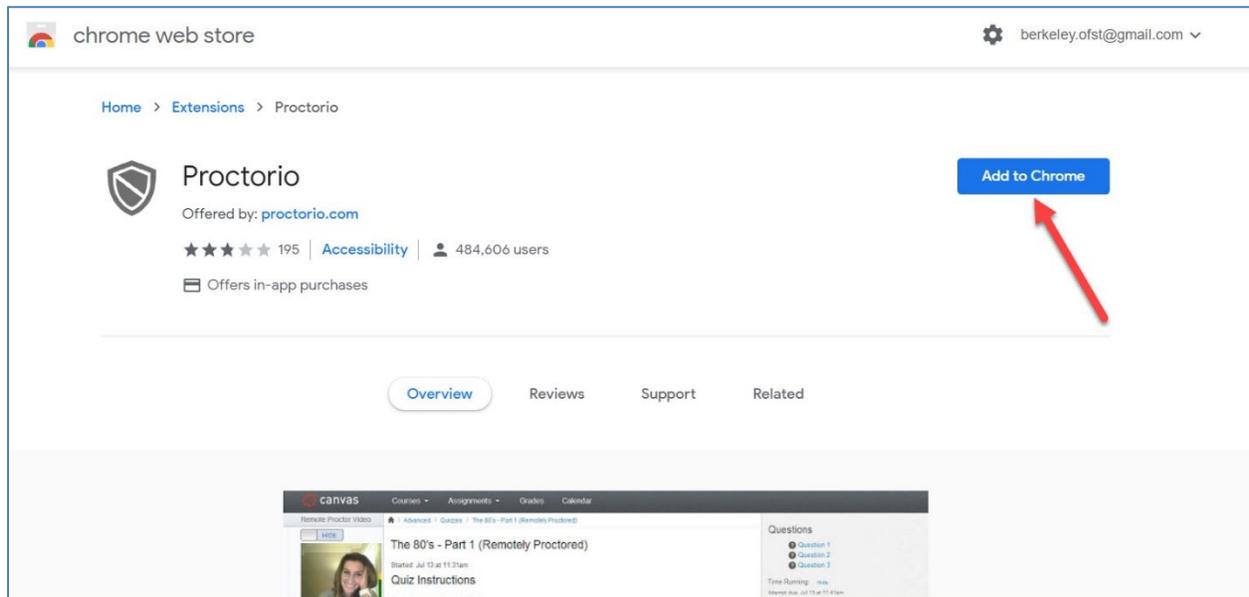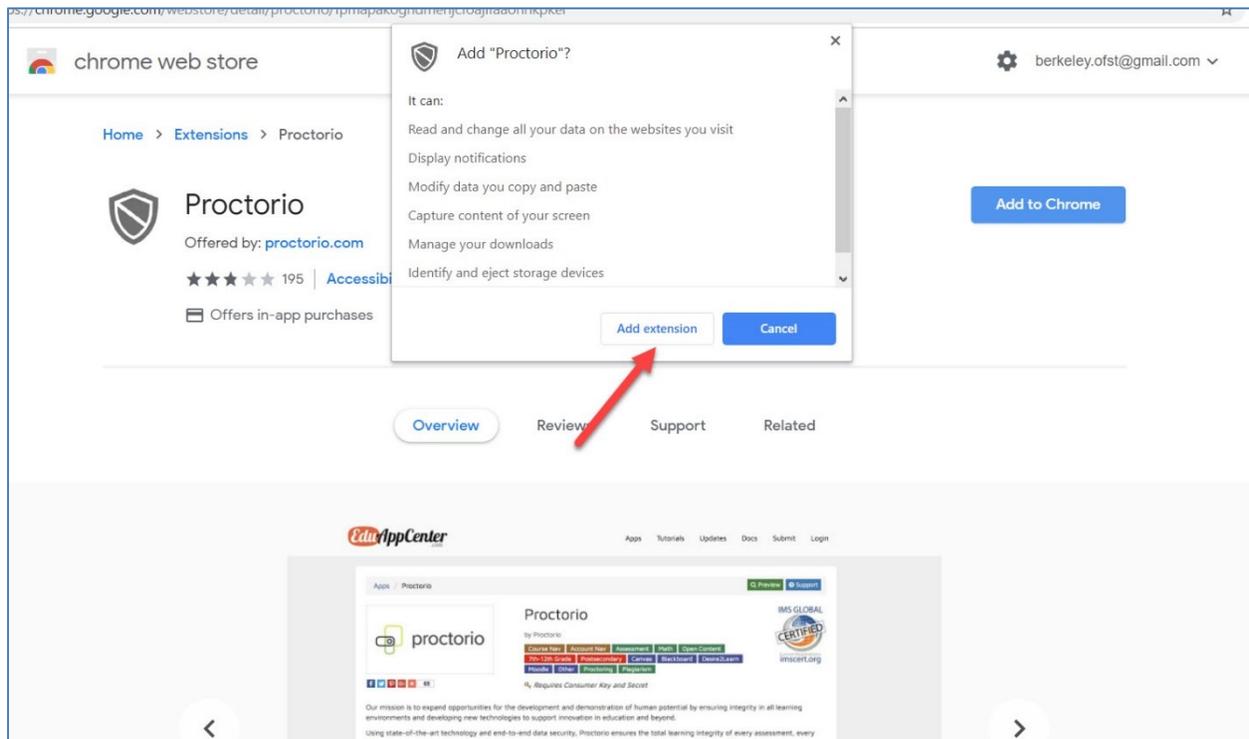# Accessing and using Proctorio (Student)

