Recommendations

1. Know **when** and **how** your exam will be administered by staying up to date with the instructor’s communications.
   - **NOTE:** You can update the frequency of your Canvas notifications by clicking on **Account** on the Canvas global menu and select **Notifications** and select the immediately option for course **Announcements**.

2. Sign up with **ProctorU**, the Cizik School of Nursing’s online proctoring service, at [https://www.proctoru.com/](https://www.proctoru.com/) and follow their guidelines for signup.
   - **NOTE:** Inform your instructor of any special accommodations as soon as possible.

3. **Schedule** to take your online-proctored exam as soon as you know the date and time of the exam availability. Only sign up for the signup period specified by your instructor in the course communications.
   - **NOTE:** If you are not able to test during the specified exam availability, notify your instructor immediately.

4. Make sure that you are using a **desktop computer** or a **laptop**. Chromebooks, tablets, smartphones and other devices are not supported.

5. To mitigate technical problems on exam day, **test your computer** resources before the day of the exam.
   - **ProctorU:** You can test your computer resources with at [https://test-it-out.proctoru.com/](https://test-it-out.proctoru.com/).
   - **HESI:** If your exam is a HESI exam, you will also test your computer at [https://hesi.elsevier.com/systemChecker/index.html](https://hesi.elsevier.com/systemChecker/index.html).
   - **NOTE:** If your computer does not meet the minimum standards for ProctorU or HESI (*if applicable*), you cannot test on that computer.

6. Use an Ethernet cable. If this option is not possible, make sure your Wi-Fi connection is strong.

_Last Updated: March 10, 2020_
Exam Day Tips

1. Make sure your testing device is plugged and powered on before exam time. If you’re working wirelessly, make sure the battery is fully charged.
2. Make sure to test your computer’s resources one final time before starting your exam session using the above links for ProctorU and HESI (if applicable).
3. If an application is not accepting your username and password, ensure the cap lock is not engaged and you have maintained a network connection. If your passwords need to be reset,
   - UTH password reset: https://go.uth.edu/password
   - HESI password reset: https://evolve.elsevier.com/ets/user/pwdReminder.html
4. Be prepared with your identification.

Avoid

1. Do not test on a wireless computer, if it can be avoided.
2. Do not attempt to test using a public network (work, library, coffee shop, etc.) or using your employer’s computer.
3. Do not attempt to test in crowed or remote area such as an airport or cruise ship. Any testing environments with persons other than yourself will not be allowed.