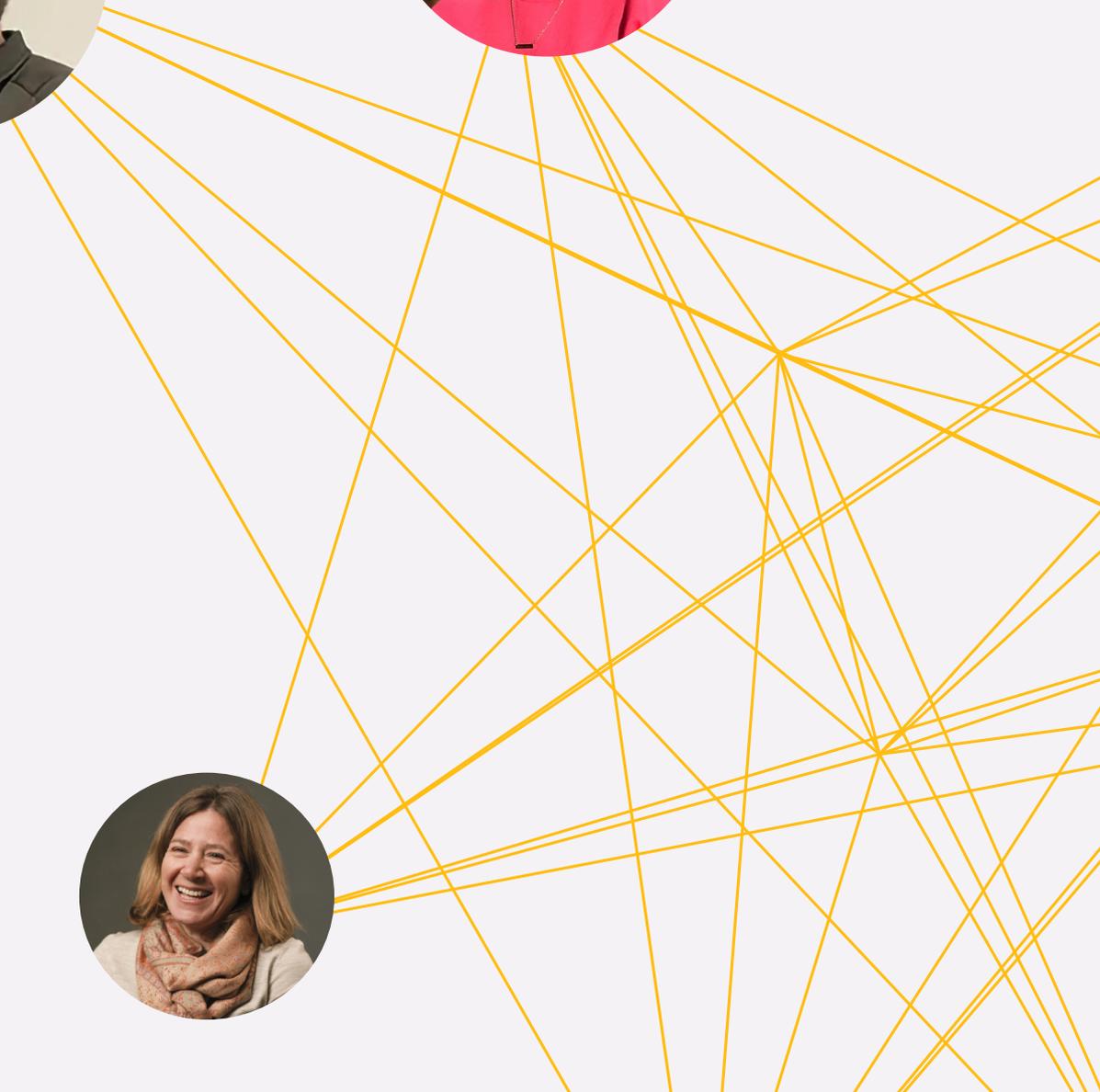




UNIVERSITY  
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# HOW TO ASSIGN A PROCTOR

## ANSWERS TO ALL YOUR PROCTOR QUESTIONS!



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## 1 WHAT IS A PROCTOR?

A proctor is an exam monitor; someone who will ensure that you are following all the correct academic procedures during an exam (e.g. that you are not receiving help from others, using only permitted notes, etc.).

## 2 PROCTORED VS NON-PROCTORED EXAM

### Proctored Exams

In order to take a proctored exam, you must assign a proctor. Most proctored exams are taken within the UoPeople Online Campus (Moodle), but some, such as ENGL 0101 and ENGL 0008, will be taken on an external platform.