First, using the **Google Chrome browser**, navigate to the Chrome Web Store to download the [Proctorio extension](#) by clicking this link. Click "Add to Chrome" to begin the download.
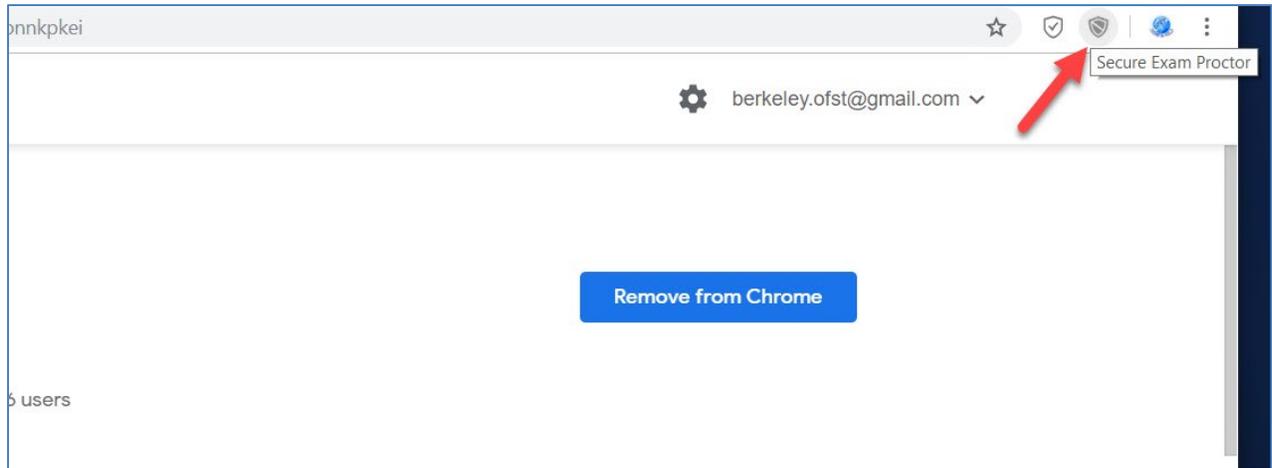

