker

Instructor

2. Institute – should be prefilled to **Western Sydney University**
3. Enter First Name/Given Name as on **Student ID card**
4. You **MUST** register with your student email address i.e. **12345678@student.westernsydney.edu.au**



Enrollments

1 Make sure your Institution is "Western Sydney University"

Institution \* Western Sydney University

Add Enrollment

Name

2 Use your full legal name as on your student ID card

First name \* Mary

Last name \* Smith

Account

3 Use your student email address

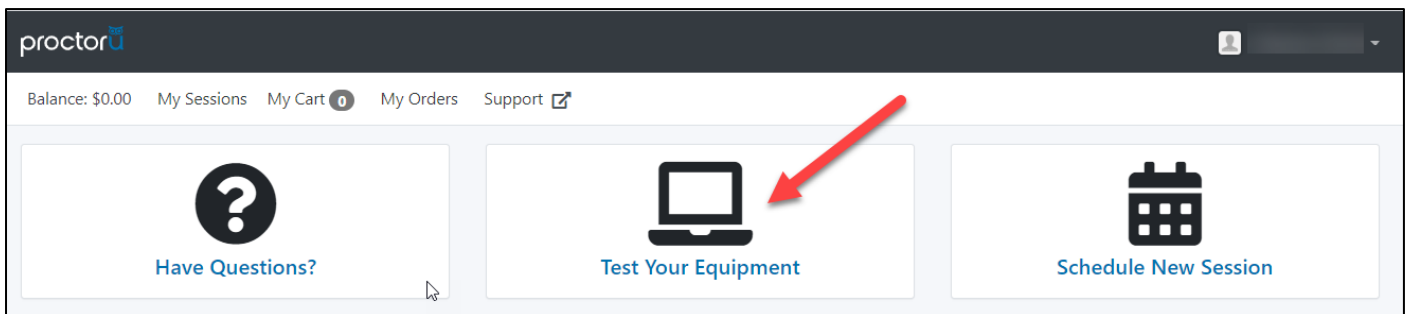
Username \* MarySmith

Email \* 12345678@student.westernsydney.edu.au

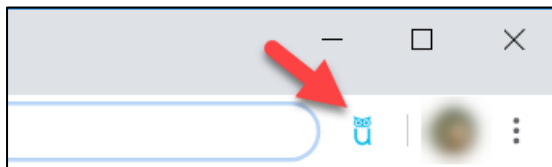
5. Set your **time zone** e.g. GMT +10:00 Australia/Sydney
6. Add contact **phone number** (for troubleshooting issues during exam)
7. Add **country** (Australia)
8. Review terms and select '**Create Account**'
9. You will receive a confirmation email from ProctorU. Open the email and **click on the confirmation link** to finalise your account setup.

## STEP 2: Test your equipment

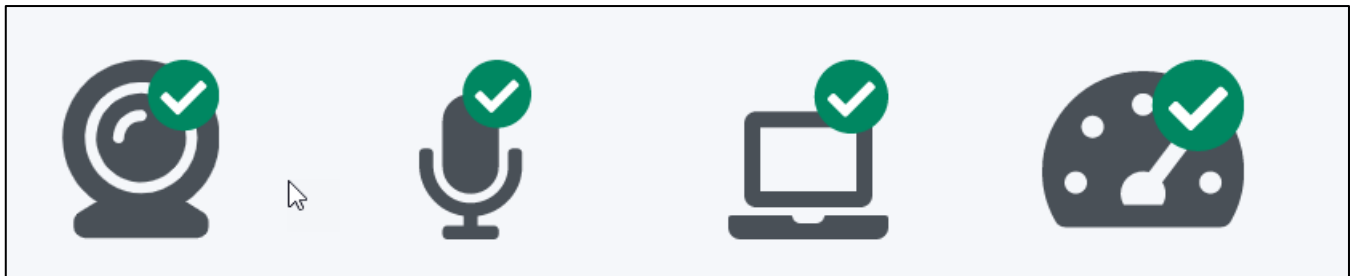
1. After your account has been verified, you MUST **'Test Your Equipment'** on your profile page.



2. You will be asked to download the **Chrome ProctorU extension**. This will allow you to test your web cam, microphone, computer compatibility and internet connection. You will see the **Blue Owl** next to your Chrome address bar when installed correctly.