### Non-Proctored Exams

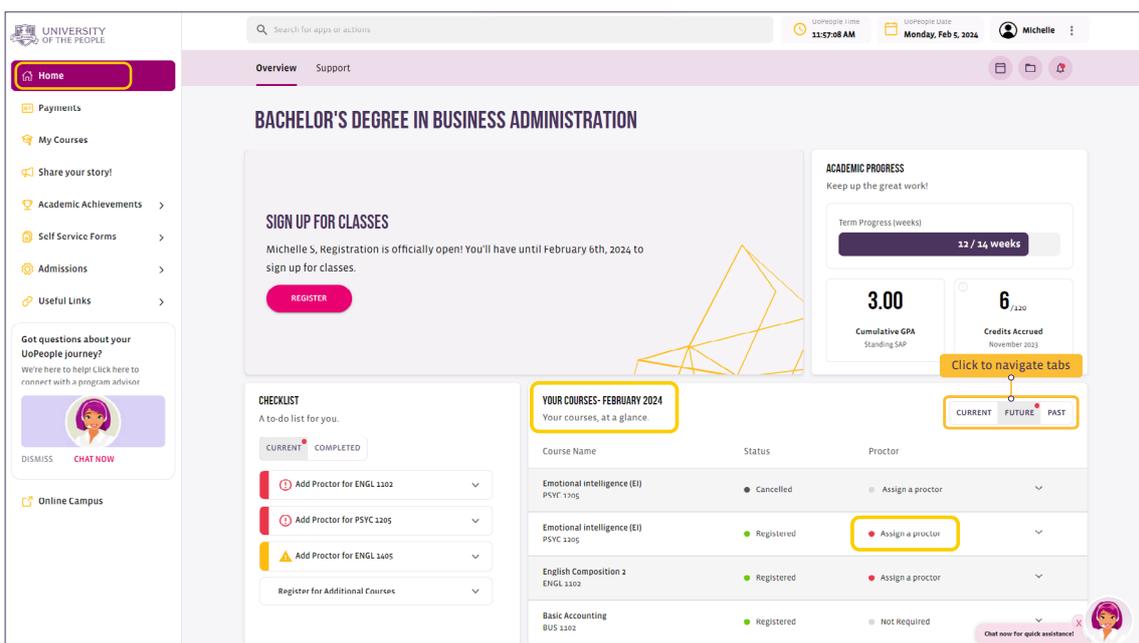
Many of the exams you'll take at UoPeople are non-proctored. You do not need to assign a proctor for these exams, simply take them during the final exam period as early as possible.

**Please Note:** Both exam types must be taken within the four-day exam window.

### Not sure if your course is a proctored course?

There are two ways to check:

1. You can check the 'Your Courses' section in the UoPeople Portal [Home](#) page under the 'Current' or 'Future' tab.



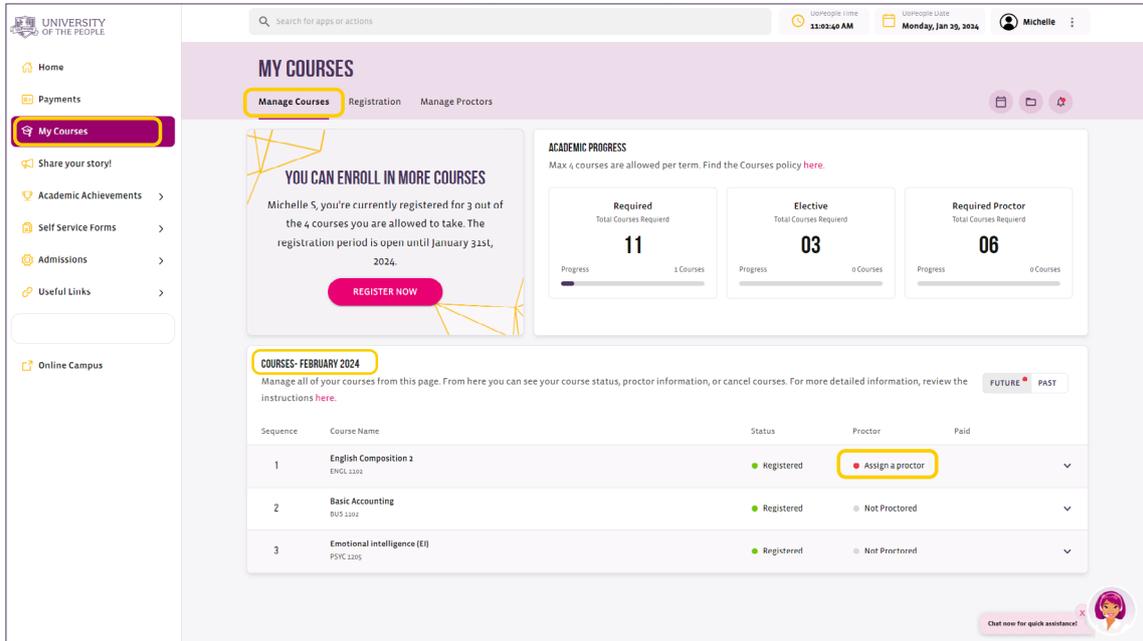
The screenshot shows the UoPeople portal interface for a Bachelor's Degree in Business Administration. The 'YOUR COURSES- FEBRUARY 2024' section is highlighted with a yellow box. It contains a table with columns for Course Name, Status, and Proctor. The table lists several courses, with 'Emotional Intelligence (EI) PSYC 1205' highlighted in yellow. The 'Proctor' column for this course shows a red dot and the text 'Assign a proctor'. Other courses include 'Emotional Intelligence (EI) PSYC 1206', 'English Composition 2 ENGL 1102', and 'Basic Accounting BUS 1102'. The 'Status' column shows 'Cancelled', 'Registered', and 'Registered' respectively. The 'Proctor' column shows 'Assign a proctor', 'Assign a proctor', and 'Not Required' respectively. A yellow box also highlights the 'CURRENT' tab in the navigation bar above the table.