Note: if the link above does not lead you directly to the Proctorio plugin extension, search "download proctorio extension" in Google.
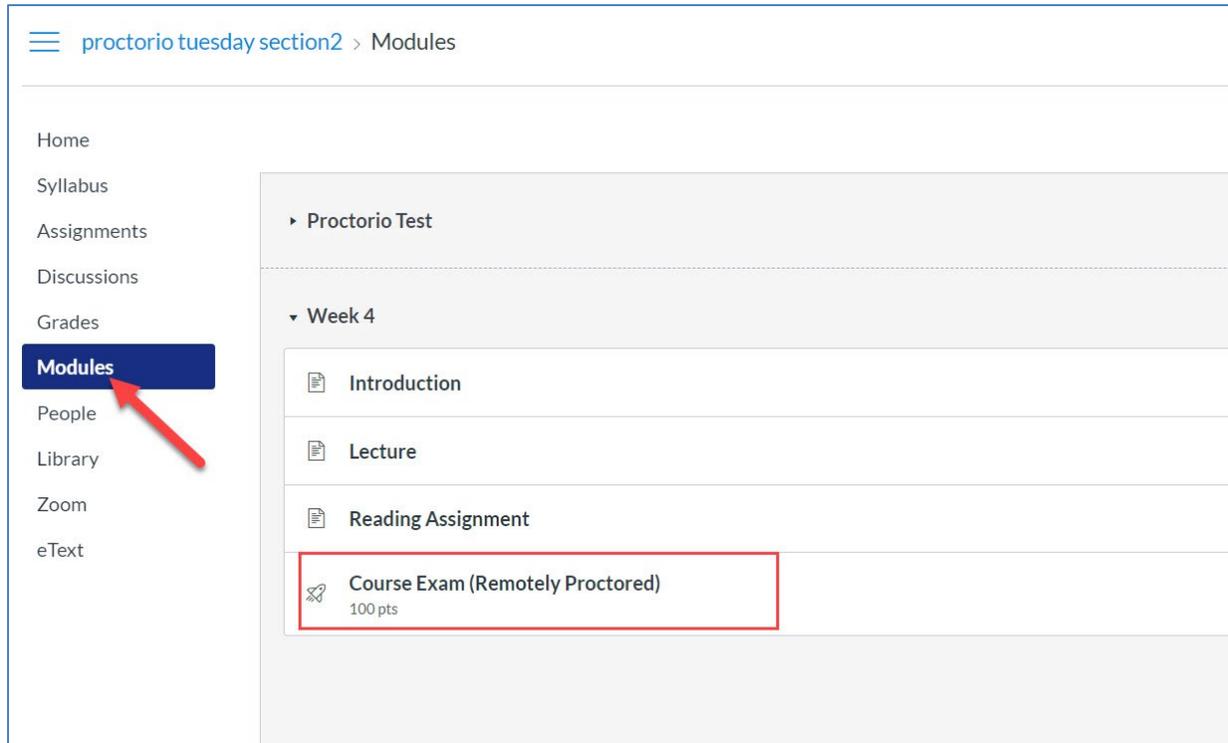
Next, click "Add extension" in the popup window.

You will note the "Secure Exam Proctor" plugin in the upper right corner of your browser window.
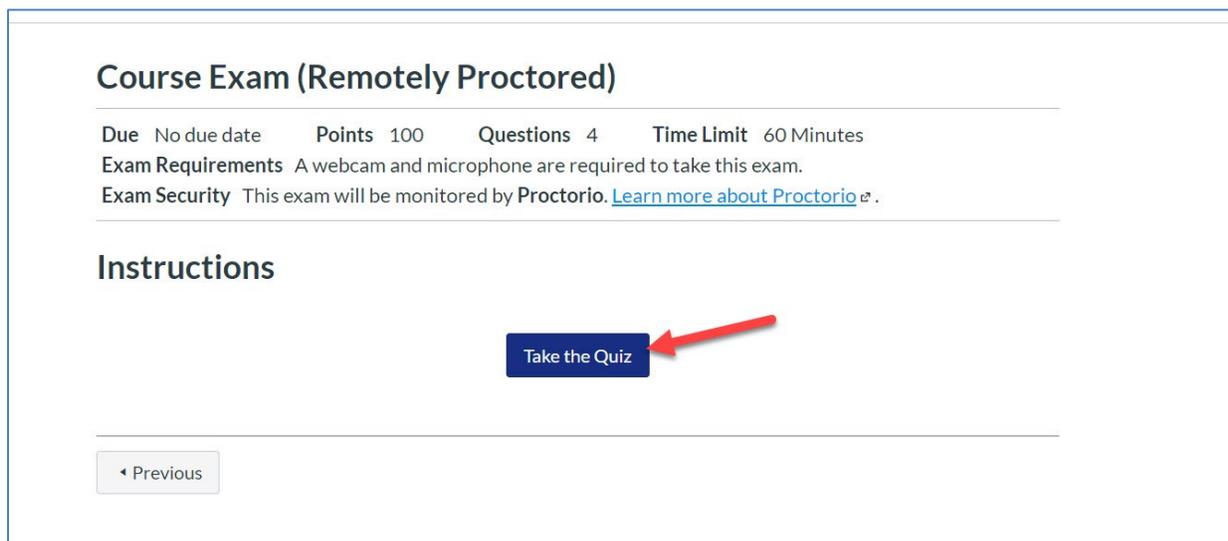
Next, click Modules and Navigate to your exam. Click the exam to enter

