



# Proctor a PrairieLearn exam using PrairieTest

Learn how to proctor a PrairieLearn exam within PrairieTest via the computer-based testing facility.

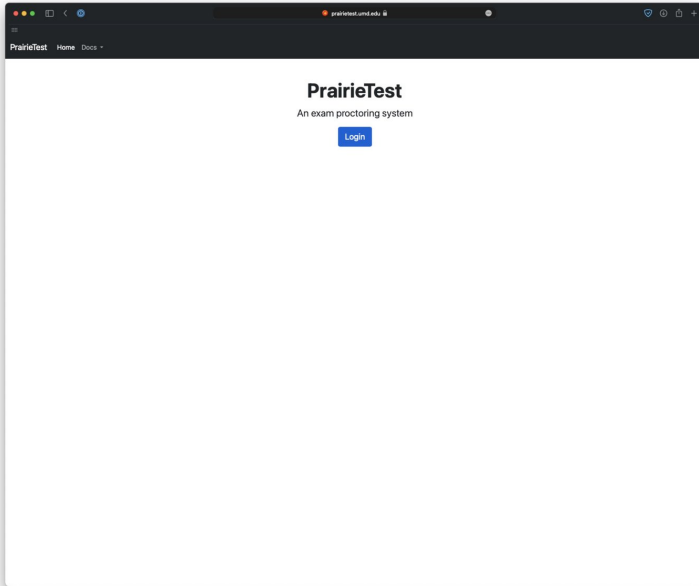
Written By: Nicholas Bentley




# Proctor an Exam

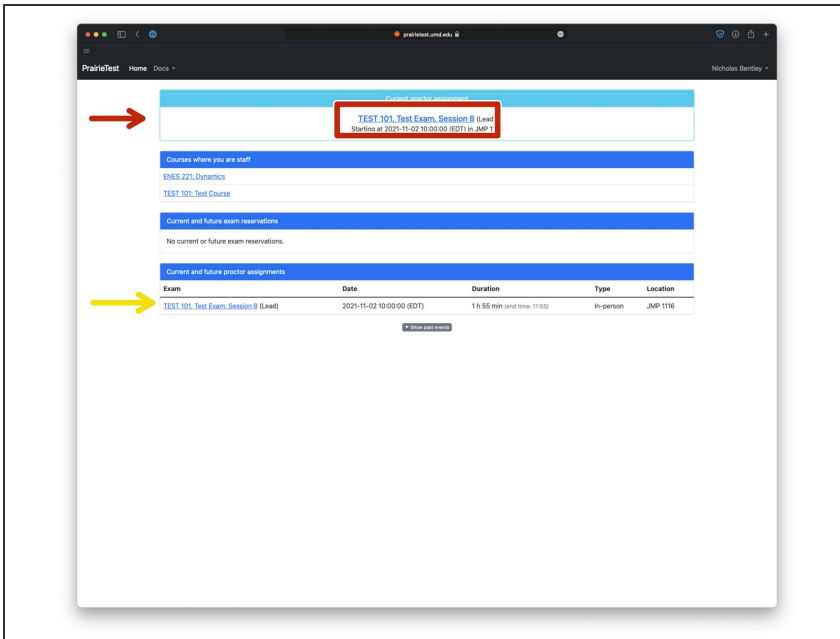
## Step 1 — Sign in to PrairieTest

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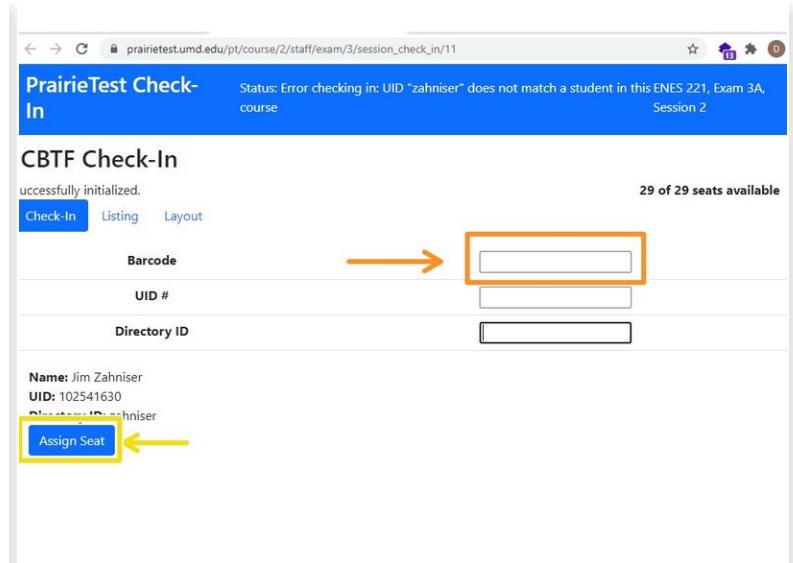
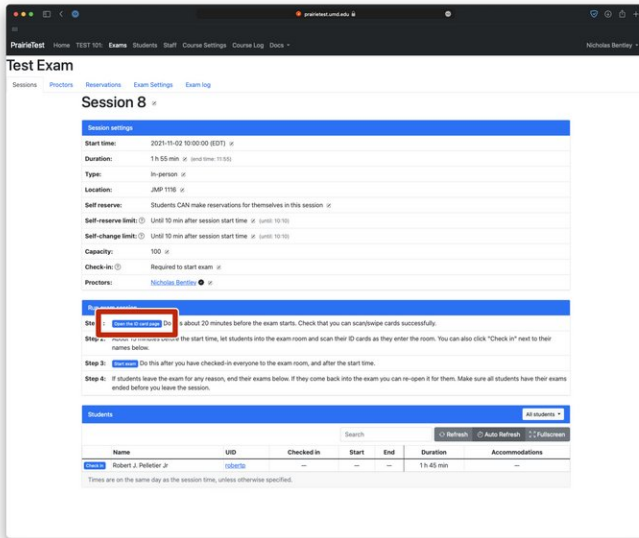
- Sign in to PrairieTest via <https://prairietest.umd.edu>.
-  You will need to authenticate via CAS and complete your Duo push.

