Remote Proctor Now (RPNow): Student User Guide

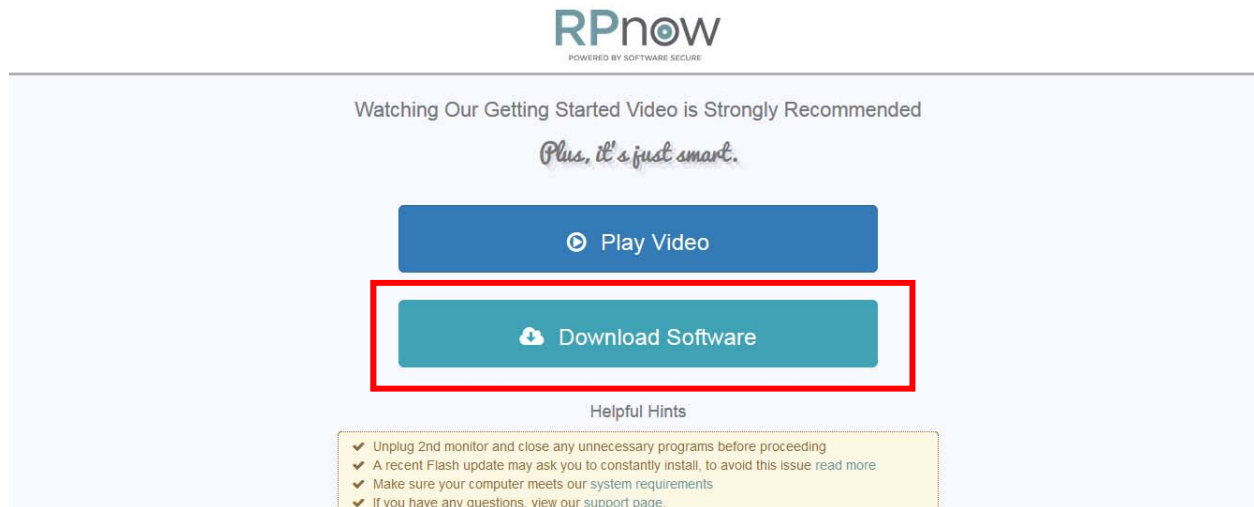## Before your exam:

• Have your Photo ID ready (note: Credit Cards are not allowed)

• View the video to learn about using Remote Proctor Now – Click on the Play Video on the screen shown below.

During your exam:

Access the RPNow system
• Go to: lssu.remoteproctor.com

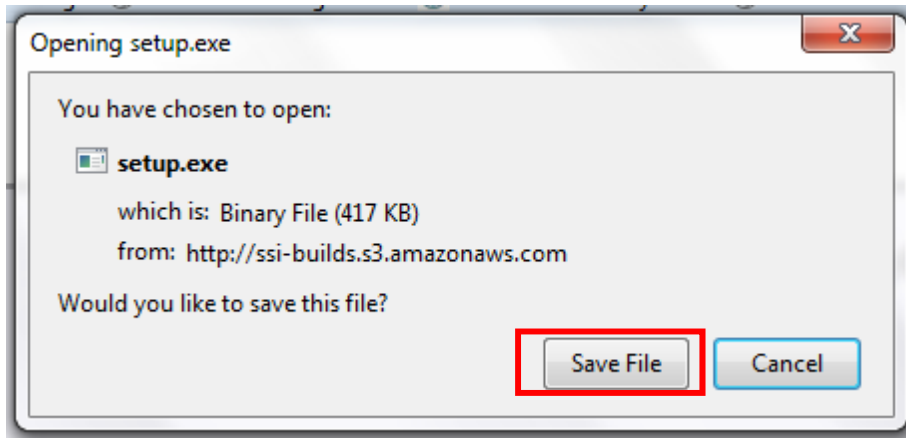Select Download Software. Save the downloaded file setup.exe. Double-click on the setup.exe file to run it. **Depending on your browser the following two windows might be a vary a little.**