3. Make sure you get a green tick for all your equipment and have admin rights to your computer. (If you need technical support click [here](#) to go to the ProctorU tech support page)



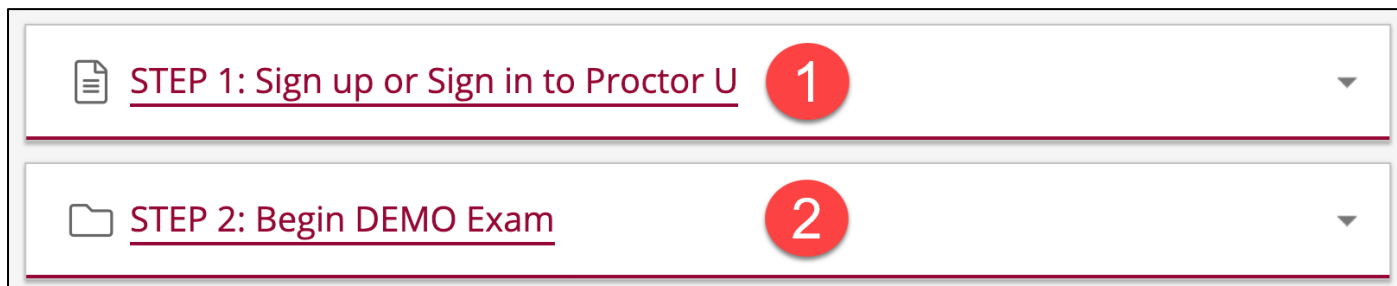
## STEP 3: 1 Week Before Exam- Demo Exam

1. Navigate to **vUWS** and check your exam information for the final exam, you will find this in the "Assessment Zone".
2. Check resources allowed and ensure you have only these with you on the day of your exam.
3. **Check how you will submit your exam.** If you need to upload your exam document or workings this will be outlined in steps on your vUWS site. **Read them carefully!**

(Continued on next page)

## A Demo exam will be available for you 1 week before your scheduled exam.

1. In the final exam folder locate the DEMO exam. The steps you follow to try the DEMO exam will be the same steps you follow on the day of your exam. **You MUST complete the DEMO exam several days before** your exam so you can seek assistance for any issues.



A screenshot of a navigation menu with two items. The first item is a document icon followed by the text 'STEP 1: Sign up or Sign in to Proctor U' and a red circle containing the number '1'. The second item is a folder icon followed by the text 'STEP 2: Begin DEMO Exam' and a red circle containing the number '2'. Both items have a downward-pointing arrow on the right side.

## STEP 4: Exam Day

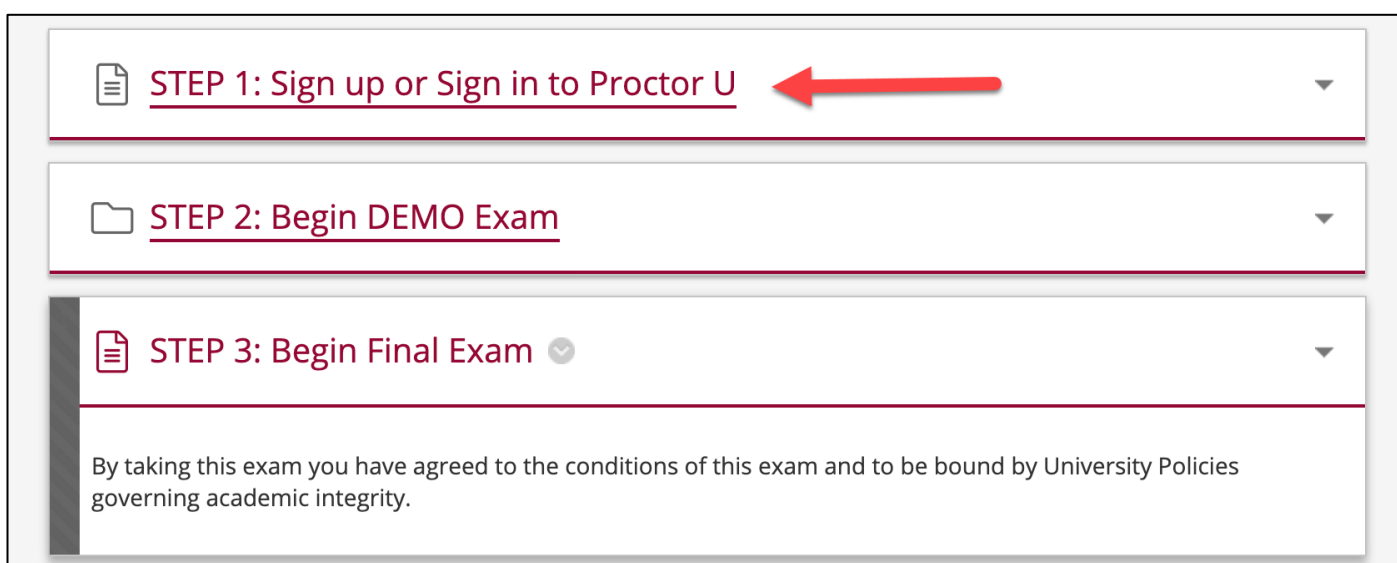
1. Make sure you have a valid **Student ID** with you (You can use your Driver's Licence or Passport if your student ID has expired). You must be in a suitable private space where you won't be interrupted, no people or pets should be present.

