



for



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1.0 Register with Proctortrack

1.1 What is Proctortrack?

Proctortrack is a secure online remote proctoring solution that can be used to take your CLEP exam.

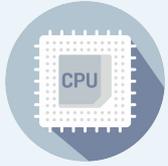
1.2 How does it work?

This guide will assist you in going through the process of taking a proctored test with Proctortrack. If you have any questions, contact us at 1-(844)-753-2023, or support@verificent.com, or go to www.proctortrack.com for more information and live chat.

1.3 What do I need to take an exam using Proctortrack?



PC: Windows 10 or 11



PC: Dual-Core 2.4 Ghz CPU, 8GB RAM or better



Browser: Google Chrome v80.0 or higher



Javascript Enabled & Third Party Cookies Enabled



Camera and Microphone

Camera with 800 x 600 resolution or better. An internal or external microphone is required



Cable Modern, DSL or better (1.5 Mbps download, 1 Mbps upload)

NOTE: Chromebooks are not allowed for Live Proctored CLEP exams.

1.4 Create an account with Proctortrack

Following the guidance in the email you receive from CLEP, create an account with Proctortrack. Go to <https://testing.verificent.com/clep/#!/welcome/> and click on **Create Account**. If you already have a Proctortrack CLEP account, use your credentials to login to your dashboard.

The screenshot shows the Proctortrack CLEP website landing page. At the top left is the Proctortrack logo (an eye icon) and the text "Proctortrack by Verificent". To its right is the CLEP logo (a shield icon) and the text "CLEP". On the top right, there are navigation links: "Home", "Resources", "Requirements", and "Contact Us". On the left side, there is a vertical menu with the following items: "Home" (selected with a blue circle), "What is Proctortrack", "Getting Started", "Exam Day Details", "How To" videos, "Prohibited Items", "Technical Requirements", "FAQ", and "Contact Us". The main content area features a background image of a young woman with brown hair looking at a laptop. Overlaid on this image is the text: "Welcome to Proctortrack, a new online testing experience for students taking CLEP exams." Below this text are two large, rounded rectangular buttons: "Create Account" and "Login". In the bottom right corner, there is a small icon of a refresh symbol and the text "Privacy - Terms", and a blue circular button with a white speech bubble icon.

1.5 Register on Proctortrack

To create your account, enter your first name, last name, CLEP ticket ID, email address and a password for your account. The email address must match the email address used when you purchased your CLEP registration ticket. Click on **Register**.

Proctortrack
by Verificient

CLEP

Home | Resources | Requirements | Contact Us

Create Your Account

NOTE: Your **first name, last name** and **email address** must match what was used when you registered for your CLEP exam. **First** and **last name** must also match what is on your ID.

First Name*

Last Name*

Email*

Ticket ID*

Password*

Confirm Password

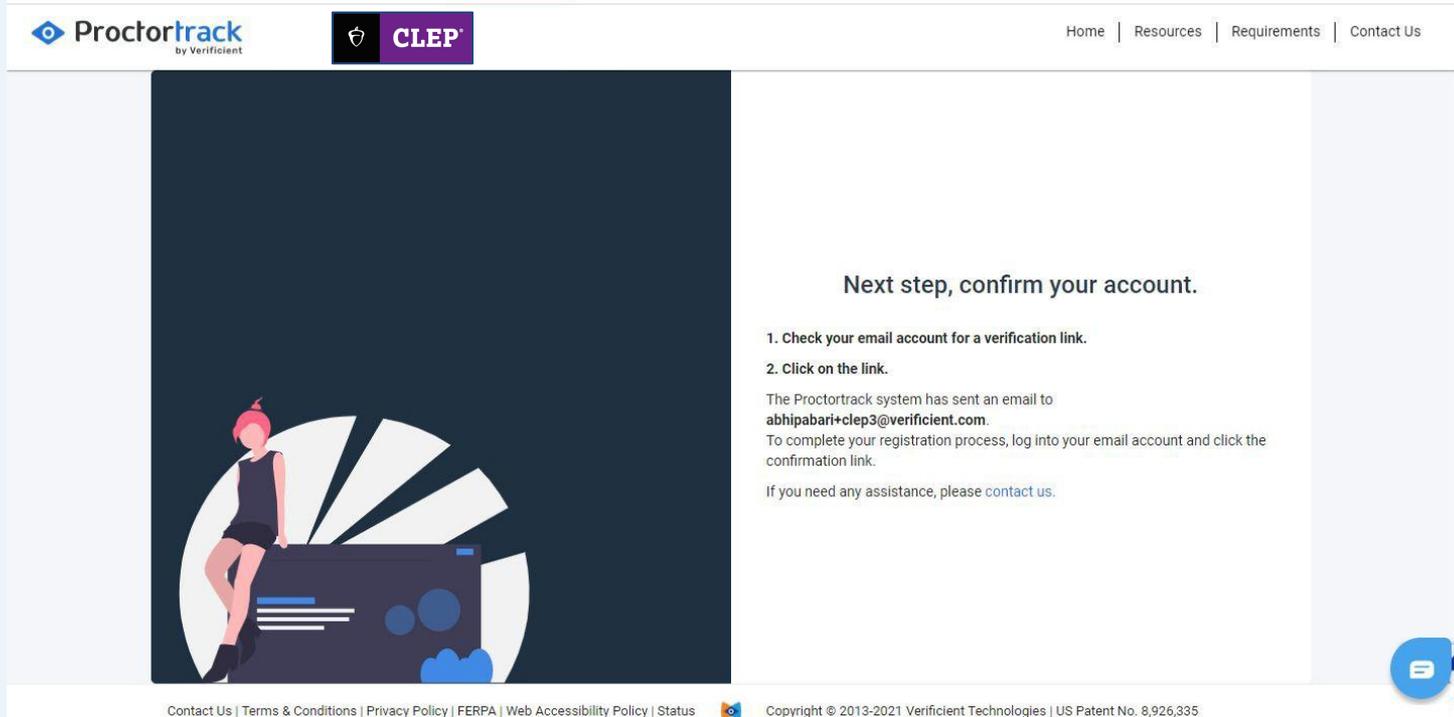
[Sign in instead](#)

Contact Us | Terms & Conditions | Privacy Policy | FERPA | Web Accessibility Policy | Status

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1.6 Verify Email

A confirmation link is sent to you to verify the email address used during registration.



The screenshot shows a web page for Proctortrack by Verificient. The header includes the Proctortrack logo, a CLEP logo, and navigation links for Home, Resources, Requirements, and Contact Us. The main content area features a dark illustration of a person sitting on a computer monitor. To the right of the illustration, the text reads: "Next step, confirm your account." followed by a numbered list: "1. Check your email account for a verification link." and "2. Click on the link." Below the list, it states: "The Proctortrack system has sent an email to **abhipabari+clep3@verificient.com**. To complete your registration process, log into your email account and click the confirmation link. If you need any assistance, please [contact us](#)." A blue chat bubble icon is visible in the bottom right corner of the page.

Proctortrack
by Verificient

CLEP

Home | Resources | Requirements | Contact Us

Next step, confirm your account.

1. Check your email account for a verification link.
2. Click on the link.

The Proctortrack system has sent an email to **abhipabari+clep3@verificient.com**.
To complete your registration process, log into your email account and click the confirmation link.

If you need any assistance, please [contact us](#).

Contact Us | Terms & Conditions | Privacy Policy | FERPA | Web Accessibility Policy | Status

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1.7 Email confirmed and Log in to Proctortrack account

Once the email is verified using the verification link, you may now log in to your account.

Proctortrack
by Verificent

CLEP

Home | Resources | Requirements | Contact Us

Welcome back.
Sign into your Proctortrack Account

Email*
abhipabari+clep3@verificent.com

Password*
.....

[Forgot password?](#)

[Sign in](#)

[Don't have a Proctortrack account? Register here.](#)

[Contact Us](#) | [Terms & Conditions](#) | [Privacy Policy](#) | [FERPA](#) | [Web Accessibility Policy](#) | [Status](#)

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2.0 First-time Login - Identity Verification (Submitting scans for baseline profile)

2.1 First-Time Login

For users logging in for the first time, they will be required to go through the identity verification process and complete the face and ID scan steps to establish their baseline profile. DANTES users are excluded from the ID scan.

Proctortrack
by VeriFICIENT

CLEP

Verify Your Identity

We need to verify your identity before you can start taking tests. The Identity Verification process requires:

1. A quick photo of yourself using your web camera.
2. A photo of your current and valid photo ID.

Your data is protected
Your profile data will only be shared with your institution and it will only be used to verify your identity.

Your data is temporarily stored
Your data remains on our server for a limited amount of time.

Removing your data
You can easily request data removal anytime.

[Continue](#)

*If you leave it here and close this tab, you will be asked to complete the verification next time you login.

Your Privacy Matters
If you are curious about how Proctortrack works and how we use your data [click here](#) to learn more.

Contact Us | Terms & Conditions | Privacy Policy | FERPA | Web Accessibility Policy | Status | Copyright © 2013-2021 VeriFICIENT Technologies, LLC Patent No. 8,936,335

2.2 Veripass

You should now see the Veripass window. Veripass enables authentication of the data collected during exams by comparison against the baseline profile. Click on **Start** to proceed.

