



# RUTGERS

## Welcome Kit for Students

What you need to know before taking your proctored test



 **Proctortrack**  
is for everyone

As we continue to adapt to the growth of our online certificate programs, it's important to continue our commitment to our institution's integrity and honor code. In upholding this tradition, we are continuing to ensure that high standards are met in order to obtain our online course certificates.

However, cheating happens. We stand by the dedicated student who learns with integrity.

In doing so, we have adopted a new technology called Proctortrack. Proctortrack is a remote automated proctoring tool that performs a full online system check and identity verification, then it monitors test takers as well as their environment throughout the entire testing session.

Prior to an online test, the Proctortrack process includes a facial and photo ID scan for identity verification purposes only. This helps us to verify that the person

taking the exam is really the person who took the course. All student data will be kept confidential at all times. Proctortrack is fully compliant with the Family Educational Rights and Privacy Act (FERPA), as well as our own stringent data privacy policies. Proctortrack data is stored in secure databases and will never be sold or provided to any third party. Student data is deleted 30 days after exams are completed.

We hope this provides you with a safe, secure, and convenient way to take your online test. Visit us at [www.proctortrack.com](http://www.proctortrack.com) to learn more.



## 8 things you need before each test

Make sure you have all of the following before beginning any test:



A photo ID



A quiet desk



A bright space



Webcam



Only one monitor,  
keyboard, mouse



Latest version of  
Adobe Flash



Latest version of  
Google Chrome or  
Mozilla Firefox



Microphone

\* The photo ID must be a student ID, government issued ID, driver's license, passport or identity card.



## What you'll be asked to do

Prior to beginning your test, you'll be taken through a series of steps...



Welcome



Best Practices



Download



System Check



Identity Check



Live Test

### Welcome

First, you'll log in and select the test you wish to take from a list, through the eCollege platform.

### Best Practices

Here you'll be shown a list of permitted and prohibited behaviors. You'll also review the parameters of the test, which includes details on the duration of the test and whether or not it is open book or closed book.

### Download

Download and run the Proctortrack application. This allows us to properly monitor your system during your test.

### System Check

We'll make sure that your system is properly configured to take a test with Proctortrack.

### Identity Check

You'll perform a three-step identity check will be used to verify your identity. This check includes a facial scan, an ID scan and a knuckle scan.

### Live Test

Launch and complete your test! A red frame should appear around your screen to indicate that the student is being monitored.