Once the exam begins you will not be able to leave your computer until the exam is complete. **Please use the restroom prior to your exam starting.** If you must go to the restroom during the exam it will be recorded as an absence from the view of the camera and may be reported to your Unit Co-ordinator for academic misconduct investigation.

2. Log onto vUWS a few minutes prior to your timetabled exam start time. **Ensure you have logged in to ProctorU** and you have the **ProctorU Chrome extension** installed.

Locate your exam in the assessment folder and choose "Step 1: Sign up or Sign in to ProctorU". You need to follow the steps to launch your exam correctly. The process will be the same as for the DEMO exam. You can watch the full process in this [VIDEO](#) (scroll down and select the video for "Automated Proctor Launch")

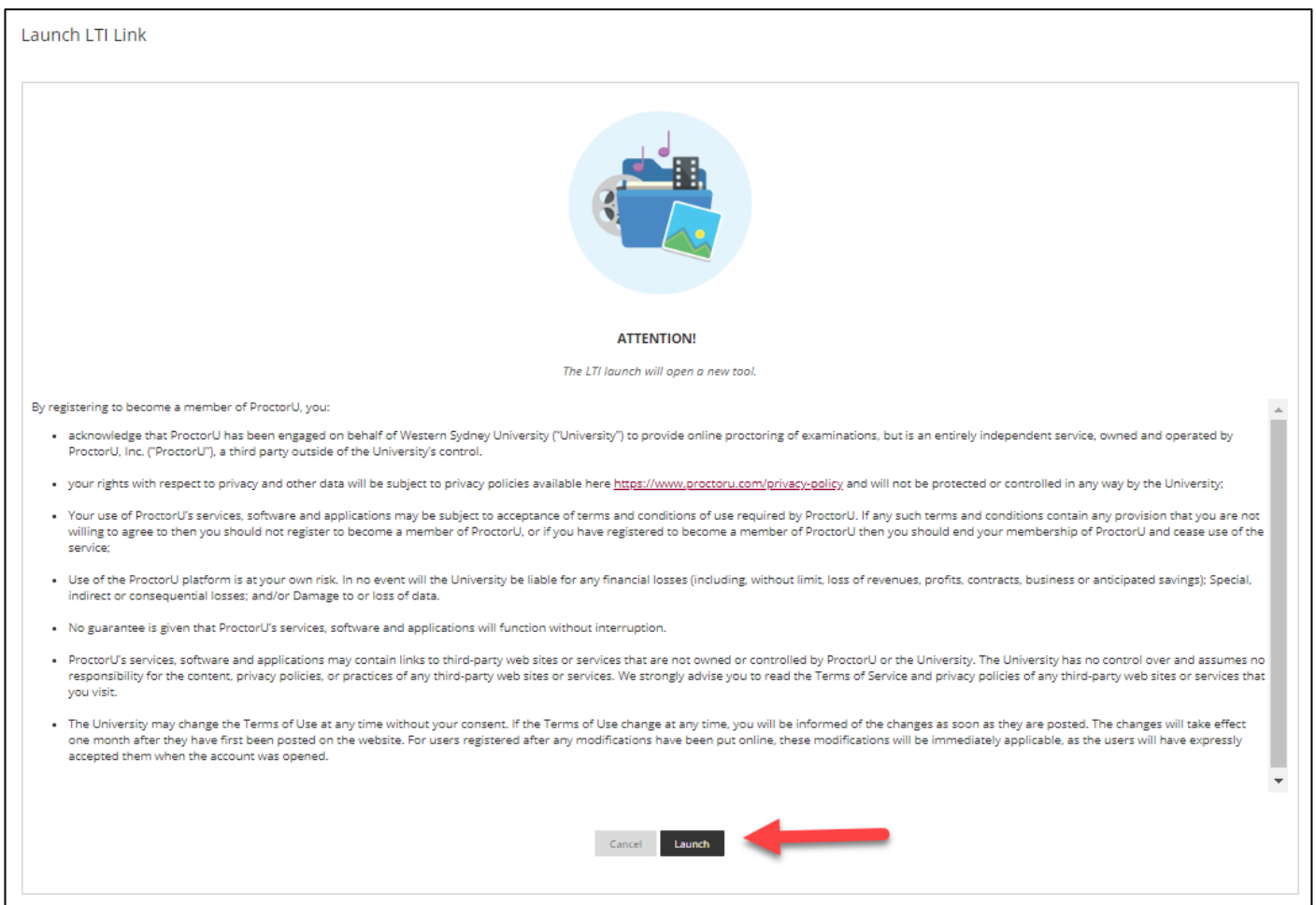
It may take a few minutes for identity and system checks. Don't worry, **your exam timer won't start until after these checks are completed and your exam is launched.**