Proctortrack
by Verificient

Log Out

+

Welcome To Veripass!

To set up your profile
click Start

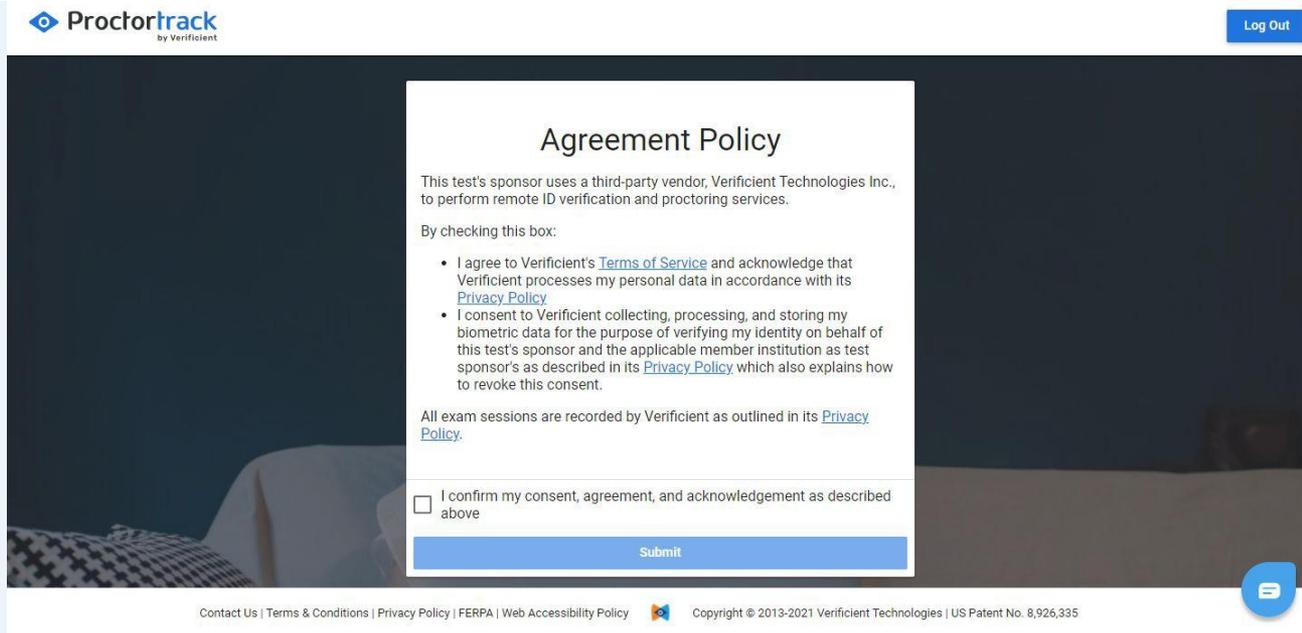
Start

Contact Us | Terms & Conditions | Privacy Policy | FERPA | Web Accessibility Policy

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2.3 Agreement and Consent Form

This is the agreement policy. Review the policies and check the box below to confirm your consent and agreement; and then click **Submit**.



The screenshot shows a web interface for Proctortrack by Verificient. At the top left is the Proctortrack logo, and at the top right is a 'Log Out' button. The main content is a white modal window titled 'Agreement Policy'. The text inside the modal reads: 'This test's sponsor uses a third-party vendor, Verificient Technologies Inc., to perform remote ID verification and proctoring services.' Below this, it says 'By checking this box:' followed by a bulleted list of two items: 'I agree to Verificient's Terms of Service and acknowledge that Verificient processes my personal data in accordance with its Privacy Policy' and 'I consent to Verificient collecting, processing, and storing my biometric data for the purpose of verifying my identity on behalf of this test's sponsor and the applicable member institution as test sponsor's as described in its Privacy Policy which also explains how to revoke this consent.' Below the list, it states 'All exam sessions are recorded by Verificient as outlined in its Privacy Policy.' At the bottom of the modal, there is a checkbox labeled 'I confirm my consent, agreement, and acknowledgement as described above' and a blue 'Submit' button. At the bottom of the page, there is a footer with links for 'Contact Us | Terms & Conditions | Privacy Policy | FERPA | Web Accessibility Policy', a copyright notice 'Copyright © 2013-2021 Verificient Technologies | US Patent No. 8,926,335', and a chat icon.

Proctortrack
by Verificient

Log Out

Agreement Policy

This test's sponsor uses a third-party vendor, Verificient Technologies Inc., to perform remote ID verification and proctoring services.

By checking this box:

- I agree to Verificient's [Terms of Service](#) and acknowledge that Verificient processes my personal data in accordance with its [Privacy Policy](#)
- I consent to Verificient collecting, processing, and storing my biometric data for the purpose of verifying my identity on behalf of this test's sponsor and the applicable member institution as test sponsor's as described in its [Privacy Policy](#) which also explains how to revoke this consent.

All exam sessions are recorded by Verificient as outlined in its [Privacy Policy](#).

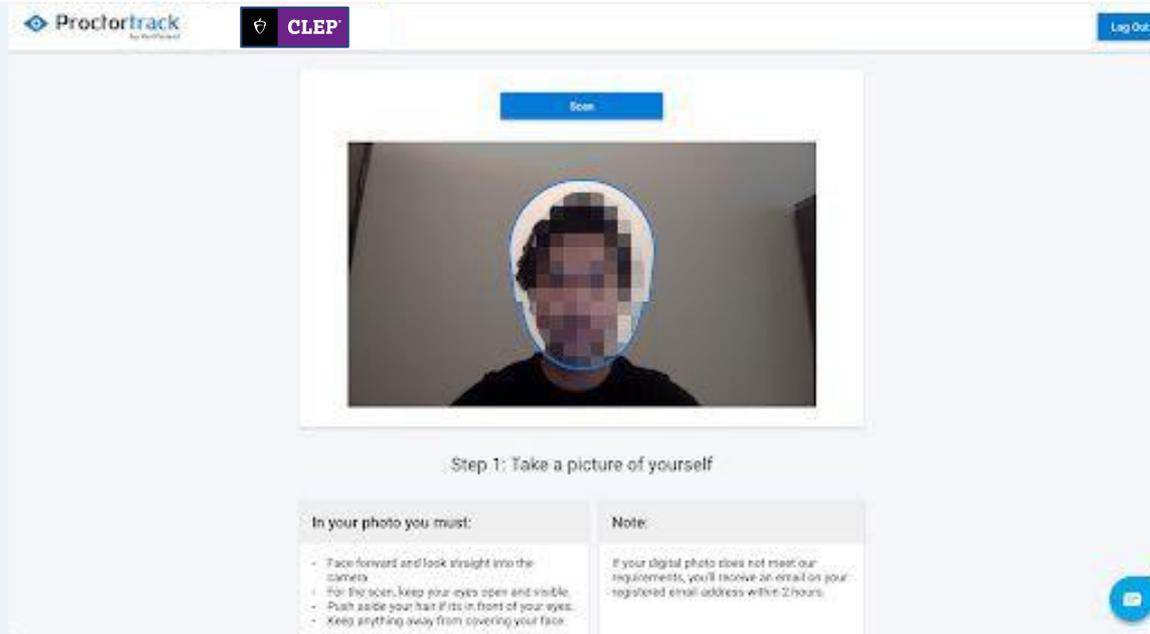
I confirm my consent, agreement, and acknowledgement as described above

Submit

Contact Us | Terms & Conditions | Privacy Policy | FERPA | Web Accessibility Policy | Copyright © 2013-2021 Verificient Technologies | US Patent No. 8,926,335

2.4 Face Scan

a) Follow the instructions at the bottom of the screen to ensure a proper scan. After aligning your face appropriately in the marked area, click on the **Scan** button to take a picture.



The screenshot shows the Proctortrack CLEP interface. At the top left is the Proctortrack logo, and next to it is a purple button labeled 'CLEP'. At the top right is a 'Log Out' button. The main area features a large video feed window with a blue 'Scan' button above it. The video feed shows a person's face with a white oval overlay and a blue border, indicating the scanning area. Below the video feed, the text reads 'Step 1: Take a picture of yourself'. Underneath this, there are two columns of instructions: 'In your photo you must:' and 'Note:'. A blue chat icon is visible in the bottom right corner of the interface.

In your photo you must:

- Face forward and look straight into the camera
- For the scan, keep your eyes open and visible
- Push aside your hair if its in front of your eyes.
- Keep anything away from covering your face

Note:

If your digital photo does not meet our requirements, you'll receive an email on your registered email address within 2 hours.

2.4 Face Scan

b) Click on **Confirm and Upload** to proceed or if necessary, click on **Retake** to take the picture again.