Course Name	Status	Proctor
Emotional Intelligence (EI) PSYC 1205	Cancelled	Assign a proctor
Emotional Intelligence (EI) PSYC 1206	Registered	Assign a proctor
English Composition 2 ENGL 1102	Registered	Assign a proctor
Basic Accounting BUS 1102	Registered	Not Required

# HOW TO ASSIGN A PROCTOR

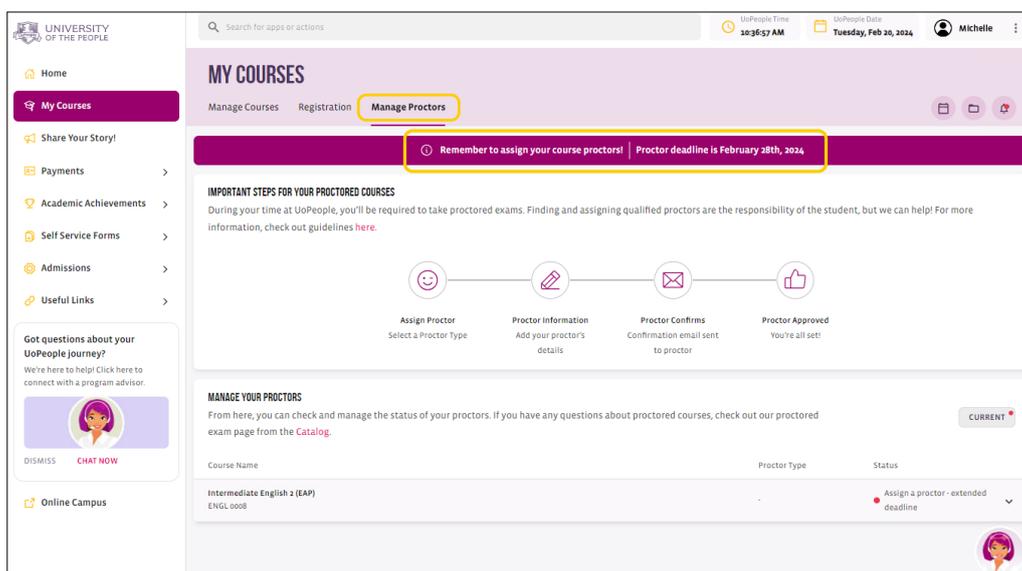


2. You can go to the 'My Courses' space and check the 'Course Management' area on the '[Manage Courses](#)' page.



## 3 HOW TO ASSIGN A PROCTOR

During the registration process, you'll need to provide your proctor's details. Additionally, the proctor will need to confirm that they have accepted the role. If either requirement is not met by the deadline, your registration for the proctored course will be canceled. We will communicate this deadline via email well in advance. You can also view the deadline in the 'Manage Proctors' section.



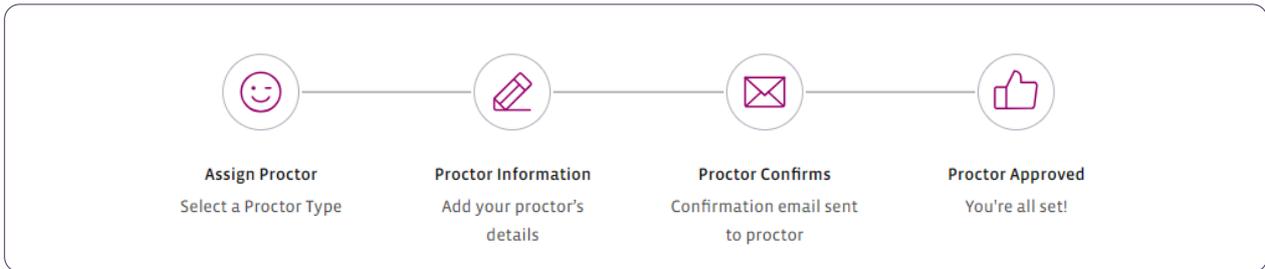
**Please Note:** It is the student's responsibility to find a proctor for all proctored courses.

# HOW TO ASSIGN A PROCTOR



You have two options for assigning a proctor:

- 1. Offline Proctor (Free of Charge Option):**  
Ask a respected member of your community to be your proctor.
- 2. Online Proctoring Service - ProctorU (Paid Option):**  
Use the online proctoring service [ProctorU](#).



It's important that you read all emails from University of the People as you will receive notifications about your proctors.



## 3.1 OFFLINE PROCTOR (Free of Charge Option)

If you chose the free-of-charge option, please note that your proctor must meet the following qualifications:

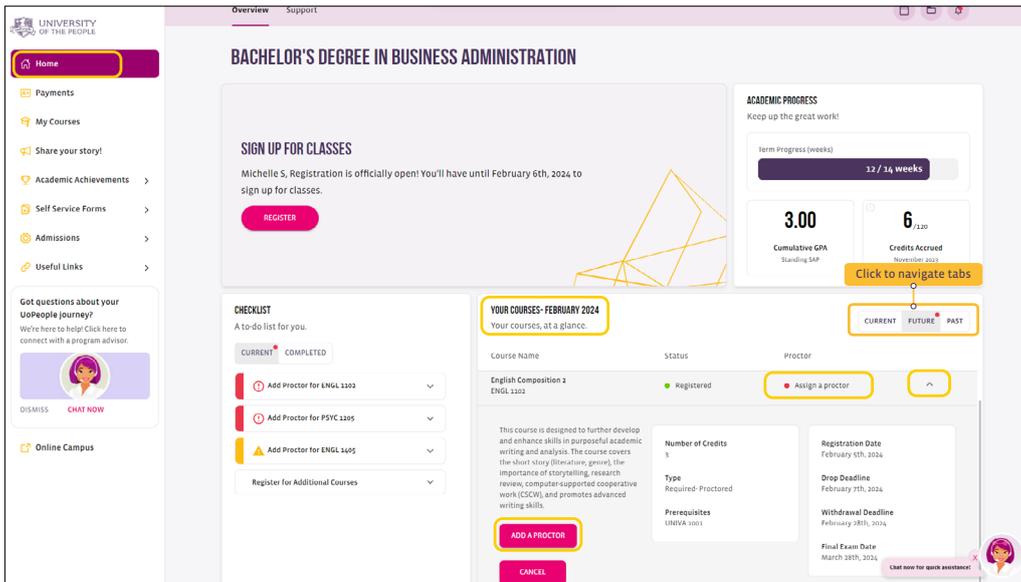
- Able to be physically present during proctored exams.
- At least 21 years old.
- Be a reputable person of integrity.
- They cannot be a relative of yours or any other applicant or student at University of the People.
- There should be no conflict of interest or any other vested interest in your grade or performance in your exam.
- They cannot be paid for offering their proctoring services.
- Must have adequate and reliable access to the Internet, including email services.

# HOW TO ASSIGN A PROCTOR

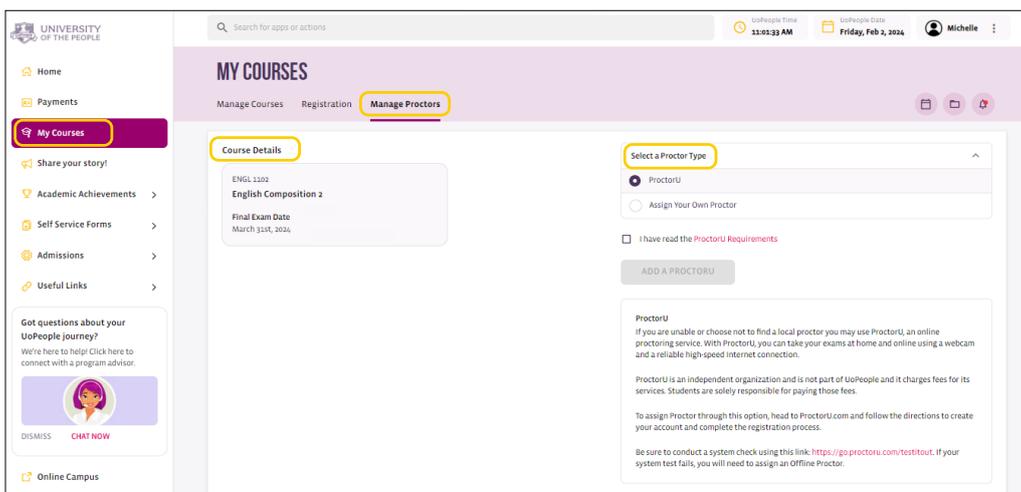


Once you decide on your Offline Proctor:

1. Log in to the UoPeople Portal. You can view your proctored courses in the 'Current' or 'Future' tab of the 'Your Courses' section of the Home page. Go to the proctored course, click the arrow on the right side, and click **ADD A PROCTOR**.



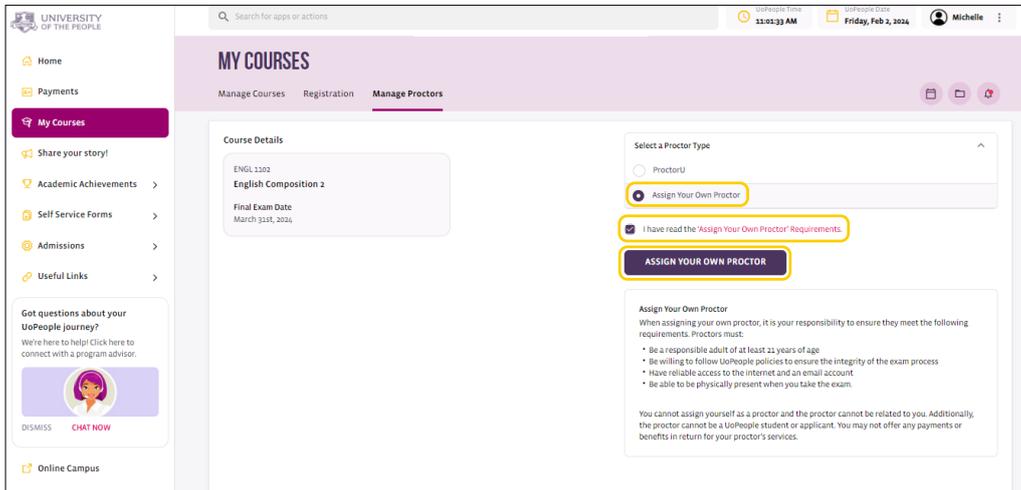
2. You will be redirected to the 'Manage Proctors' page and land on the specific course's 'Course Details' area where you can select a proctor type for this course.