Note the time limit and any instructions from your instructor. Click "Take the Quiz".

On the landing page, you will see information about activities that will be restricted during the exam, and the types of things that will be recorded.

During the exam, the following will be restricted:

- **Any loss of network connectivity** and the exam will end automatically, please make sure your **current connection is stable** during the entire exam.
- Your **clipboard** will be disabled during the exam. Copy and paste functions will not work and your **current clipboard will be emptied**.
- You will not be able to begin the exam until you **disconnect additional screens or monitors**.
- You will not be allowed to open new **tabs or windows** during the exam.
- You will not be allowed to **print** the exam.
- You will not be allowed to **download or save** any external files during the exam.

The following information will be collected during the duration of the exam:

- Your microphone
- Your webcam
- Your physical location
- Your identity
- Your clipboard
- Your mouse location
- Your browser size
- Your browser tabs and windows
- Your head movements
- Your eye movements
- Your mouth movements
- Your entire screen
- Any other applications running
- Number of display screens connected

Scroll to the bottom of the page, and click "Start Pre Exam Checks"

- Your browser size
- Your browser tabs and windows
- Your head movements
- Your eye movements
- Your mouth movements
- Your entire screen
- Any other applications running
- Number of display screens connected

he results of your actions may result in policy violations, at this institution's discretion.
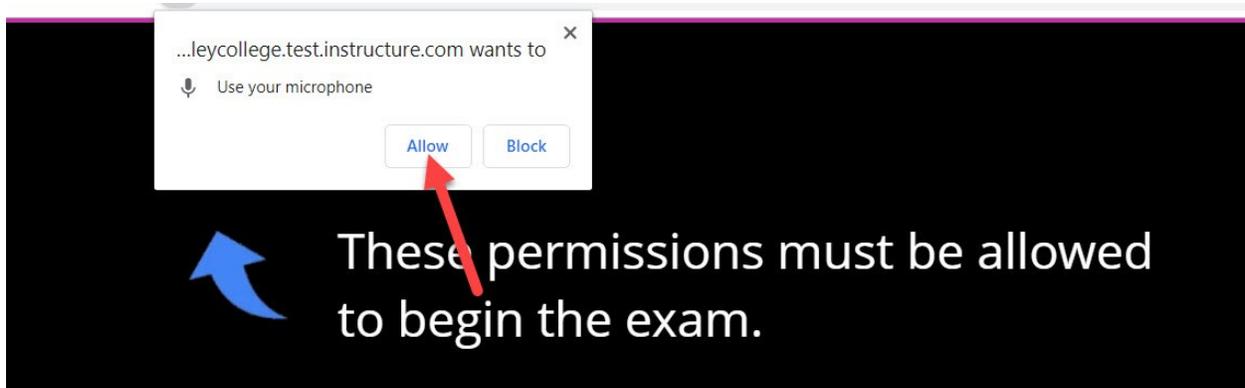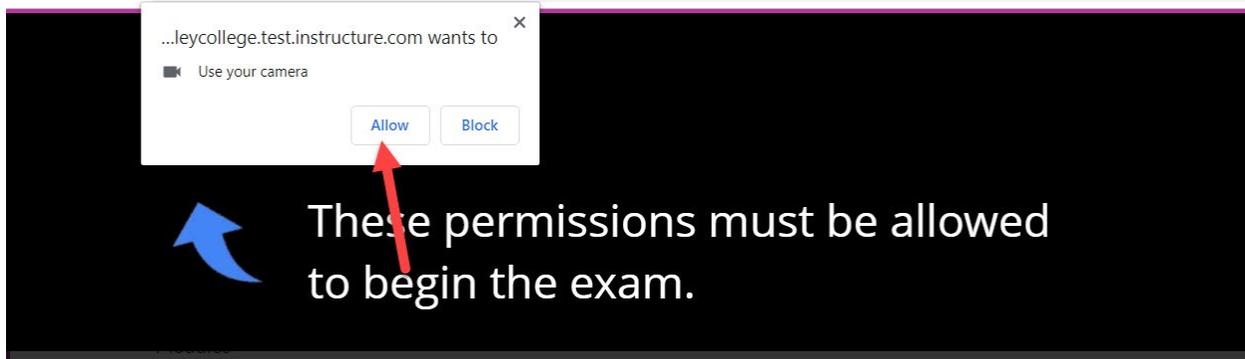
nable high visibility mode.