Run the file
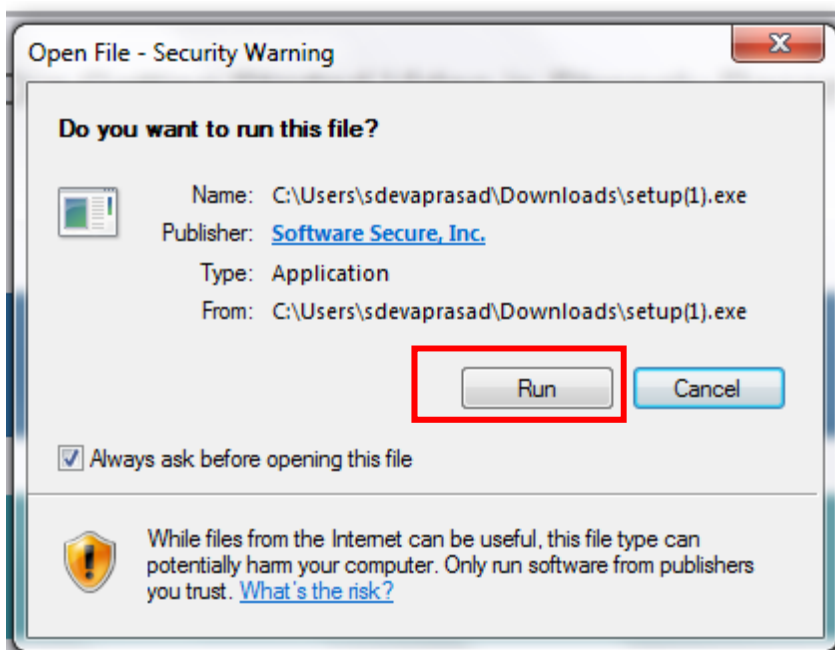
You might have to wait a moment for the following page to load. Select Next.

REMOTE PROCTOR NOW INSTRUCTIONS:

Please follow the steps below to take your exam.
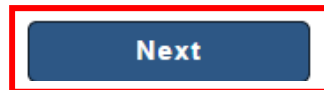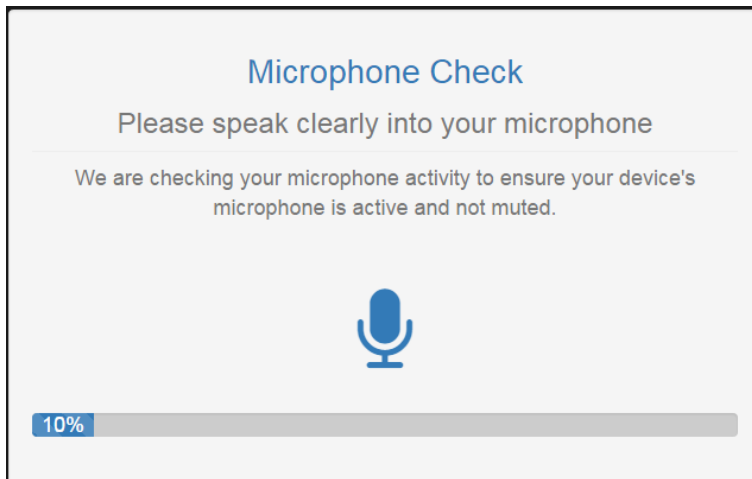
1. Select your exam sponsor and exam name. Make sure it is accurate, otherwise, you will not be able to access your exam.
2. Flash - If you do not have flash, you will be prompted to install. Once the flash dialog box appears, you must choose allow and remember. You will need to check these settings only once.
3. Carefully read the exam rules.
4. Follow the interview steps.
5. Log into your Course Management system using your school provided credentials. Unless otherwise instructed by your Organization, do not click the insert password button to enter your password.
6. Navigate to your exam and once on the exam password page, click the insert password button located at the top to insert the password. If your exam has opened in another window, you might need to click the insert password button on the first window.

NOTE: If the password states that it is incorrect, start over and confirm your exam sponsor and exam selection. If the problem continues, contact your school.

☑ Continue to display this message.

Next

The program does a microphone check.

Microphone Check
Please speak clearly into your microphone

We are checking your microphone activity to ensure your device's microphone is active and not muted.

🎤

10%

If your microphone check fails, the system prompts you with options that you can check and then select Retry Microphone Check

Microphone Check Unsuccessful

Top 7 Reasons

1. Try to speak louder into your microphone
2. Check or unplug any headsets or headphones
3. Raise your microphone volume level
4. Check if your microphone is muted
5. Check if your microphone is disabled
6. Check your computer's microphone settings
7. Check your microphone drivers

Retry Microphone Check

Pass

You have passed the mic check

Continue

Select the name of your Professor and the name of the exam from the drop down list as shown below:

Enter your first name, last name and your email address. Select **Next**.

TEST TAKER INFORMATION

Collecting test taker's information for the purpose of performing video review.

NOTE: You must enter your First and Last Names EXACTLY as they appear on the ID you intend to use so you won't be flagged for your name not matching the ID Photo provided.