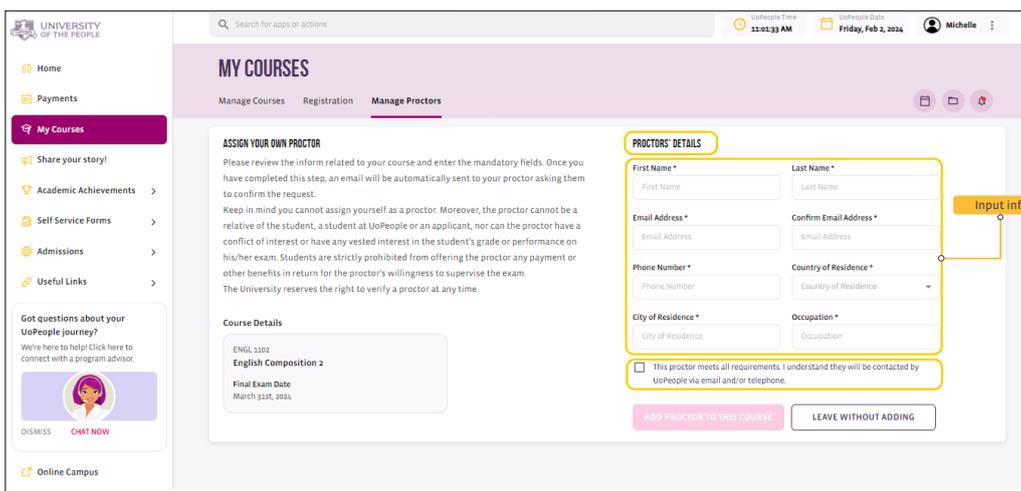
# HOW TO ASSIGN A PROCTOR



- Under 'Select a Proctor Type', choose *Assign Your Own Proctor*. Next check the box stating you read the requirements; *I have read the 'Assign Your Own Proctor' Requirements*. Then click on the **ASSIGN YOUR OWN PROCTOR** button.



- Input the requested information. Be sure to confirm and click on the box that states *This proctor meets all requirements. I understand they will be contacted by UoPeople via email and/or telephone*.



# HOW TO ASSIGN A PROCTOR



## 5. Click **ADD PROCTOR TO THIS COURSE**.

**MY COURSES**

Manage Courses Registration **Manage Proctors**

**ASSIGN YOUR OWN PROCTOR**

Please review the inform related to your course and enter the mandatory fields. Once you have completed this step, an email will be automatically sent to your proctor asking them to confirm the request.

Keep in mind you cannot assign yourself as a proctor. Moreover, the proctor cannot be a relative of the student, a student at UoPeople or an applicant, nor can the proctor have a conflict of interest or have any vested interest in the student's grade or performance on his/her exam. Students are strictly prohibited from offering the proctor any payment or other benefits in return for the proctor's willingness to supervise the exam. The University reserves the right to verify a proctor at any time.

**Course Details**

ENGL 1102  
English Composition 2

Final Exam Date  
March 31st, 2024

**PROCTORS' DETAILS**

First Name \*  
Bob

Last Name \*  
Rose

Email Address \*  
bob@mail.com

Confirm Email Address \*  
bob@mail.com

Phone Number \*  
312-1234567

Country of Residence \*  
United States

City of Residence \*  
Chicago

Occupation \*  
QA

This proctor meets all requirements. I understand they will be contacted by UoPeople via email and/or telephone.

**ADD PROCTOR TO THIS COURSE** LEAVE WITHOUT ADDING

Your Offline Proctor will then be contacted via email by the Office of Student Services to verify that they agreed to be your proctor. We recommend you contact your proctor and ask them to confirm as soon as possible.

**If the proctor does not confirm by the deadline, your registration for the proctored course will be canceled.** We will communicate this deadline to you via email well in advance. You can also view the deadline in the 'Manage Proctors' section.

If your proctor has not received their confirmation email, ask them to check their spam/junk folder. If they are unable to find it, log into the UoPeople Portal and head to the 'My Courses' space, under the 'Manage Your Proctors' section, click on the arrow on the right-hand side for the courses that show: *Waiting for proctor confirmation*. Check to make sure you've entered their email address correctly. If the email address is correct, click **RESEND APPROVAL EMAIL**. If the email address is incorrect, click on **CHANGE PROCTOR** and input the updated info.

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**MY COURSES**

Manage Courses Registration **Manage Proctors**

Remember to assign your course proctors! Proctor deadline is February 3rd, 2024

**IMPORTANT STEPS FOR YOUR PROCTORED COURSES**

During your time at UoPeople, you'll be required to take proctored exams. Finding and assigning qualified proctors are the responsibility of the student, but we can help! For more information, check out our exam manual [here](#).

Assign Proctor  
Proctor Information  
Proctor Confirms  
Proctor Approved

**MANAGE YOUR PROCTORS**

From here, you can check and manage the status of your proctors. If you have any questions about proctored courses, check out [Catalog](#) page or our student manual.

Course Name	Proctor Type	Status
Emotional Intelligence (EI) PSYC 1205	Standard	Waiting for proctor confirmation

**RESEND APPROVAL EMAIL** CHANGE PROCTOR

**Course Details**  
Course Term: February 2024  
Academic Year: 2023, Term 2  
Final Exam Date: From March 28 to March 31

**Proctor Details**  
Full Name: Bob Rose  
Email Address: bob@mail.com

# HOW TO ASSIGN A PROCTOR



You can check to see if your proctor has been approved by logging into the UoPeople Portal. The proctor status will change from *Waiting for Proctor Confirmation* to *Proctor Approved* as soon as your proctor has confirmed and been approved by UoPeople.