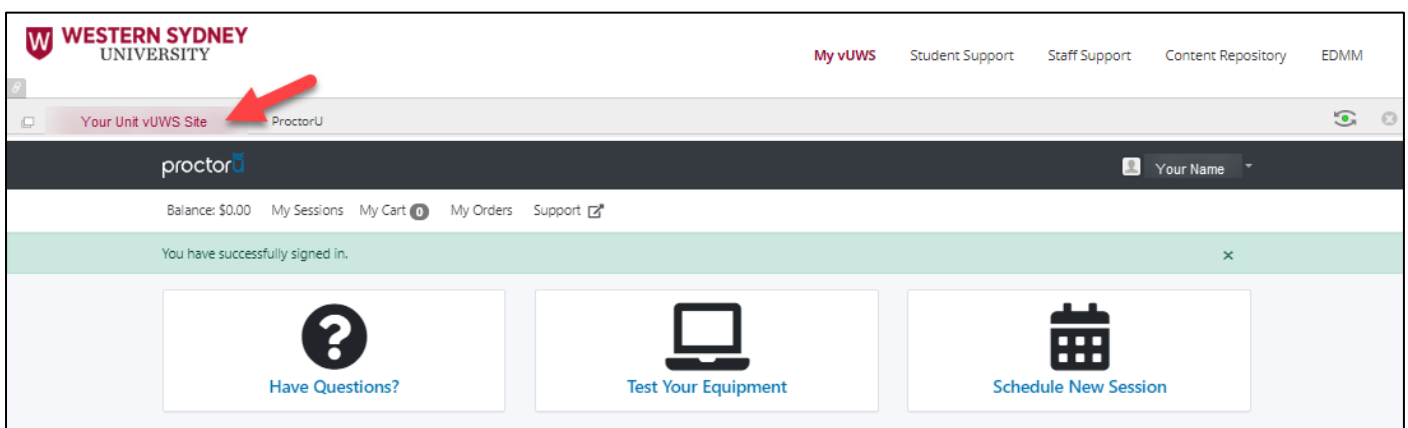
A screenshot of a navigation menu with three items. The first item is a document icon followed by the text 'STEP 1: Sign up or Sign in to Proctor U' and a red circle containing the number '1'. A red arrow points to this item. The second item is a folder icon followed by the text 'STEP 2: Begin DEMO Exam'. The third item is a document icon followed by the text 'STEP 3: Begin Final Exam' and a small downward-pointing arrow. Below the menu items is a text box containing the text: 'By taking this exam you have agreed to the conditions of this exam and to be bound by University Policies governing academic integrity.'