*First Name: laker   *Last Name: one

*Email: lakerone@lssu.edu   Phone No:

Your phone number will be only used to contact you for support.

Next

Carefully read and follow the onscreen prompts

Software SECURE

RPnow
POWERED BY SOFTWARE SECURE

SOFTWARE SECURE'S TERMS OF USE FOR REMOTE PROCTOR NOW

While using the Remote Proctor NOW system, we record the following:

- **Your computer screen** (includes any applications or websites you open)
- **Your webcam** (video)
- **Your microphone** (audio)

Please follow your exam rules.

This Software Secure, Inc. Software License (the "Agreement") is a legal agreement between you and SSI, Inc., a Delaware corporation ("SSI") for the use of RP-Now (the "Software"), including computer software and associated media and printed materials, and may include "online" or electronic documentation. The term "You" or "you" means the individual who is acquiring the license to use the Software. The term "Use" means storing, loading, installing, executing or displaying the System. "Computer" means a central processing unit ("CPU"), or group of CPUs, that access its or their own individual non-cache Random Access Memory.

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I AGREE   I DO NOT AGREE

5

Select Next

The system will prompt you to close certain programs.
Select the link **Click here for help on stopping this application**.
Select the **Continue** button.

You should see your self in the black window area below. Select **Take ID Photo** to take a picture.

ID Photo Instructions

Please position your ID in the center of the frame, then click the 'Take ID Photo' button. Verify that your ID photo is readable.

Warning: Please do not provide a military ID during this step as federal law prohibits the copying of such ID's.
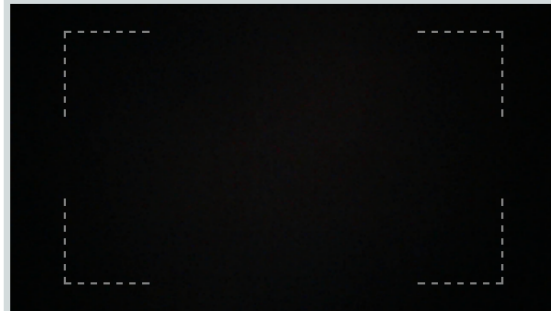
Take ID Photo

Select the check box that the photo is legible
Select the Confirm ID Photo button

ID Photo Preview

☑ This ID photo is clear, legible, centered and can be used to confirm my identity. Missing or unclear ID photos may result in an exam failure.

Retake ID Photo

Confirm ID Photo

Select Start Room Scan button. Take the laptop or the computer camera and scan the desktop and scan the room.

Room Scan Instructions

Demonstrate that there are no unauthorized materials on your desk/table, under your desk/table, or in the room.

Please click the 'Start Room Scan' button and pan the camera around those areas.

Start Room Scan
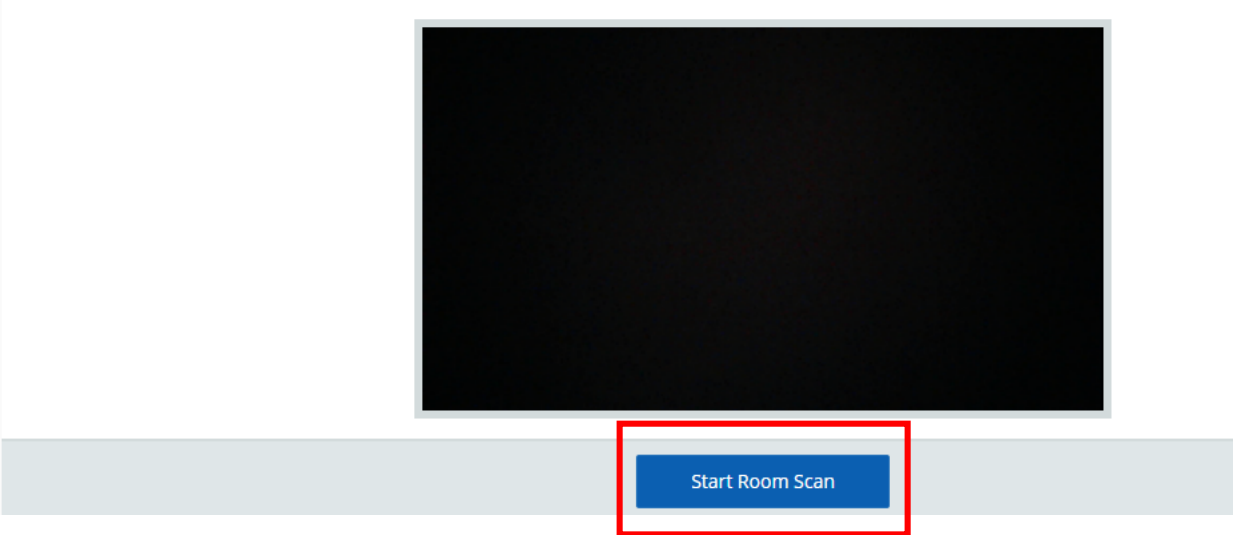
Select Stop Room Scan button when done.