## Step 2 — Open the test you will be proctoring



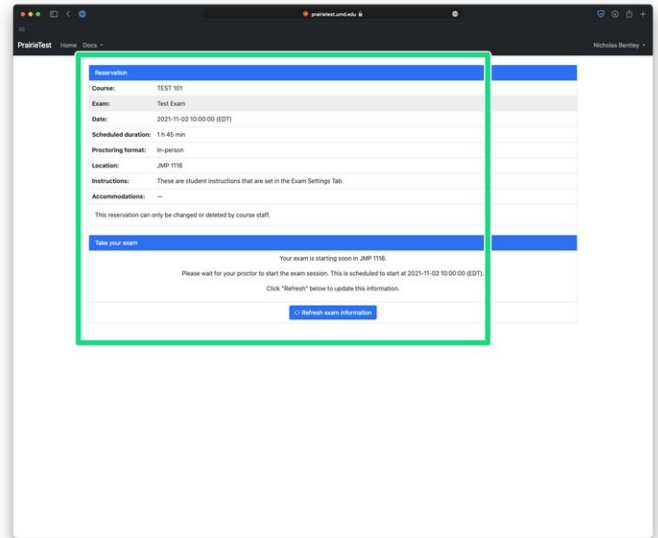
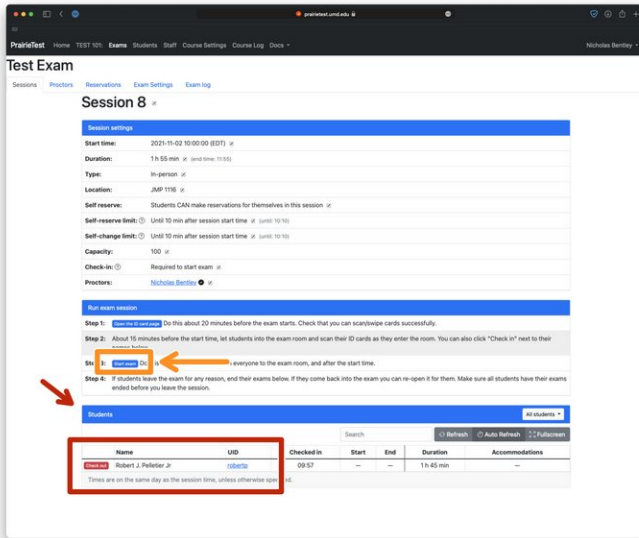
- If you are within the check-in timeframe of the upcoming exam you are proctoring, you will see your exam at the top of the screen.
  - Click the exam name and session to open the proctor page.
  - If you are not within the check-in timeframe of the upcoming exam you are proctoring (e.g. several days in advance) or you have multiple exams, they will appear in the list below.
- ❗ If you do not see an exam on this page, check with the course instructor or departmental staff member to ensure you have been added to the exam as a proctor.
- ★ Proctors have the ability to manage student reservations at all times.

## Step 3 — Check students in



- When you open the exam session page, you will see the session name, information about the session, a section on running the exam session, and the list of students signed up for that session.
- To begin checking students in, click the **Open the ID card page** button next to step 1.
- ⚠ **Leave both browser tabs (PrairieTest and the check-in page) open.**
  - The ID card page will open in a separate browser tab. Begin scanning student barcodes with your cursor in the barcode text box. When a student is successfully checked in, you will receive a message in the bar at the top of the page indicating such.
  - Click the assign seat button to assign a seat for that student and direct them to that seat.
- ❗ Instruct students to sign in to PrairieTest when they sit down at their computer. Their exam will be listed at the top of the page when they sign in. They should click on it to open the exam details page.

## Step 4 — Verify students are checked in & start the exam



- After you are done checking students in, return to the PrairieTest browser tab and check to see that students are checked in to the exam.
- Ensure that students have signed in to <https://prairietest.umd.edu> and that they are able to see the exam for which they are registered and are on the exam details page before continuing. This screenshot is what the student should see.
- Once you have verified all students who are present have checked in and are ready to start the exam, click the **Start exam** button in step 3 of run the exam session.
- ❗ Once you have started the exam, students will be given the option to start the exam automatically (no page refresh needed).
- ❗ Students have the duration of the exam listed next to their name on the proctor page in PrairieTest to complete their exam. PrairieLearn will show them a timer and will automatically lock their exam once time expires.
- 📌 Students with time accommodations will already be given extra time. This should reflect in the duration column next to their name and in the accommodations column.

## Step 5 — Ending the exam

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- ❗ There is no need to end the exam, the session will conclude automatically. Students do not need to complete a check out process, they may simple get up and leave the room. Students cannot access their exam outside of the CBTF.
- ☒ Ensure you collect physical sheets if required for the exam, before the student leaves the testing center.

You have successfully proctored a PrairieTest + PrairieLearn exam. Please reach out to the course instructor if you have any questions concerning the exam.