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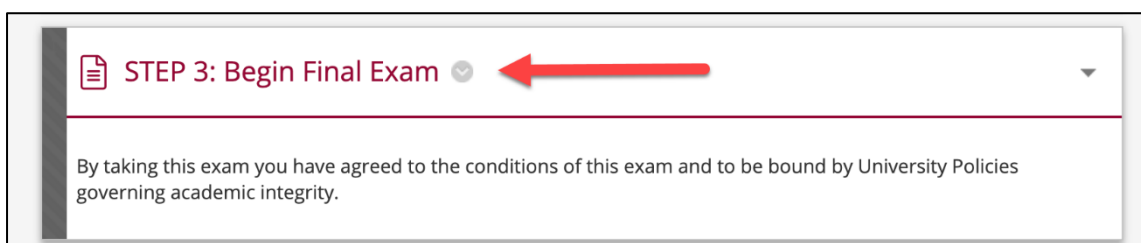
### 3. You will see the following screen, Click "Launch"



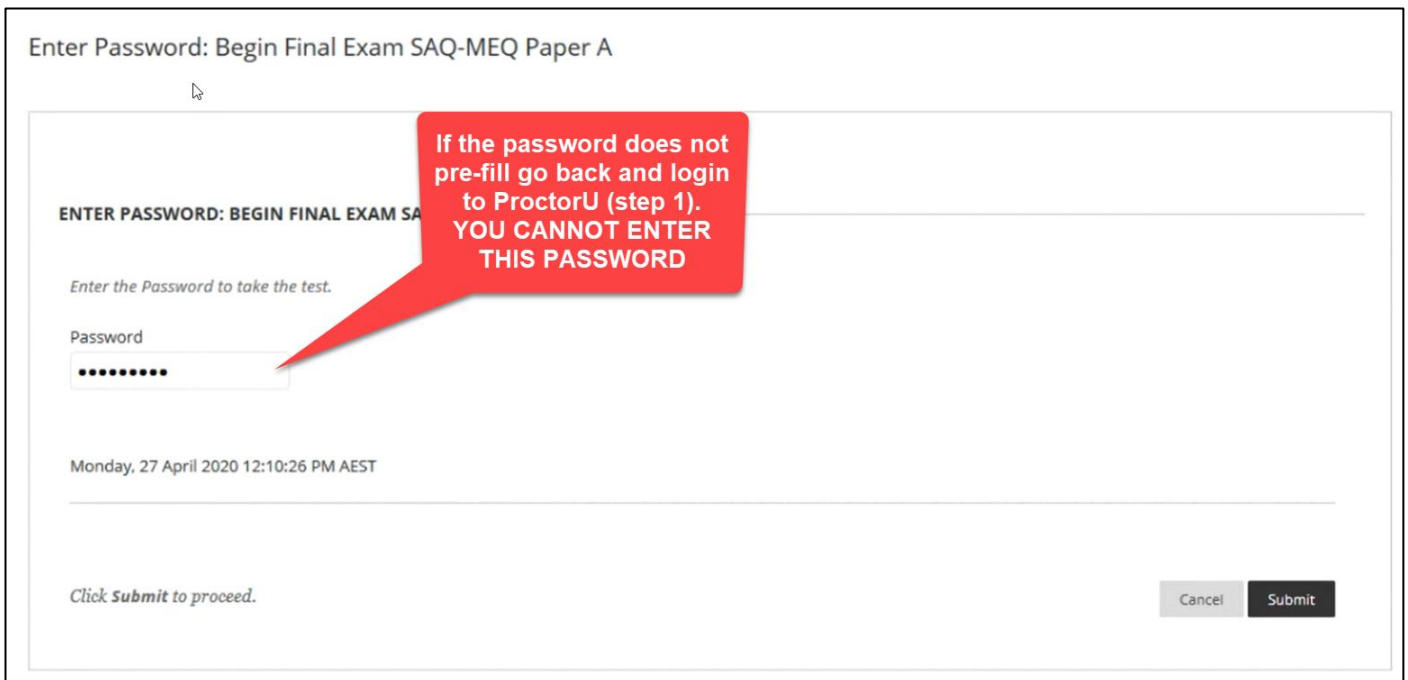
### 4. Login to your ProctorU account. When you see your ProctorU profile page, navigate back to your Unit vUWS site to begin your exam.