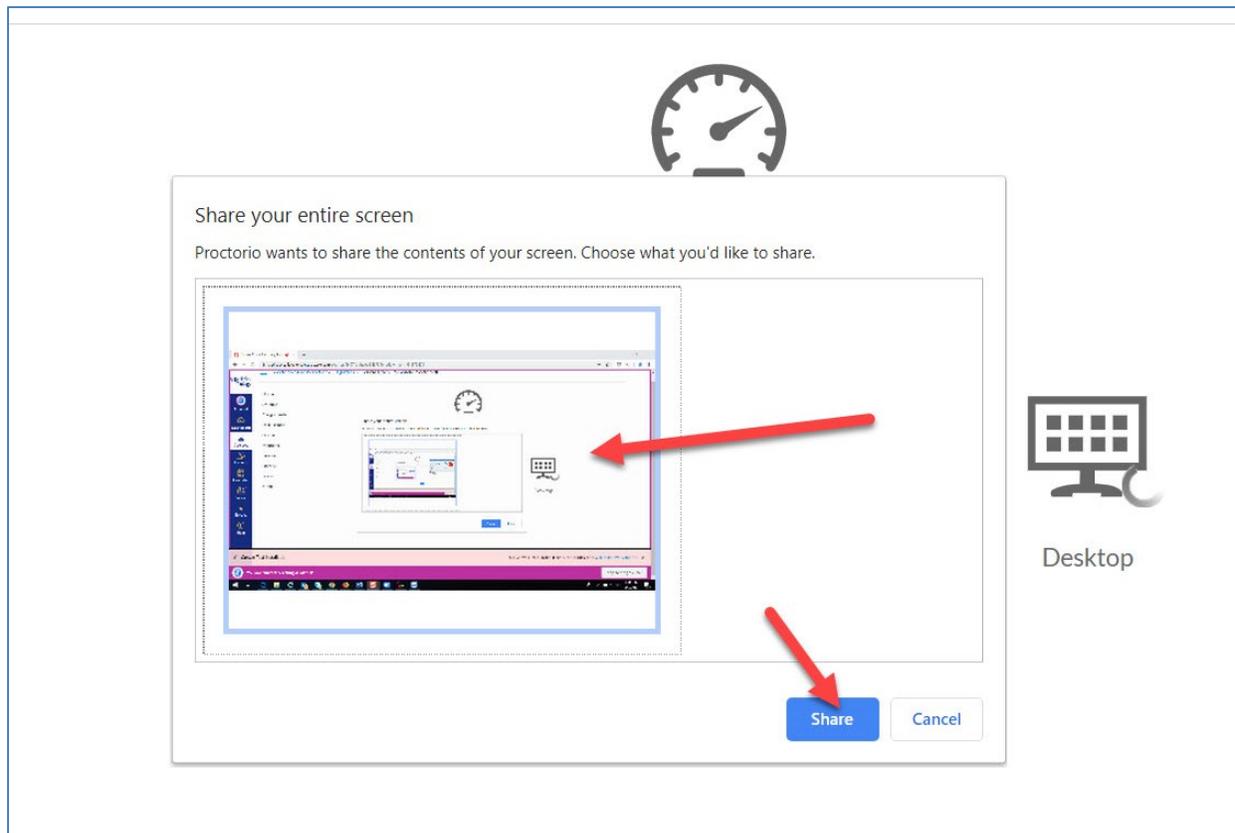earn more about Proctorio's approach to Accessibility.