Proctortrack
by Verificient

CLEP

Log Out

Retake

Confirm and Upload

Step 2: Confirm and upload

In your photo you must:

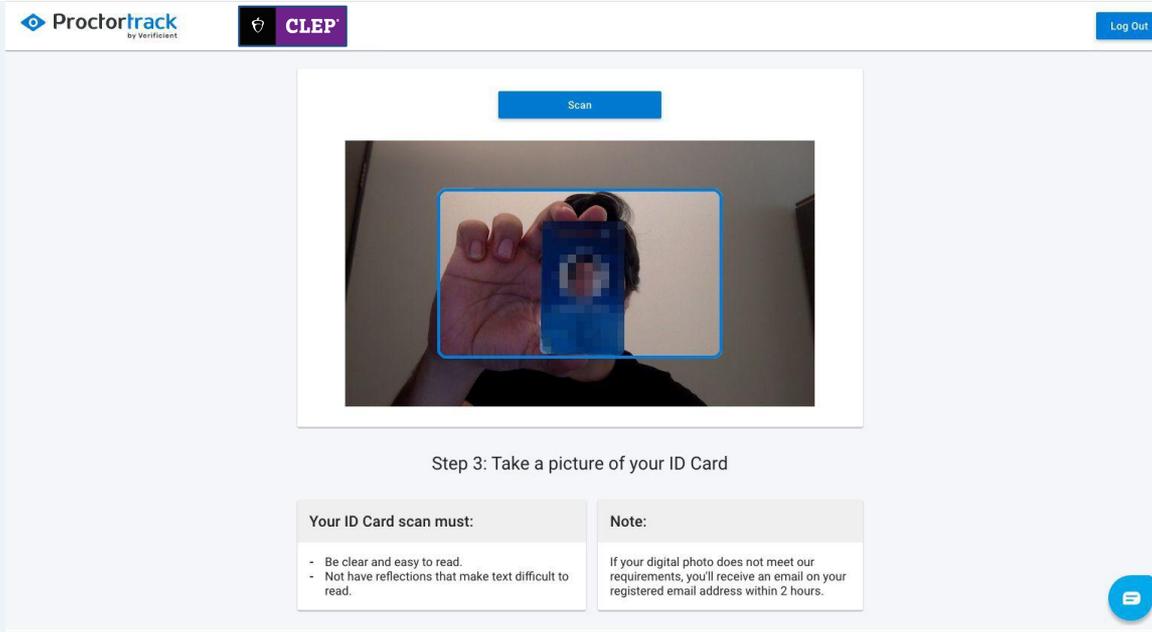
- Face forward and look straight into the camera.
- For the scan, keep your eyes open and visible.
- Push aside your hair if its in front of your eyes.
- Keep anything away from covering your face.

Note:

If your digital photo does not meet our requirements, you'll receive an email on your registered email address within 2 hours.

2.5 ID Scan

a) For the ID scan, hold a valid photo ID up to the camera and click **Scan**. DANTES users will not be asked to scan their ID.



The screenshot displays the Proctortrack interface for an ID scan. At the top left, the Proctortrack logo is visible, along with a CLEP logo. A 'Log Out' button is located at the top right. The main area features a 'Scan' button above a video feed showing a person holding an ID card. Below the video feed, the text 'Step 3: Take a picture of your ID Card' is displayed. Two informational boxes are present: one titled 'Your ID Card scan must:' with a list of requirements, and another titled 'Note:' with a warning about email notifications. A chat icon is located in the bottom right corner of the interface.

Proctortrack
by Verificient

CLEP

Log Out

Scan

Step 3: Take a picture of your ID Card

Your ID Card scan must:

- Be clear and easy to read.
- Not have reflections that make text difficult to read.

Note:

If your digital photo does not meet our requirements, you'll receive an email on your registered email address within 2 hours.

2.5 ID Scan

b) Make sure to fit the ID (e.g., Driver's License) within the frame and hold it steady so that it's clear. You can rescan the ID as many times as needed using the **Retake** button to take a good picture. Once you have a good scan, click **Confirm and Upload** to proceed.

Proctortrack by Verificient

CLEP

Log Out

Retake

Confirm and Upload

Step 4: Confirm and upload

Your ID Card scan must:

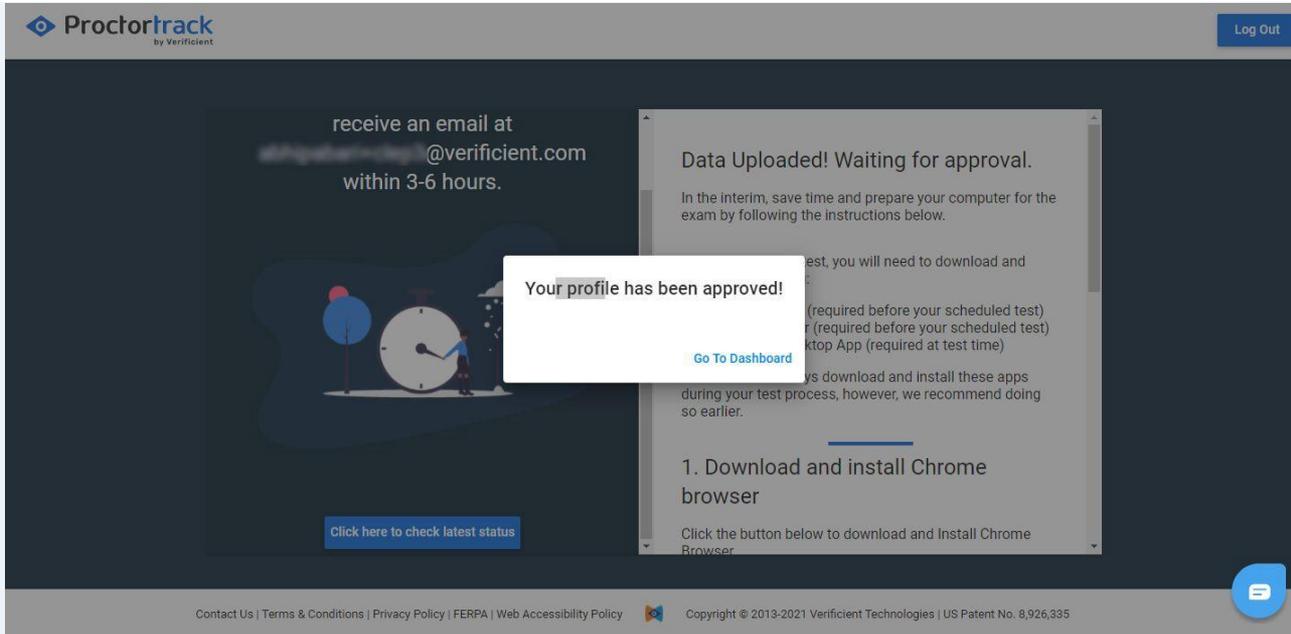
- Be clear and easy to read.
- Not have reflections that make text difficult to read.

Note:

If your digital photo does not meet our requirements, you'll receive an email on your registered email address within 2 hours.

2.6 Data Uploaded. Wait for Approval

Once you submit your face and ID scans, you must wait for your data to be approved before you can schedule your CLEP test. Profile approval can take 3-6 hours. Once approved, you can move to scheduling



The screenshot displays the Proctortrack user interface. At the top left is the Proctortrack logo with the tagline 'by Verificient'. At the top right is a 'Log Out' button. The main content area features a dark background with an illustration of a person standing next to a large clock. Text on the page indicates that users will receive an email at their registered email address @verificient.com within 3-6 hours. A prominent white notification box in the center reads 'Your profile has been approved!' with a 'Go To Dashboard' link below it. To the right, a grey modal window titled 'Data Uploaded! Waiting for approval.' provides instructions for preparing the computer for the exam, including downloading and installing the Chrome browser and the Proctortrack desktop app. A 'Click here to check latest status' button is located at the bottom left of the main content area. The footer contains links for 'Contact Us', 'Terms & Conditions', 'Privacy Policy', 'FERPA', and 'Web Accessibility Policy', along with the copyright notice 'Copyright © 2013-2021 Verificient Technologies | US Patent No. 8,926,335' and a chat icon.

2.6 Data Uploaded. Wait for Approval (DANTES Users)

DANTES users will get a notification when they can schedule their exam.

The screenshot shows the Proctortrack user interface. At the top left is the Proctortrack logo with the tagline 'by Verifluent'. At the top right is a 'Log Out' button. The main content area is dark blue with a white box containing the following text:

Your data is under review. You will receive an email at [redacted]@verificent.com when you can come back to schedule your test.

Our systems are being prepared with features to accommodate DANTES users.

We will notify you when you can schedule your exam appointment (approximately May 20, 2021).

Waiting for approval.

In the interim, save time and prepare your computer for the exam by following the instructions below.

To take your CLEP test, you will need to download and install the following:

1. Chrome Browser (required before your scheduled test)
2. ETS Test Browser (required before your scheduled test)
3. Proctortrack Desktop App (required at test time)

Note: You can always download and install these apps during your test process, however, we recommend doing so earlier.

1. Download and install Chrome browser

Click the button below to download and install Chrome Browser.