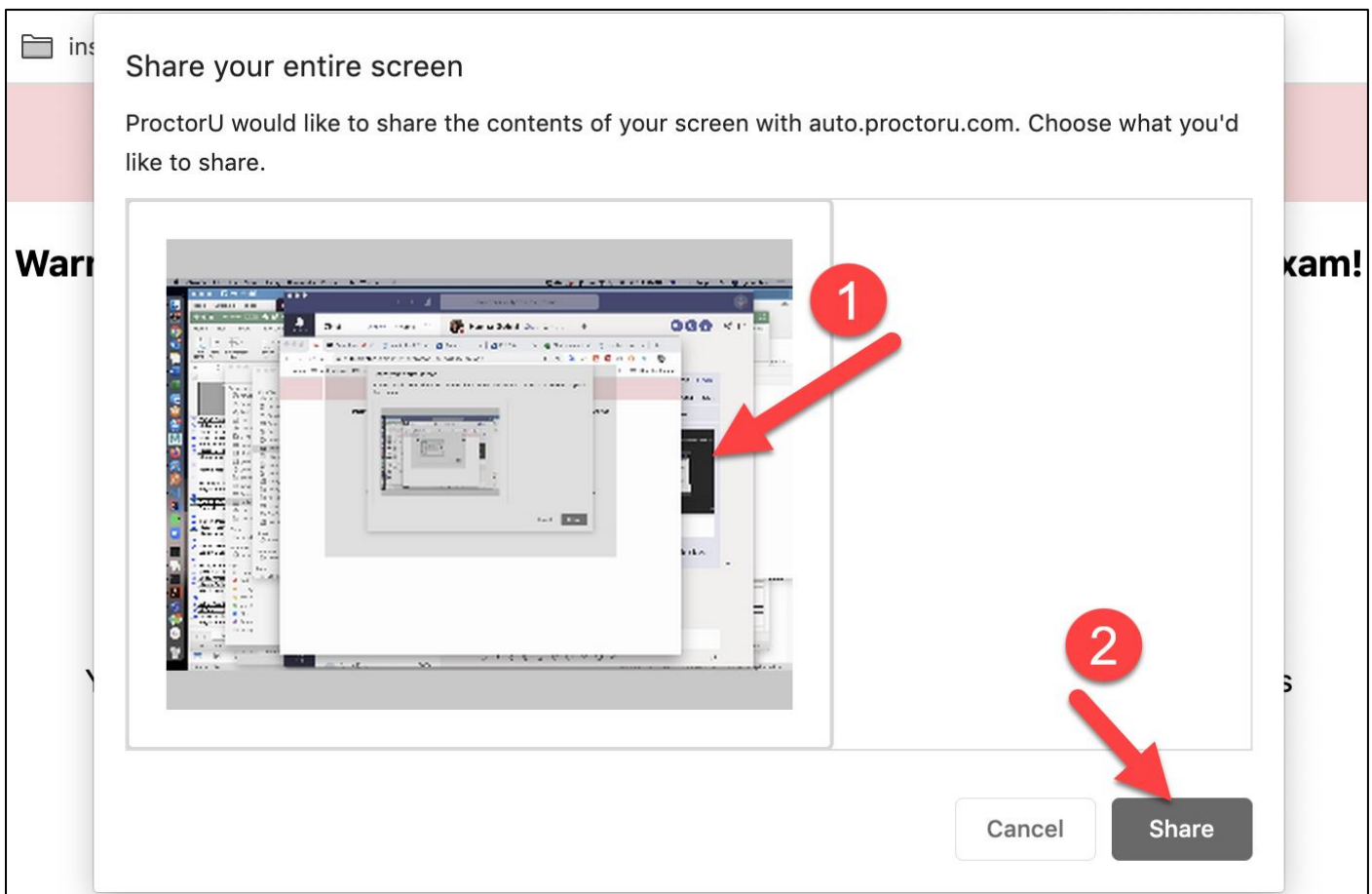
### 5. Now Choose "Step 3: Begin Final Exam"



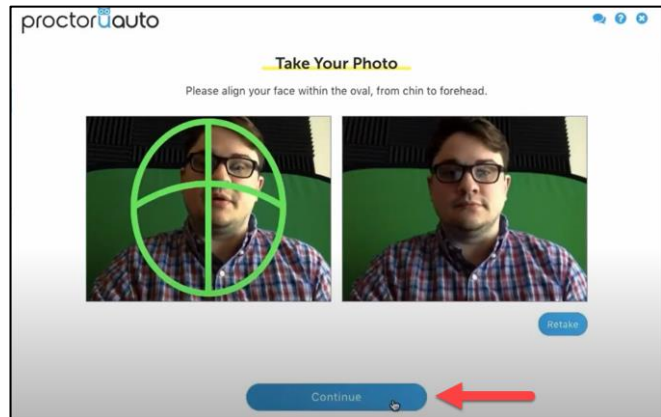
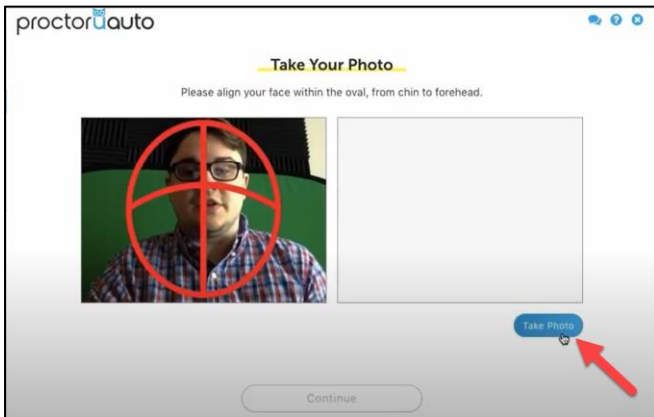
6. The password will then be auto-filled and your exam will begin. **DO NOT ATTEMPT TO PUT IN THE PASSWORD.** This is **NOT** your Western or ProctorU password. If the password does not appear, go back to **Step 1 and sign into ProctorU.**