Start exam pre-checks

Next, be sure to allow the program to use both your camera and your microphone by clicking "allow" in the popups.
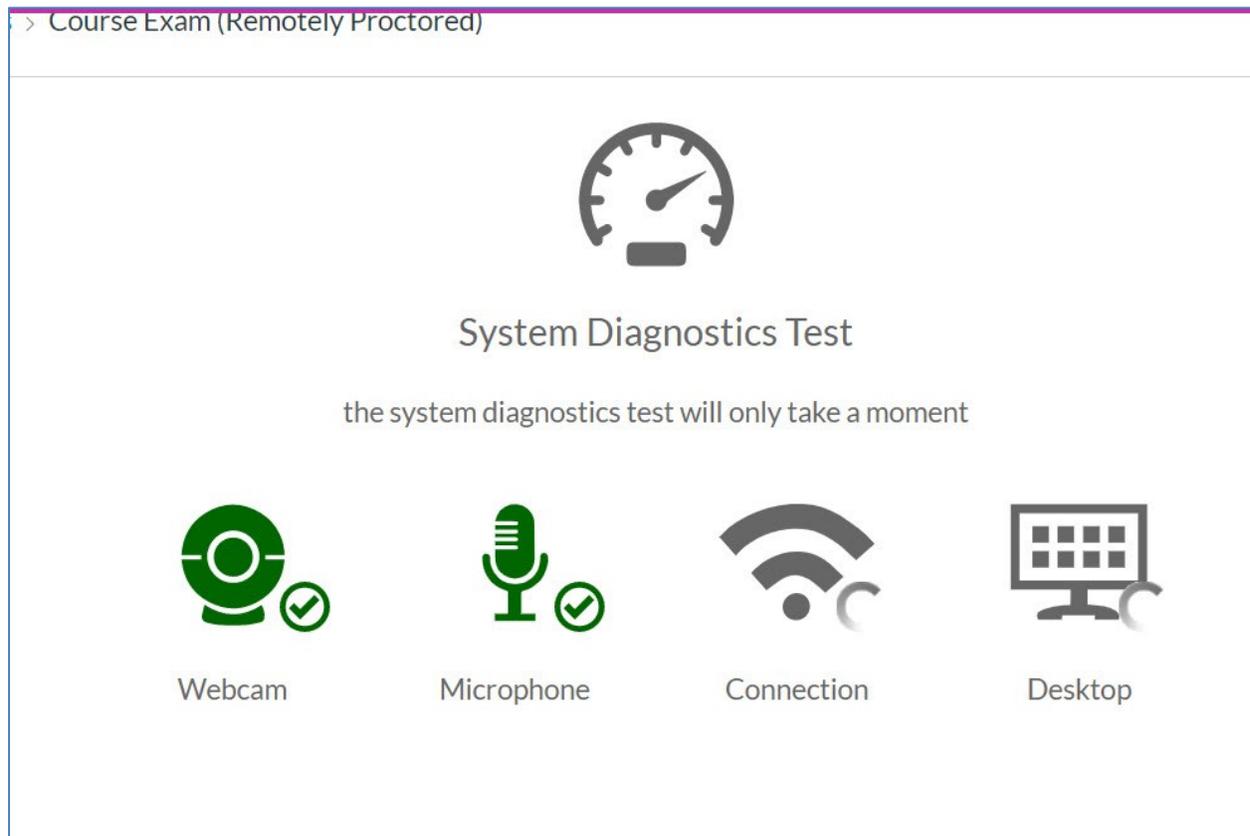
Next, Proctorio will ask to share your screen. Click the screen that appears in the popup window, then click Share.

During this time, Proctorio will run a Systems Diagnostics Test. You will see a green check next to each item once the test has run successfully. You will be notified if you need to address any issues here (e.g., allowing the program to access your microphone or camera – see above).

After the diagnostics test is successful, you will see your camera's image and some suggestions to get ready for your exam. When you are ready to continue, click Next.