Please Scan Your Environment Now
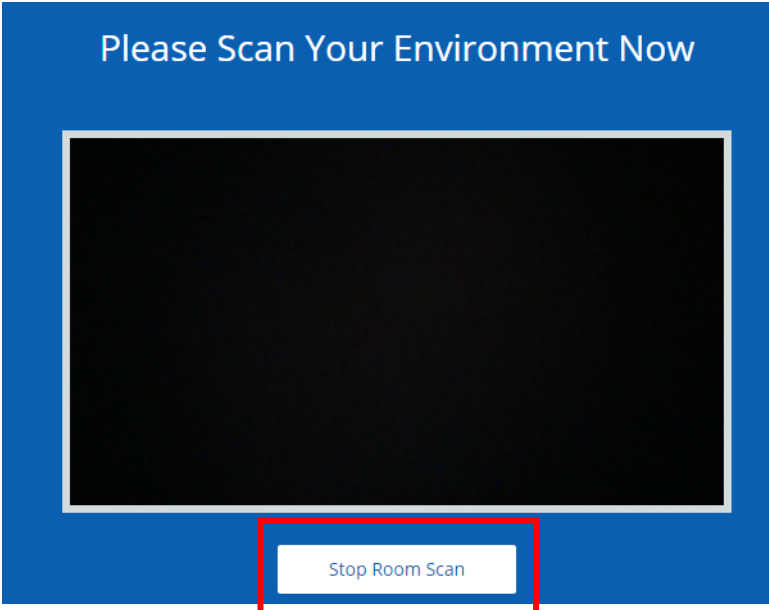
Stop Room Scan

Confirm the scan as shown below, or Retake the scan

Room/Desk Scan Preview

Room Scan Preview Complete

☑ I confirm this room/desk scan clearly demonstrates that there are no prohibited items on my walls or desktop.

Retake   Replay   Confirm Room/Desk Scan

Select OK. Then type in your username and password to log into Moodle, if you have not logged in already.

Select the Quiz/Exam

Click on the Insert Exam Password green box shown below. The password is automatically entered in the Quiz password box.

Complete your exam

Select Submit all and finish button as shown below.
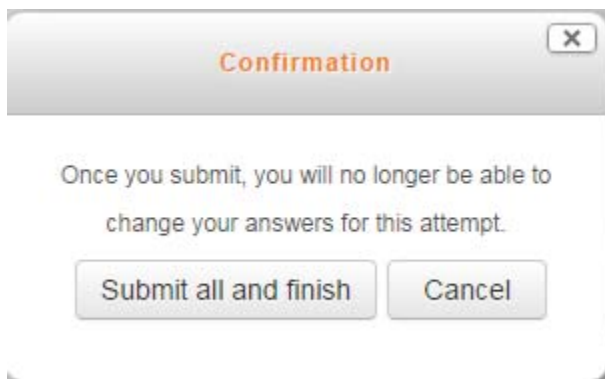
Select Finish review as shown below.

Question 10

Correct

1.00 points out of 1.00

⚑ Flag question

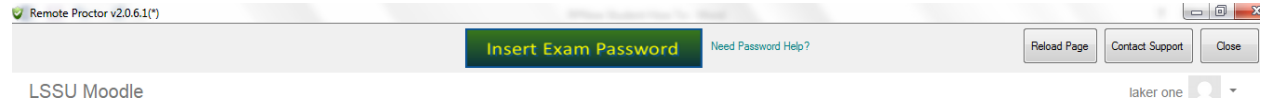Fire victims almost never burn to death, they are killed by toxic gases and heat produced by the fire.

Select one:

◉ True ✔

○ False

The correct answer is 'True'.

Finish review

Select Close button as shown below

Remote Proctor v2.0.6.1(*)

Insert Exam Password   Need Password Help?   Reload Page   Contact Support   Close

LSSU Moodle   laker one ▾

If you have any questions please send an email to moodle@lssu.edu