The screenshot shows the 'MY COURSES' page in the UoPeople portal. The user is logged in as Michelle. The page displays a navigation menu on the left with 'My Courses' selected. The main content area includes a 'Manage Courses' tab, a registration notice for February 6th, 2024, and an 'ACADEMIC PROGRESS' section with three progress bars: Required (11/1), Elective (03/0), and Required Proctor (06/0). Below this is a 'COURSES- NOVEMBER 2023' section with a table of courses. The table has columns for Sequence, Course Name, Status, Proctor, and Paid. Course 1, 'Ethics and Social Responsibility', is registered and has a 'Proctor approved' status. Course 2, 'World Literature', is registered but has a 'Assign a proctor - extended deadline' status. Course 3, 'Online Education Strategies', is registered and 'Not Proctored'.

Sequence	Course Name	Status	Proctor	Paid
1	Ethics and Social Responsibility PHIL 1040	Registered	Proctor approved	
2	World Literature ENGL 1005	Registered	Assign a proctor - extended deadline	
Take	Online Education Strategies UNIV 1000	Registered	Not Proctored	

Please let your proctor know it is extremely important that they read and respond to all UoPeople emails.

## Important Notes:

1. It is the student's sole responsibility to inform their program advisor of any changes to their proctor's contact information.
2. UoPeople has the right to contact the proctor directly to validate their identity and to confirm that they meet all the requirements. If UoPeople rejects a proctor, the student will be notified accordingly, and it will be the student's sole responsibility to provide another proctor.
3. Rejecting a proctor is at the sole discretion of UoPeople. The university has no obligation to provide reasoning for the decision.
4. It is the student's sole responsibility to make sure that their proctor is available during the final exam period. A scheduling problem with the proctor will not be considered a legitimate reason for extending the exam period or to request a makeup exam. UoPeople will send the proctor a reminder a few days before the exam.
5. It is the student's sole responsibility to coordinate with their proctor the date, time, and location in which the proctored exam will take place. A student will not be allowed to start a proctored exam without the presence of the proctor.

## 3.2 ONLINE PROCTORING SERVICE – ProctorU (Paid Option)

If you are unable or choose not to find a local proctor you may use ProctorU, an online proctoring service. With ProctorU, you can take your exams at home with an online proctor using a webcam and a reliable high-speed internet connection.

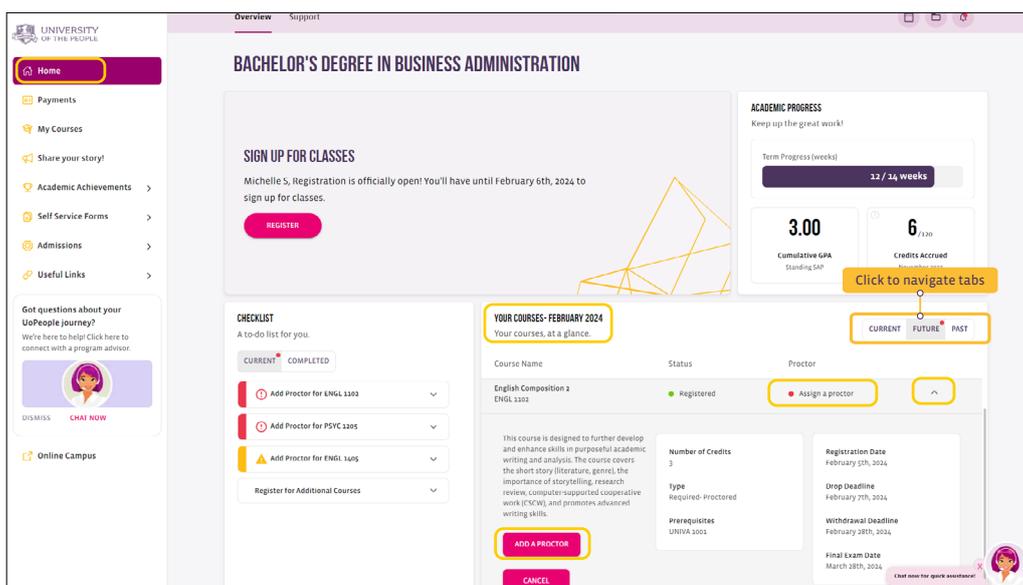
ProctorU is an independent organization and is not part of UoPeople. They charge fees for their services, which students are solely responsible for.

ProctorU also requires students to access their servers through a safe and secure browser called the Guardian Browser. The Guardian Browser can be [downloaded here](#) for free. For additional information on using this browser, [click here](#).

Be sure to conduct a system check, using this link: <https://go.proctoru.com/testitout>. If your system test fails, you will need to assign an offline proctor.

**If your system check is successful, complete the following steps:**

1. Log in to the UoPeople Portal. You can view your proctored courses in the 'Current' or 'Future' tab of the 'Your Courses' section of the Home page. Go to the proctored course, click the arrow on the right side, and click **ADD A PROCTOR**.