Next, Proctorio will want to be sure it can hear you. Click Begin Microphone Test. You will be asked to say "hello".
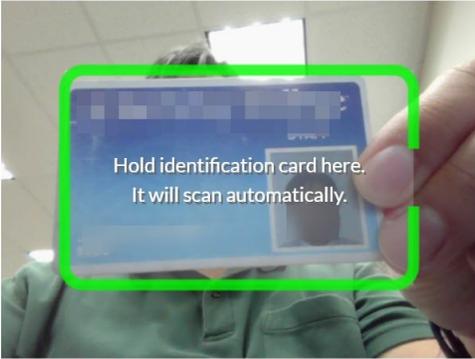
Once Proctorio has analyzed your audio, you will be asked to verify your ID. Please use a driver's license or other official ID to verify your identity.

Once Proctorio has recorded the picture of your ID, click Next.
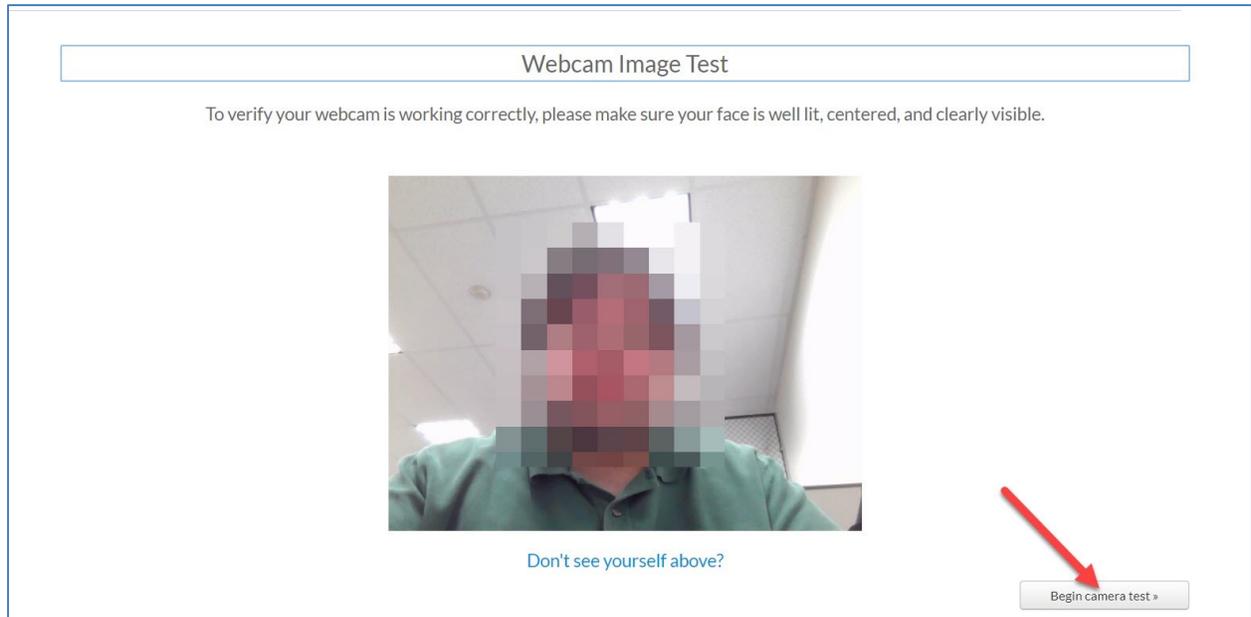
Proctorio will then do a camera test. Be sure you are centered in the frame and are well lit.

Note: If there are issues detecting your image here, a Proctrio representative will attempt to initiate a chat session. Please accept the chat session, as they will be able to help!