2. Download the ETS Test Browser

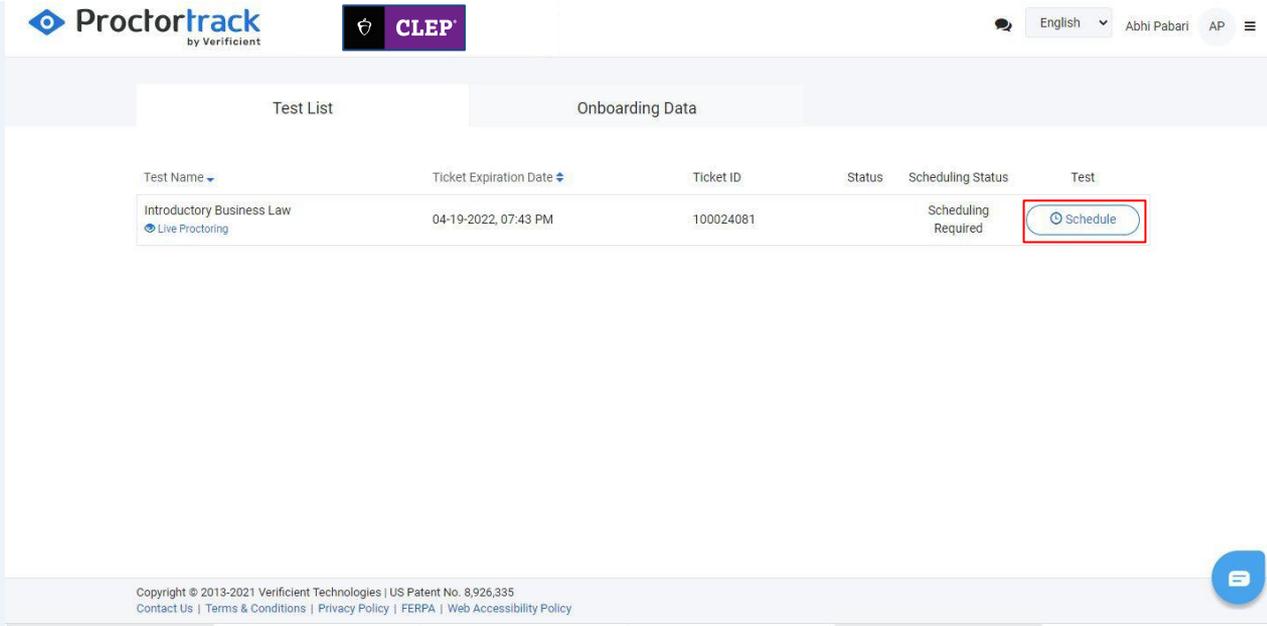
Click the button below to download the UNIFY Browser installer -

At the bottom of the page, there is a footer with links for 'Contact Us | Terms & Conditions | Privacy Policy | FERPA | Web Accessibility Policy' and a copyright notice: 'Copyright © 2013-2021 Verifluent Technologies | US Patent No. 8,926,335'. There is also a blue chat bubble icon in the bottom right corner.

3.0 Scheduling the Test

3.1 Schedule Test

a) On your Proctortrack dashboard, next to your test name, click on **Schedule**.



The screenshot displays the Proctortrack dashboard interface. At the top left, the Proctortrack logo is visible, along with a CLEP logo. The top right corner shows language and user settings. The main content area is divided into two tabs: 'Test List' and 'Onboarding Data'. The 'Test List' tab is active, showing a table with the following data:

Test Name	Ticket Expiration Date	Ticket ID	Status	Scheduling Status	Test
Introductory Business Law Live Proctoring	04-19-2022, 07:43 PM	100024081		Scheduling Required	Schedule

The 'Schedule' button in the 'Test' column is highlighted with a red box. At the bottom of the dashboard, there is a footer with copyright information and a chat icon.

3.1 Schedule Test

b) In the window that appears, select the desired date under “Please Select a Date”. Next, choose a time from the available slots and click on **Click to Schedule**. Only available timeslots will be shown. After your schedule is confirmed, you will get an email confirmation.

Request A Live Exam Proctoring Session for Final Exam

Test Name:
Final Exam

Ticket Expiration Date:
04-20-2022, 12:06 PM

Please Select a Date

← 2021-Apr →

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Go ahead and select your convenient time to take the test using Proctortrack's live proctoring.

Available slots for Apr 21, 2021 [Asia/Kolkata]. Please select one.

01:00 AM 04:00 AM **07:00 AM** 10:00 AM 07:00 PM 10:00 PM

You are scheduling a live exam for Apr 21, 2021 07:00 AM [Asia/Kolkata]

Click to Schedule

3.1 Schedule Test

c) Once your exam has been successfully scheduled, the **Schedule** button changes to **Go To Test**. The Go To Test button will become active at your scheduled time.

The screenshot displays the Proctortrack user interface. At the top, the Proctortrack logo is on the left, and the CLEP logo is in the center. On the right, there is a language dropdown set to 'English', a user profile for 'Abhi Pabari', and a menu icon. Below the header, there are two tabs: 'Test List' (selected) and 'Onboarding Data'. The main content area shows a table with the following data:

Test Name	Ticket Expiration Date	Ticket ID	Status	Scheduling Status	Test
Introductory Business Law Live Proctoring	04-19-2022, 07:43 PM	100024081	●	Scheduled 04-19-2021, 10:06 PM (localtime)	Go To Test

At the bottom of the page, there is a footer with copyright information: 'Copyright © 2013-2021 Verificient Technologies | US Patent No. 8,926,335' and links for 'Contact Us', 'Terms & Conditions', 'Privacy Policy', 'FERPA', and 'Web Accessibility Policy'. A blue chat bubble icon is located in the bottom right corner of the interface.

3.2 Begin the Test Process

3.2 Launch Test at the Scheduled Time

Arrive at the scheduled time and click **Go To Test** to proceed. The **Go To Test** button will become active at your scheduled time. Refresh the page if the button is not active at the scheduled time.



Your Request for Live Exam has been Confirmed. X

Live Exam Proctoring Session for Following Test has been Confirmed.

Test Name:
Introductory Business Law

Proctoring Date and Time:
04-19-2021, 10:06 PM [localtime]

A Proctor has been assigned and you will be able to click on '**Go To Test**' button and start your test on above mentioned Date and Time.

If you have been waiting at the scheduled time, make sure to refresh the page to activate the GO TO TEST button

Go To Test **Reschedule Exam** **Cancel This Event**

4.0 Guidelines for CLEP Exams

4.1 Check and Understand Guidelines for CLEP Exams

a) Read through the guidelines in the Let's Get Started section.

Let's Get Started

Set Up a Proper Testing Environment for a High Integrity Score.



USE A PRIVATE TESTING AREA

Sit upright in an area where other people won't talk and cannot pass behind you.



TURN OFF ALL NOISE-MAKING DEVICES

Mobile phones set to vibrate emit detectable sound and any sound from a mobile device is flagged as a violation.



ENSURE YOUR FACE IS CLEARLY VISIBLE

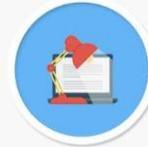
Hair, sunglasses, hats or anything that covers your face can cause test to be flagged for low integrity. Eyeglasses are accepted.



CLOSE IRRELEVANT TABS AND WINDOWS



SIT DIRECTLY IN FRONT OF YOUR



CREATE THE PROPER LIGHTING



4.1 Check and Understand Guidelines for CLEP Exams

b) Scroll down and review the Instructor's Guidelines for the Current Test to understand what is allowed and not allowed during the exam.

Instructor's Guidelines for the Current Test

Your instructor has chosen the following guidelines to be followed for this test in addition to Proctortrack's General Guidelines. Keeping these test-specific parameters and whichever general guidelines they don't override in mind will result in a passing integrity grade.



PHYSICAL BOOKS ARE NOT ALLOWED

You will not be allowed to read from physical books during this test.



ONLINE AND DIGITAL RESOURCES ARE NOT ALLOWED

During this test, referring to digital reading material (PDF, DOCs) or using your computer to search the internet for information is a violation.



DIGITAL NOTE-TAKING IS NOT ALLOWED

During this test, using a separate program like MS Word or other such scratchpads on your computer to write notes is a violation.



HANDWRITTEN NOTES / USING ERASABLE WHITEBOARD ARE ALLOWED

You will be allowed to take handwritten notes / use erasable whiteboard during this test.



HEADPHONES ARE NOT ALLOWED

Headphones and earphones are prohibited.



SCANNING OR TAKING PICTURES WITH YOUR PHONE NOT ALLOWED

For this test, you are not allowed to scan or take pictures using your mobile phone.



4.1 Check and Understand Guidelines for CLEP Exams

c) After getting familiar with all the guidelines, check the box at the bottom labeled “I have read, understand and will adhere to the required environment guidelines.” Click **Go To Next Step**.

PHYSICAL CALCULATORS NOT ALLOWED
You will not be allowed to use a physical calculator for this test.

ON-SCREEN CALCULATORS NOT ALLOWED
You will not be allowed to use an on-screen calculator for this test.

PRINTING NOT ALLOWED
Print attempts cannot be stopped but will be flagged as violation for this test.