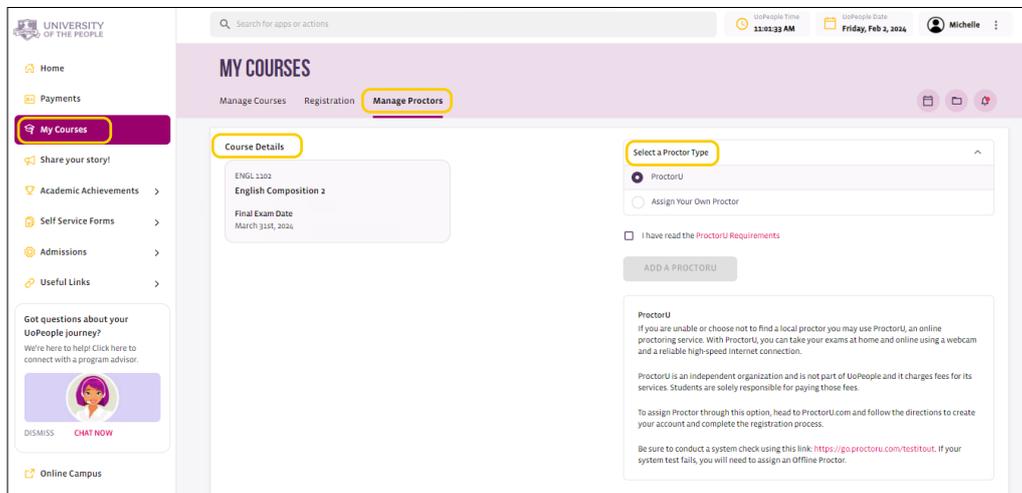


The screenshot shows the UoPeople portal interface. On the left is a navigation menu with options like Home, Payments, My Courses, Academic Achievements, Self Service Forms, Admissions, and Useful Links. The main content area is titled 'BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION' and includes a 'SIGN UP FOR CLASSES' section with a 'REGISTER' button. Below this is a 'CHECKLIST' section with a 'COMPLETED' status and a list of courses to add a proctor for: 'Add Proctor for ENGL 1102', 'Add Proctor for PSYC 1205', and 'Add Proctor for ENGL 1105'. A 'Register for Additional Courses' button is also present. The 'YOUR COURSES - FEBRUARY 2024' section shows a table with columns for Course Name, Status, and Proctor. The course 'English Composition 3 ENGL 1102' is listed with a status of 'Registered' and a proctor assignment button. A detailed view of this course is shown below, including a description, course type (Required-Proctored), prerequisites (UNVA 1001), and registration dates (February 5th, 2024). The 'ADD A PROCTOR' button is highlighted in yellow.

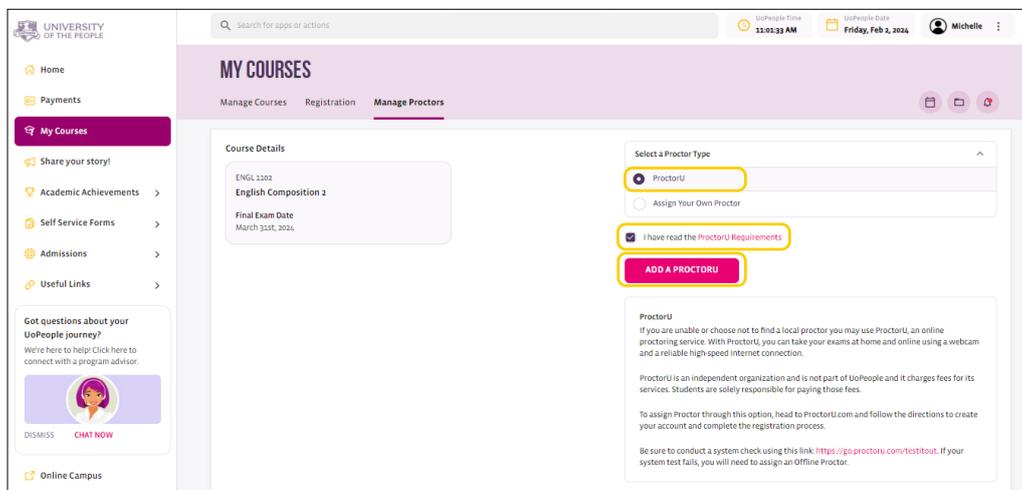
# HOW TO ASSIGN A PROCTOR



2. You will be redirected to the 'Manage Proctors' page and land on the specific course's 'Course Details' area where you can select a proctor type for your course.