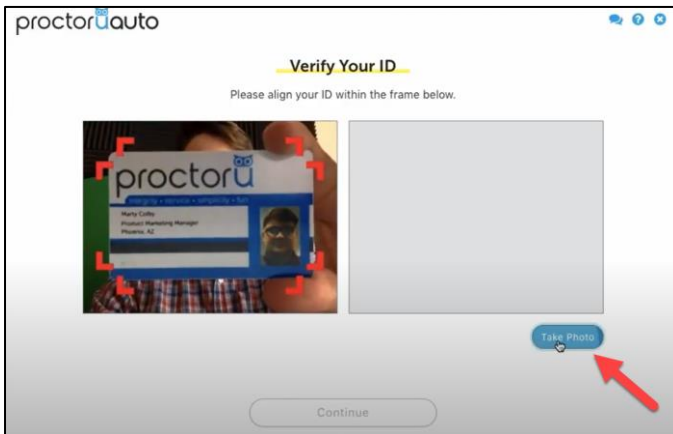
7. You will need to share your screen to be able to complete your exam. Click on the screen depicted and the "Share" button will become available to click.



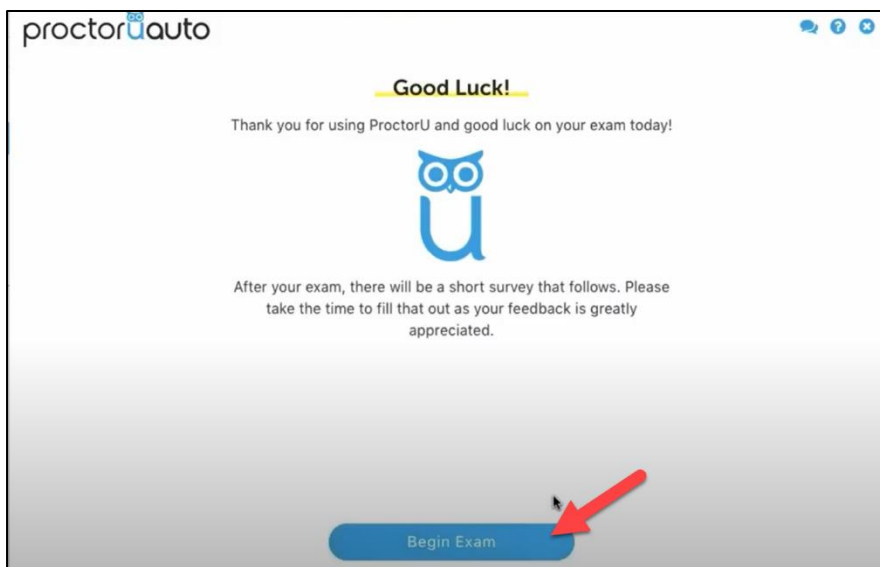
8. After a quick computer check you will be required to confirm your identity by first taking a photo. You need to ensure your face is within the red circle and then **Click “Take Photo”** to take a picture. When the circle turns **green** you will then click “continue” to the next stage.