MULTIPLE MONITORS NOT ALLOWED
Using Multiple Monitors during this test will be flagged as a violation.

COPY/PASTE IS NOT ALLOWED
Clipboard is disabled for this test and Copy/Paste functions are not available.

PRINT SCREEN DISABLED
Print screen functionality is not available during this test.

I have read, understand and will adhere to the required environment guidelines.

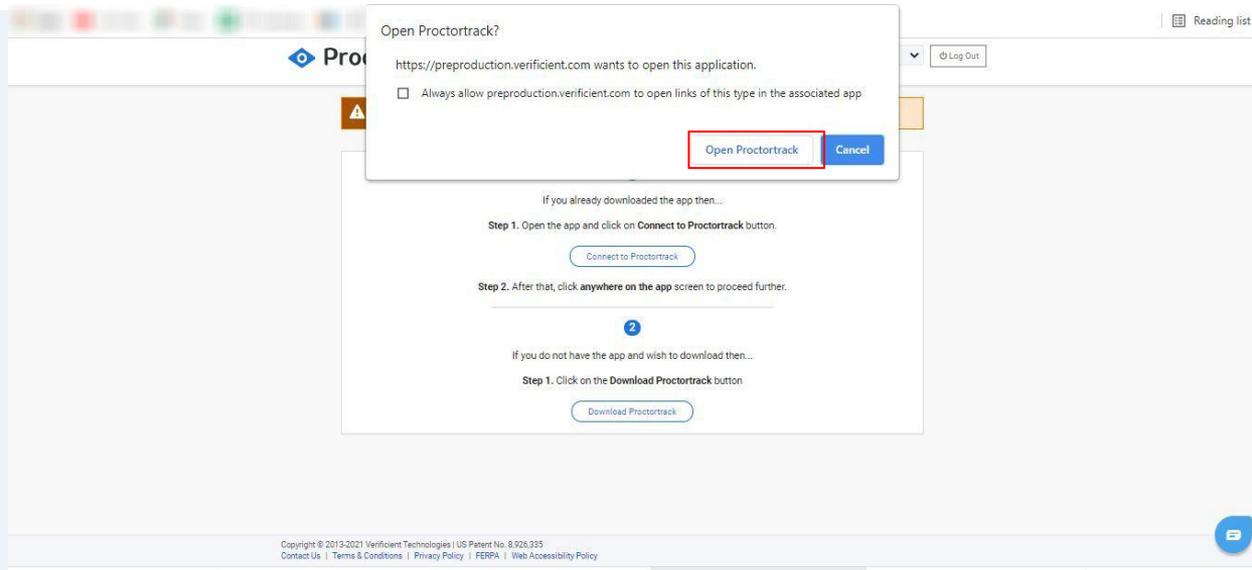
[Go To Next Step](#)

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[Contact Us](#) | [Terms & Conditions](#) | [Privacy Policy](#) | [FERPA](#) | [Web Accessibility Policy](#)

5.0 Download Proctortrack Desktop App and Launch

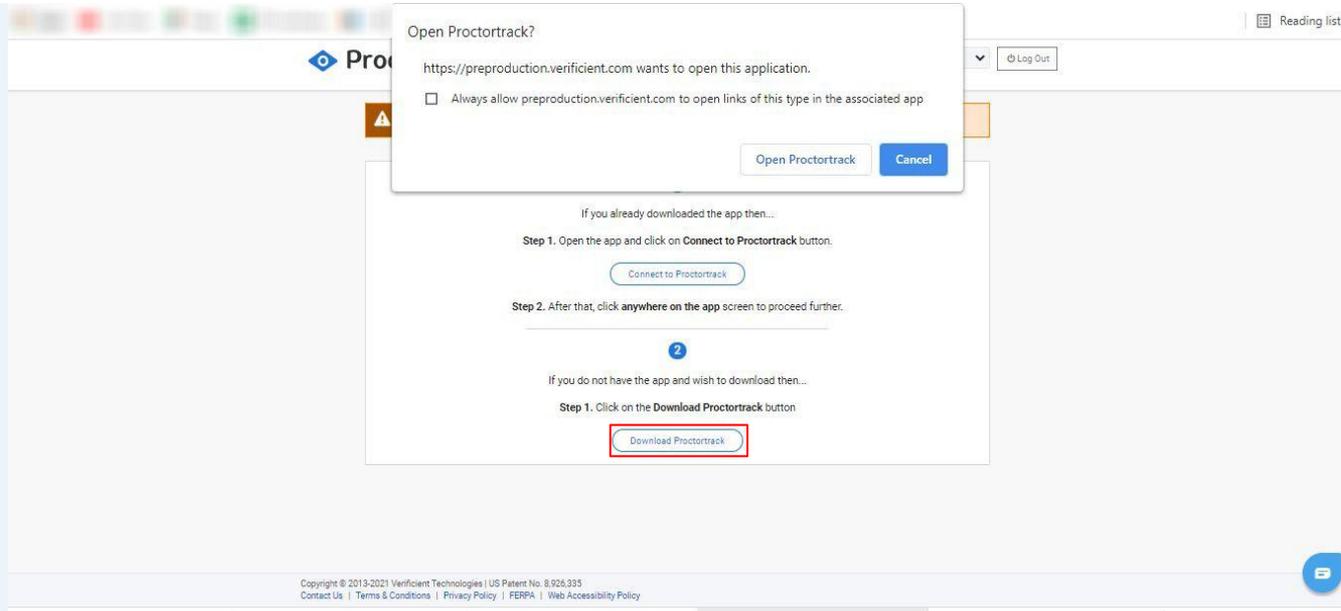
5.1 Proctortrack App Download and Run

a) **For Returning users:** This is the Download page. Proctortrack will attempt to automatically start the download. If the App was previously downloaded, the download page will detect the downloaded app and bring forward a pop-up window. Click on **Open Proctortrack** to launch the application.



5.1 Proctortrack App Download and Run

b) **For First-time users:** Click **Download Proctortrack** to download the file. Open the Proctortrack.exe (Windows) file from the download bar at the bottom.



The screenshot shows a web browser window with a Proctortrack interface. A dialog box titled "Open Proctortrack?" is centered on the screen. The dialog contains the following text:

Open Proctortrack?
https://preproduction.verificent.com wants to open this application.
 Always allow preproduction.verificent.com to open links of this type in the associated app

Buttons: "Open Proctortrack" (white), "Cancel" (blue)

Below the dialog, the main page content is visible:

If you already downloaded the app then...

Step 1. Open the app and click on **Connect to Proctortrack** button.

[Connect to Proctortrack](#)

Step 2. After that, click **anywhere on the app** screen to proceed further.

2

If you do not have the app and wish to download then...

Step 1. Click on the **Download Proctortrack** button

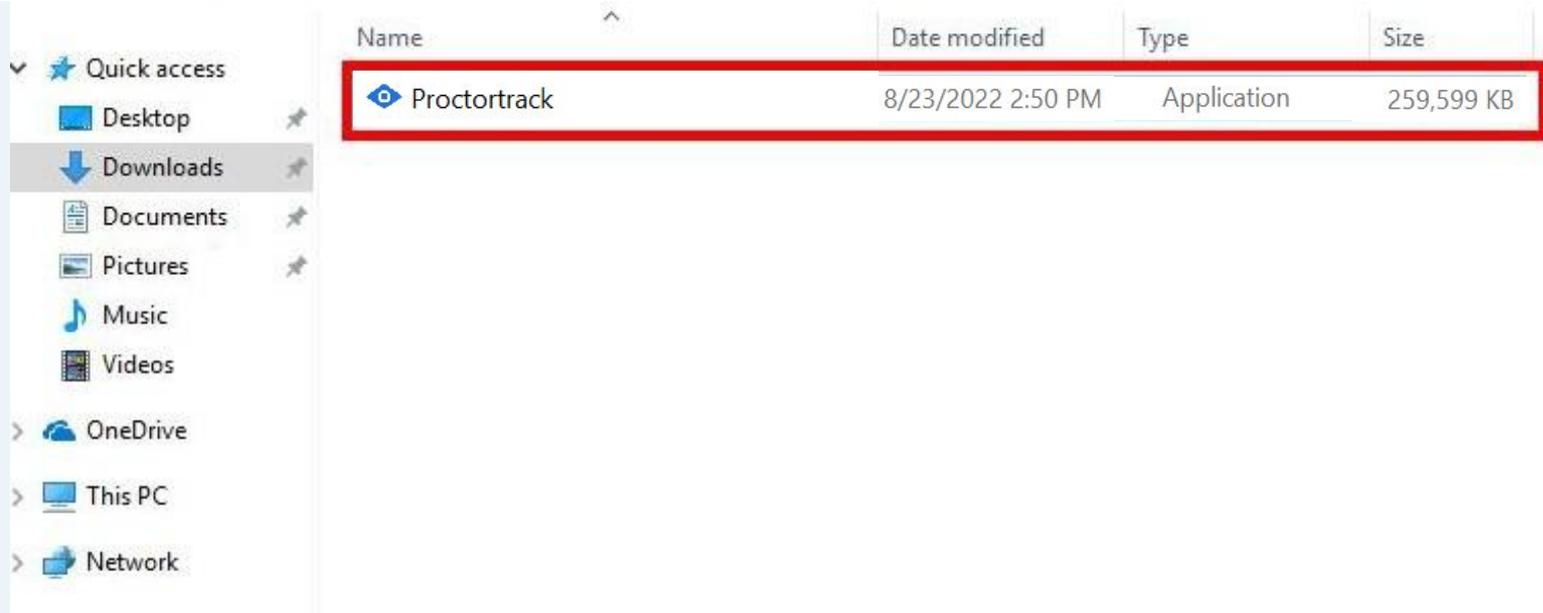
[Download Proctortrack](#)

At the bottom of the page, there is a footer with copyright information and a chat icon.