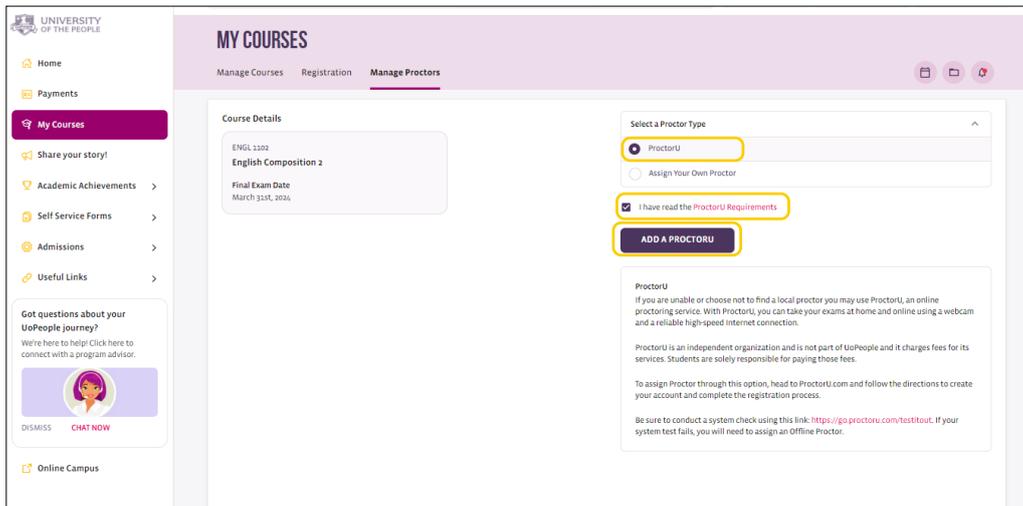
3. Under 'Select a Proctor Type', choose *ProctorU*. Read the requirements and check the *I have read the ProctorU Requirements* box.



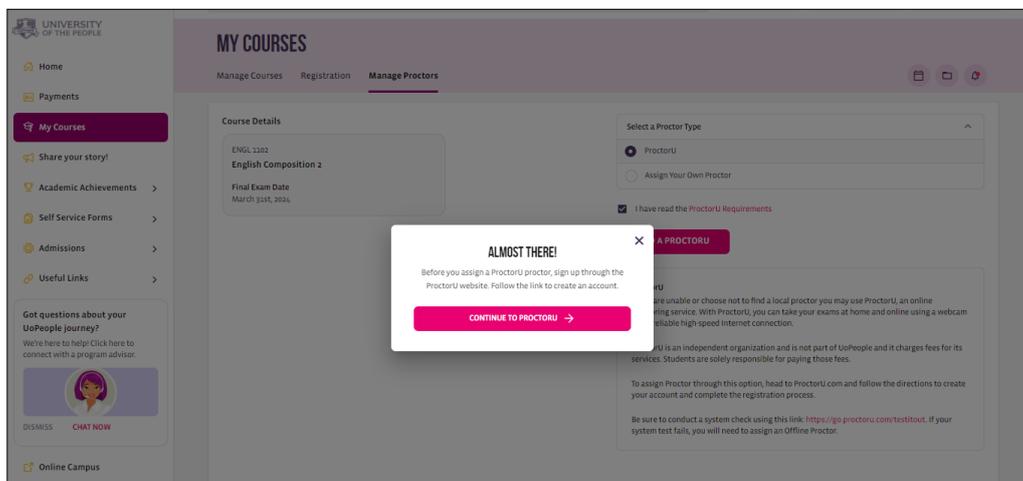
# HOW TO ASSIGN A PROCTOR



## 4. Click **ADD A PROCTORU**.



If you do not already have a ProctorU account, you will see the following pop up instructing you to create an account. Be sure to use the same email address you use to log into the UoPeople Portal.



Once you've created an account, return to the Portal and select ProctorU for the proctored course you'd like to use their services for. Then click **ADD A PROCTORU**.

Scheduling the exam with ProctorU can be done at the beginning of the term through the ProctorU website once you've logged into your account.

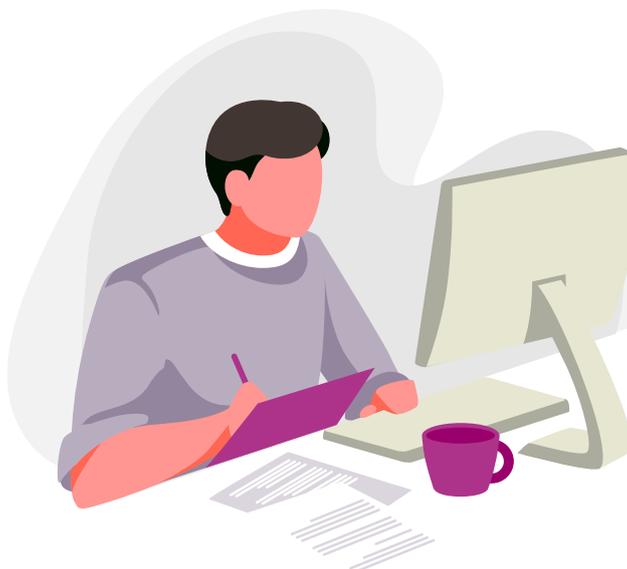
Any technical issues you encounter while using ProctorU must be sent to ProctorU technical support. For more information about ProctorU [click here](#).

## 4 DURING EXAMS

Final exams for all courses are held during a four-day period in the ninth week of the term, starting Thursday of week nine at 12:05 am GMT-5 (UoPeople time) and ending on Sunday of week nine at 11:55 pm GMT-5.

This includes both proctored and non-proctored exams.

For additional details, please refer to the sections on proctor exams included in the [UoPeople Catalog](#) or check out the [Exam Guide](#).



If you have any questions or concerns, just reach out to your program advisor. They're here to help!

WE WISH YOU **ALL THE BEST** ON YOUR UOPEOPLE JOURNEY!



## DISCLAIMER

In the event of any conflict between the terms of this guide and the [UoPeople Catalog](#), then the language of the UoPeople Catalog shall take precedence and be the guiding document.