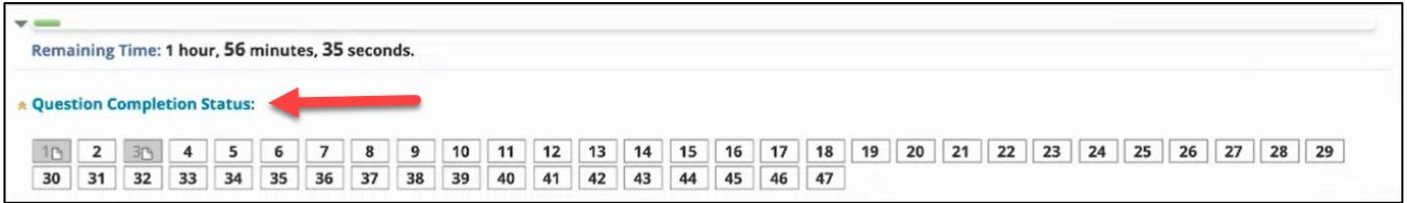
9. You will then need to take a photo of your Student ID (or driver's license or Passport) by lining it up within the red borders. You will also need to **Click “Take Photo”** this process is not automatic. When the borders turn **green** you will then click “continue” to the next stage.



10. You will be asked to accept the rules of the exam as set out by Western Sydney University. After this you will come to the “Begin Exam” screen. **When you click this your exam will launch and your time begins to countdown.**



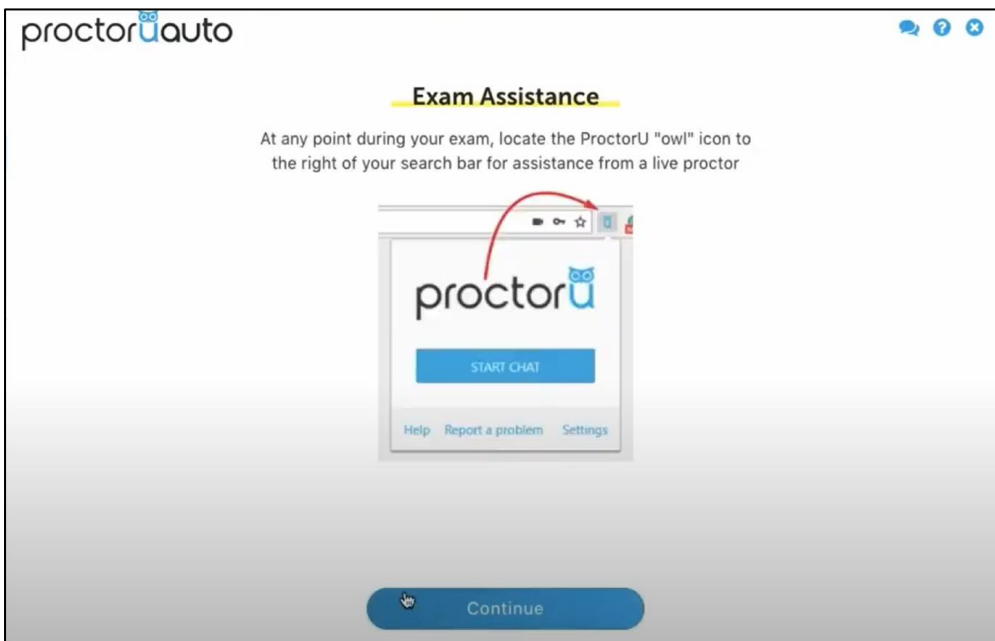
11. Remember to save your answers as you go. If your Unit Co-ordinator has allowed it, you will be able to keep track of your progress and navigate between questions using the **“Question Completion Status”** under the Exam timer. You need to click on the blue text to open the question tracker. You can navigate to earlier questions by clicking on the question number.



12. Submit your exam by clicking on the final question and clicking **“Save and Submit”** before your time has run out. If you do not click this before your time is finished you will be automatically exited from the Exam. No changes made after your last save will be kept.
13. If you have downloaded your paper and need to submit it to Turnitin or if you need to submit any handwritten workings, your submission instructions will be different than those above. **Read your Exam instructions in vUWS in the Final Exam folder very carefully.** Special Consideration or deferred exams may not be granted for submission issues if you have not prepared.

## Support

If you experience technical issues during the exam you can contact ProctorU support by clicking on the Blue Owl Chrome extension and clicking “Start Chat”.



If you need further technical assistance BEFORE your exam you can contact ITDS on (02) 9852 5111 or email [itservicedesk@westernsydney.edu.au](mailto:itservicedesk@westernsydney.edu.au)

If you have any questions about your exams please contact the examinations team at [examinations@westernsydney.edu.au](mailto:examinations@westernsydney.edu.au)