Copyright © 2013-2021 Verificent Technologies | US Patent No. 8,926,335
Contact Us | Terms & Conditions | Privacy Policy | FERPA | Web Accessibility Policy

5.1 Proctortrack App Download and Run

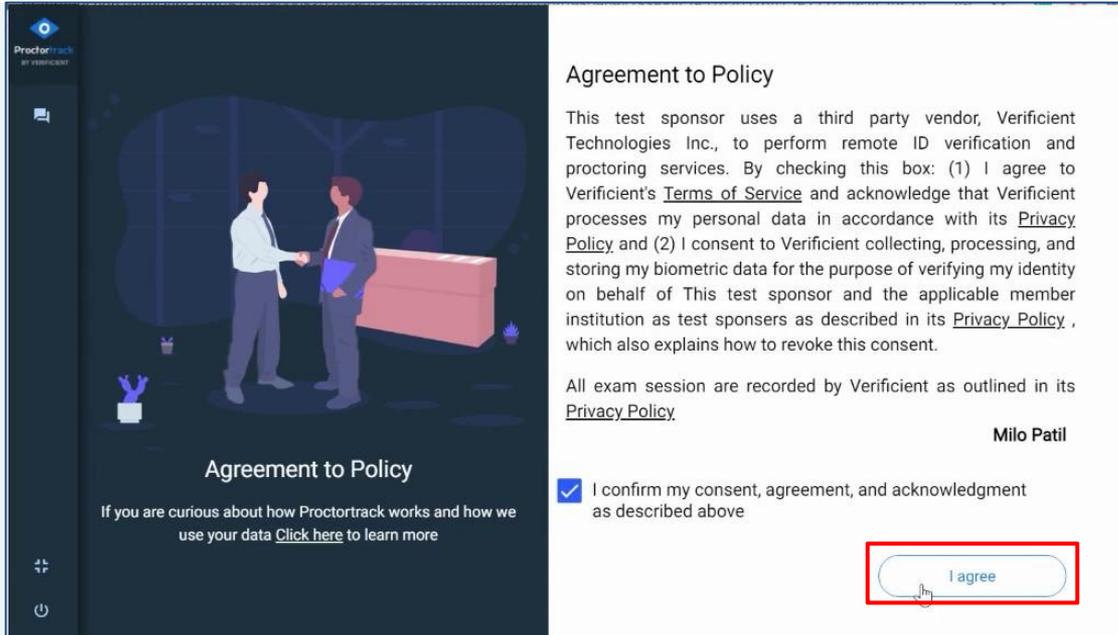
c) To continue, launch the Proctortrack app from your Downloads folder.



6.0 System Check, Face and ID Scan (Real-time Identity Verification)

6.1 Agreement and Consent Form

This is the agreement policy. Review the policies as required and check the box below to confirm your consent and agreement; then click **I agree**.



Agreement to Policy

This test sponsor uses a third party vendor, Verificient Technologies Inc., to perform remote ID verification and proctoring services. By checking this box: (1) I agree to Verificient's [Terms of Service](#) and acknowledge that Verificient processes my personal data in accordance with its [Privacy Policy](#) and (2) I consent to Verificient collecting, processing, and storing my biometric data for the purpose of verifying my identity on behalf of This test sponsor and the applicable member institution as test sponsors as described in its [Privacy Policy](#) , which also explains how to revoke this consent.

All exam session are recorded by Verificient as outlined in its [Privacy Policy](#)

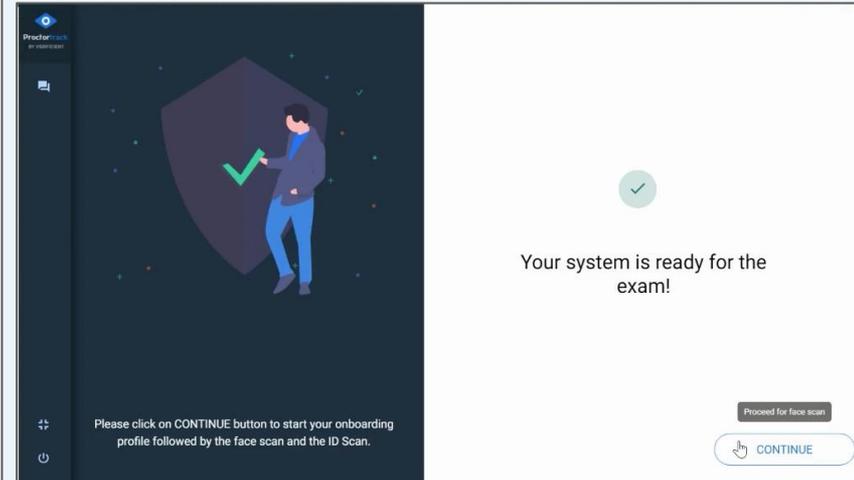
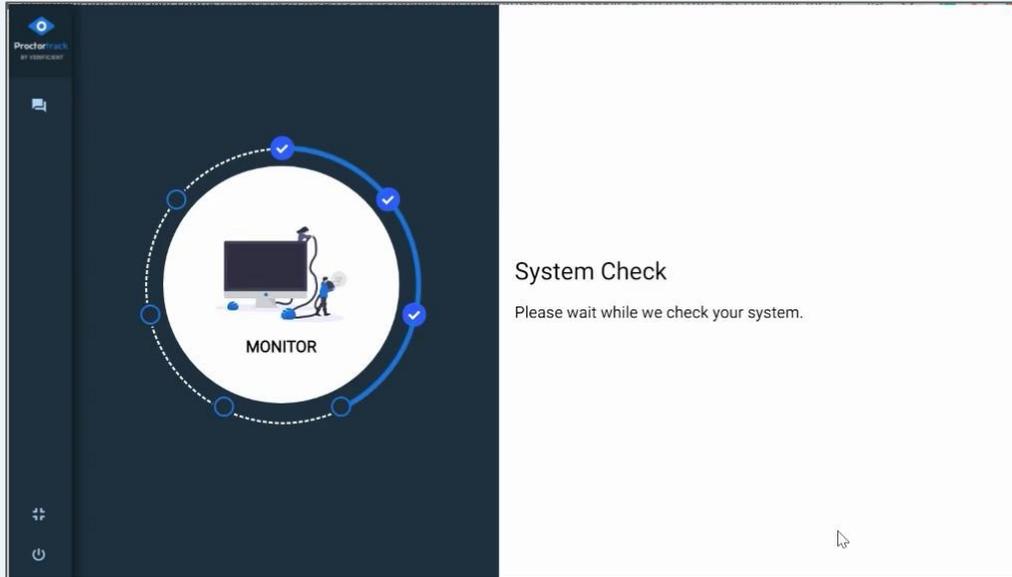
Milo Patil

I confirm my consent, agreement, and acknowledgment as described above

I agree

6.1 System Check

The application will run a 7-point system check to verify the equipment meets the requirements to take the exam.



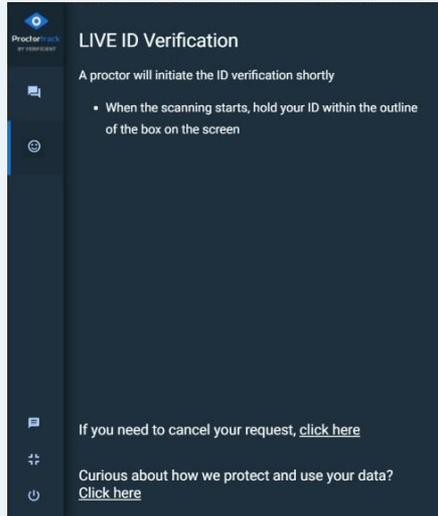
6.2 Face Scan

Prior to taking your test, you will be asked to provide a scan of your face and ID for identity verification purposes. Make sure your face fills the frame before clicking “**SCAN**”. After that, follow the on-screen prompts.



6.3 ID Scan

This is the live ID scan where a proctor will initiate the ID verification. When the scanning starts, hold your ID within the outline of the box on the screen. Hold it still till the proctor approves your ID and you will automatically be taken to the next step.