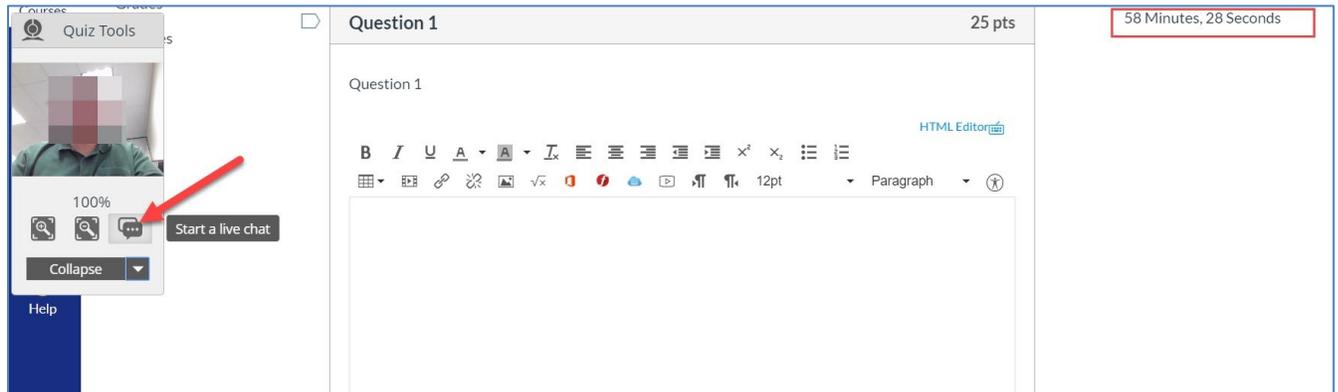Once your picture and ID are confirmed, click "I accept, begin exam now" to begin your exam.

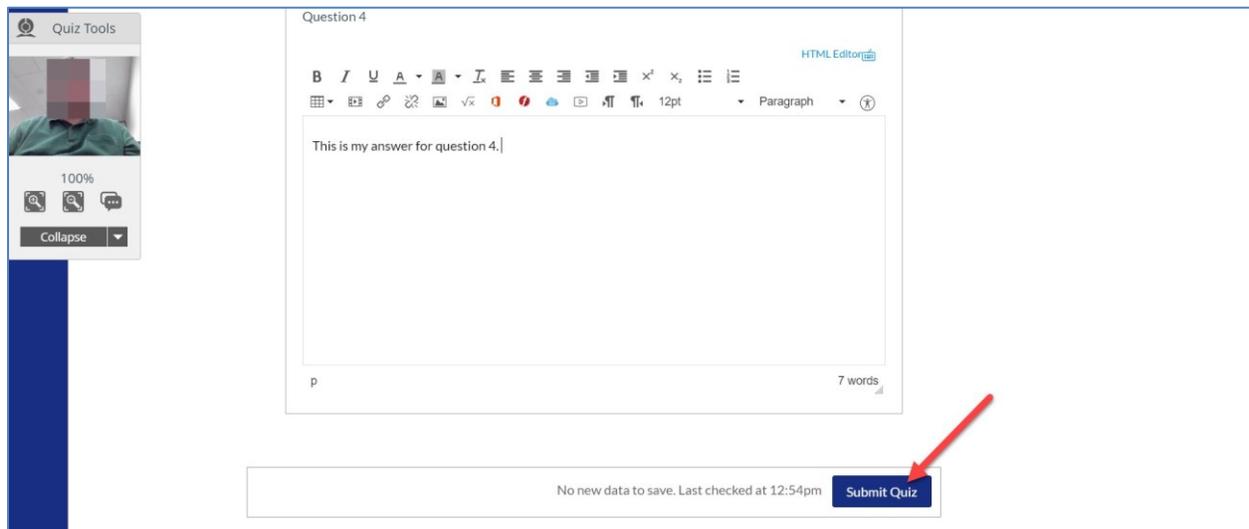Answer the questions to the best of your ability. Note the time countdown on the upper right side of your screen. If you have any technical difficulties with Proctorio, you can click the chat icon in the quiz tools to chat with a Proctorio representative.

Once you have completed the exam click "Submit Quiz" at the bottom right of the page.

To end the Proctorio session, click "here" in the banner message that will appear at the top of your screen.

If you have technical issues with Proctorio, you may chat with them by clicking on the Proctorio extension, on then on Live Chat in the window that opens. You may also call them at (866) 948-9087.

If you have other technical issues, please contact the Berkeley College Help Desk at (973) 405-2111 x1540.

For more information about Proctorio, click this link: [What is Proctorio](#)?