LIVE ID Verification

A proctor will initiate the ID verification shortly

- When the scanning starts, hold your ID within the outline of the box on the screen

If you need to cancel your request, [click here](#)

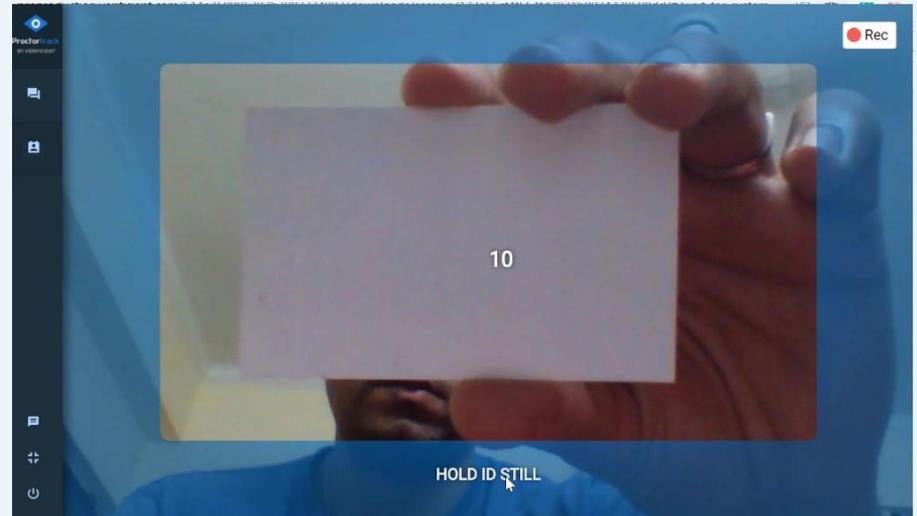
Curious about how we protect and use your data? [Click here](#)



Proctortrack

Mala Kumar
123 Main Street
New York,
11211 NY
www.abc.com
#123456789

EXAMPLE



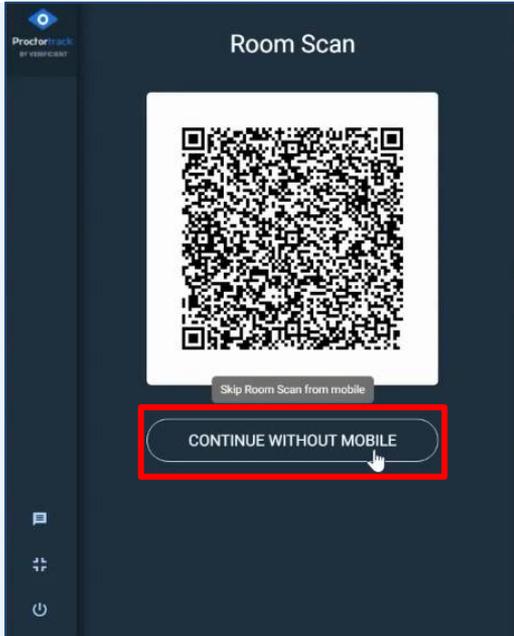
Rec

10

HOLD ID STILL

6.4.1 Room Scan using a webcam

The next step is to perform a room scan. You can use your computer's camera or use the Proctortrack mobile app. Here, we will see how you can take room scan using your desktop webcam.



The screenshot shows the Proctortrack 'Room Scan' interface. At the top, the Proctortrack logo is visible. Below it, the title 'Room Scan' is centered. A large QR code is displayed in the center. Below the QR code, there is a small button that says 'Skip Room Scan from mobile'. At the bottom of the QR code area, a button labeled 'CONTINUE WITHOUT MOBILE' is highlighted with a red rectangular border. On the left side of the interface, there are three icons: a chat bubble, a list, and a power button.

Room Scan

Your institution requires a Room Scan using the Proctortrack mobile app. Please CLEAR your immediate area for a successful room scan.

Step 1

Download the Proctortrack Mobile App

If you haven't already downloaded the Proctortrack Mobile App, visit proctortrack.com/mobileapp on your phone or visit your App Store.



Step 2

Launch the Proctortrack mobile app. Scan the QR code using the mobile app.

Follow the mobile app directions to produce a 360 degree scan of your room. Upon a successful room scan completion this page will automatically forward to the next step.

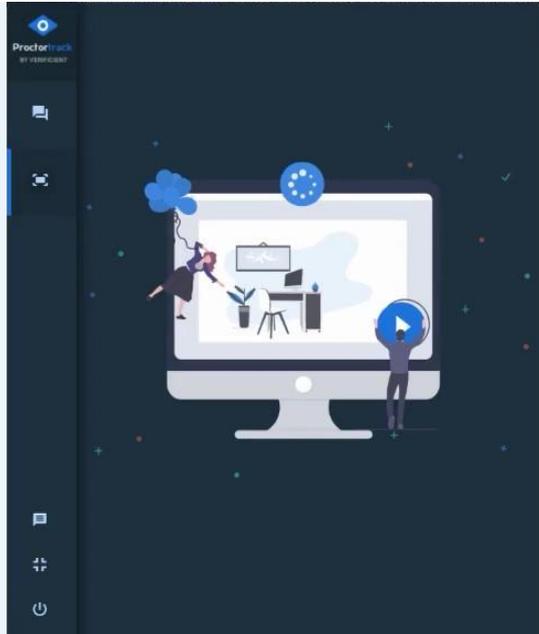
6.4.2 Room Scan using a webcam

To begin the room scan, click on “START SCAN”. Rotate your webcam to take a 360-degree scan of your room and desk area. Make sure you cover all areas as your room scan will be approved in real time. Click “STOP SCAN” when done.



6.4.3 Room Scan Review

A proctor will now review your scan. Once it is approved you will automatically be taken to the next step. If needed, you have an option to “RETAKE” the scan.



YOUR ROOM SCAN IS UNDER REVIEW

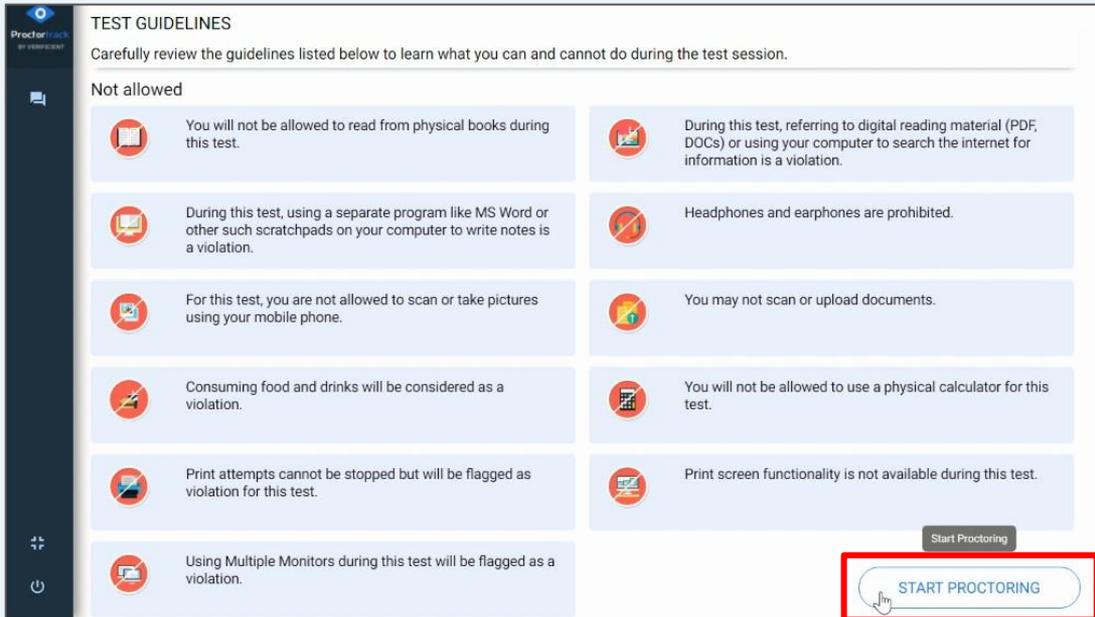
Please don't refresh the page. This could take up to 5 minutes.
Thank you for your patience.

Once your room scan is approved,
you will automatically be taken to the next step.

RETAKE

6.4 Exam Guidelines for Students

Review the Exam Guidelines and click on “Start Proctoring”.



The screenshot displays the Proctortrack interface. On the left is a dark sidebar with the Proctortrack logo and navigation icons. The main content area is titled "TEST GUIDELINES" and includes the instruction: "Carefully review the guidelines listed below to learn what you can and cannot do during the test session." Below this is a section labeled "Not allowed" containing ten items, each with a red prohibition icon and a text box:

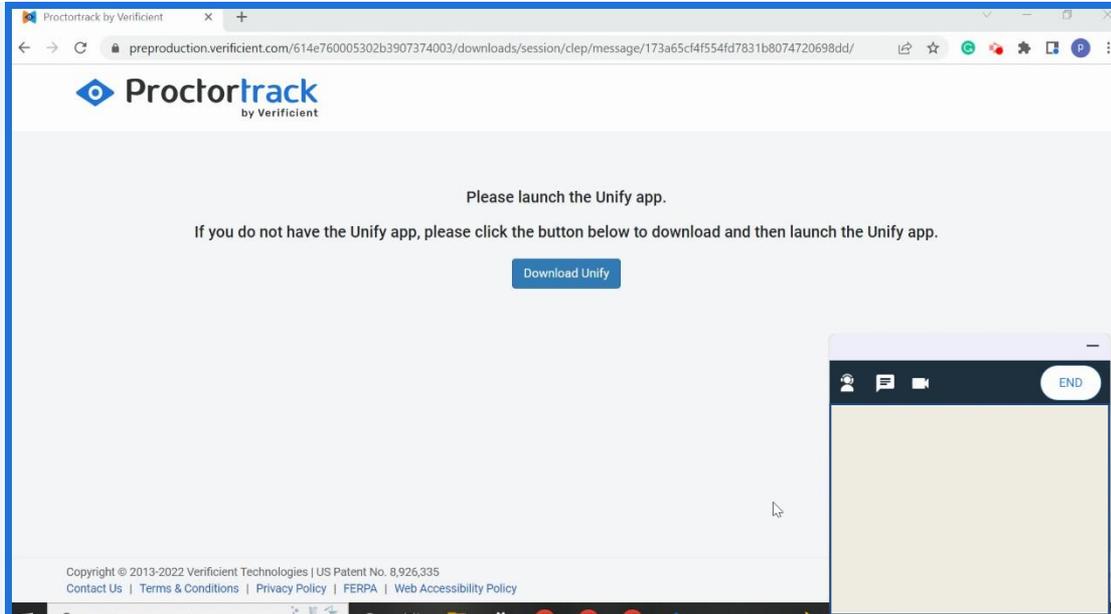
- You will not be allowed to read from physical books during this test.
- During this test, referring to digital reading material (PDF, DOCs) or using your computer to search the internet for information is a violation.
- Headphones and earphones are prohibited.
- During this test, using a separate program like MS Word or other such scratchpads on your computer to write notes is a violation.
- You may not scan or upload documents.
- For this test, you are not allowed to scan or take pictures using your mobile phone.
- You will not be allowed to use a physical calculator for this test.
- Consuming food and drinks will be considered as a violation.
- Print attempts cannot be stopped but will be flagged as violation for this test.
- Print screen functionality is not available during this test.
- Using Multiple Monitors during this test will be flagged as a violation.

At the bottom right of the main content area, there is a "Start Proctoring" button. A red rectangular box highlights a larger, rounded "START PROCTORING" button with a mouse cursor pointing to it.

7.0 Take Your CLEP Exam

7.1 Launch the Unify Browser

Once the proctoring begins, you'll see a blue frame around your screen. If you haven't already downloaded the ETS Secure Test Browser, click on **Download Unify**. If you've previously downloaded the Unify browser, launch it now. From here on, the proctor will communicate with you via the chat box.



7.2 Launch the Unify Browser

1. The proctor will ask you to place the cursor in the Exam ID field and will paste in the Exam ID.
2. The proctor will then ask you to place the cursor in the Password field and will paste in the password.
3. Once those steps are complete, click on **Launch Test** and take your CLEP exam.

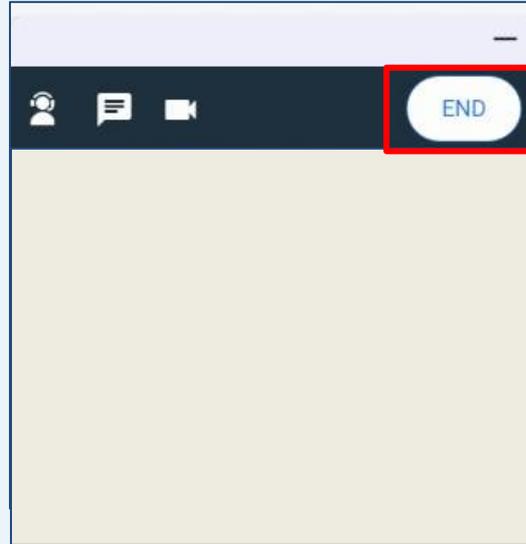


8.0 End Proctoring and Data Upload

8.1 End Proctoring

Your proctor will provide directions on ending your test session

- Submit your exam and then send a message to the proctor informing them that your exam is over.
- **Click “END” only after you hear back from your proctor**
- Confirm the end test session request and Proctortrack will stop monitoring.



8.2 Data Uploading

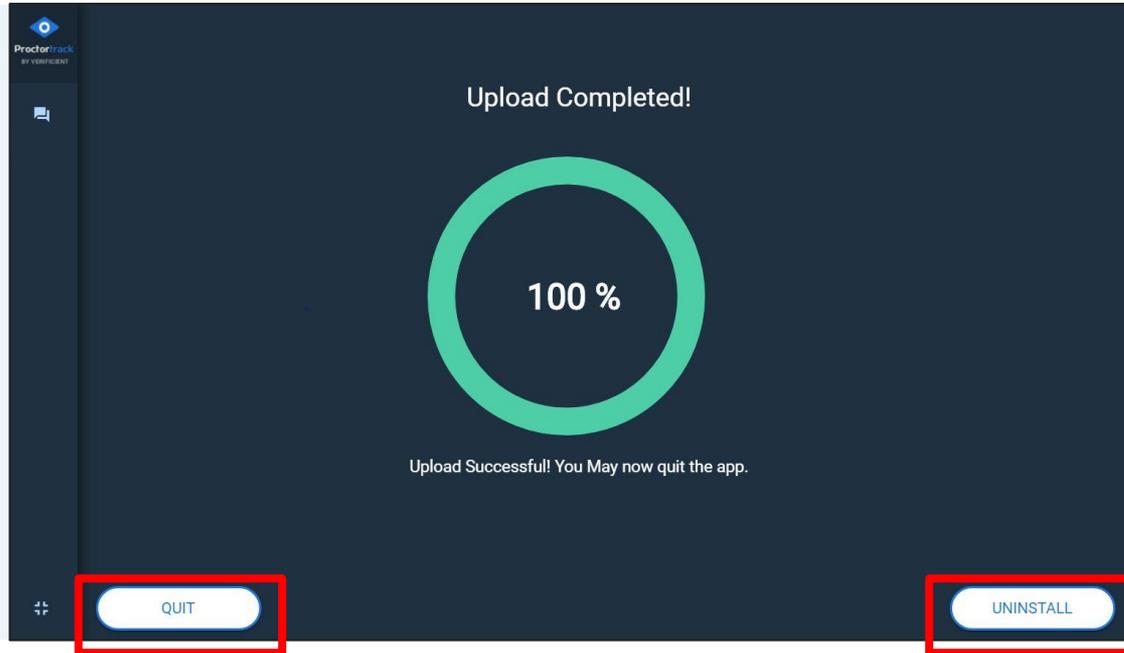
The proctoring session data will automatically be uploaded to Proctortrack.



8.3 Data Uploading Complete

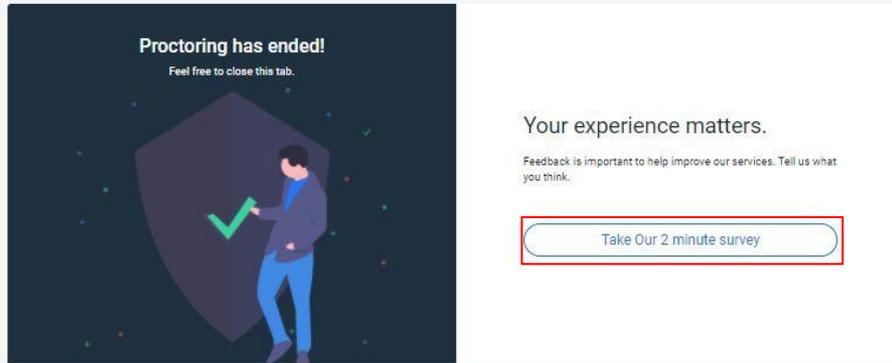
The test session is complete! Either button seen here will close Proctortrack. Click **QUIT** to save the application for use later or click **UNINSTALL** to remove Proctortrack from the current machine.

NOTE: Should you test again with Proctortrack, you will be given an opportunity to download Proctortrack again before that test.



8.4 Share your experience with us

Once your session data has been successfully uploaded, you can help us improve the testing experience by taking a quick survey. Click on **Take our 2 minute survey** to begin.

A screenshot of a Proctortrack notification. The notification is split into two panels. The left panel has a dark background with a shield icon and a person holding a green checkmark. The right panel has a white background with text and a button.

Proctoring has ended!
Feel free to close this tab.

Your experience matters.
Feedback is important to help improve our services. Tell us what you think.

[Take Our 2 minute survey](#)

9.0 Tech Support

9.1 Tech Support

If you have any questions, you may open a ticket or contact our support team by live-chat, phone, or email. The team is available 24 x 7 x 365.



1. Chat

Need help? Let's Chat! Click the chat icon from the bottom right corner.



2. Submit a support ticket at www.proctortrack.com/support



3. Phone :

+1(844) 753-2023, Call any time to speak with our Support team.



4. FAQ

[Click here](#) for frequently asked questions.



5. Email us at Support@verificent.com

Tell us your concern we'll get back to you.