

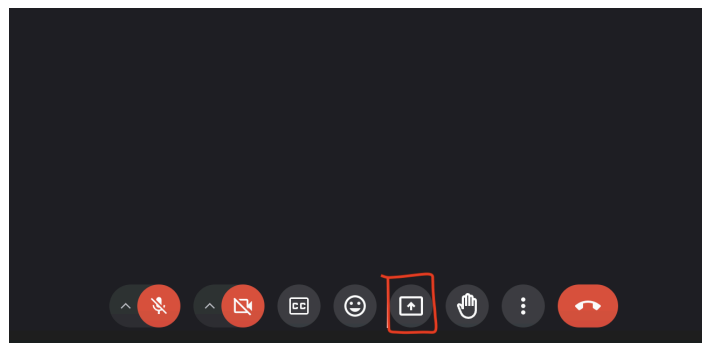


Before the Exam:

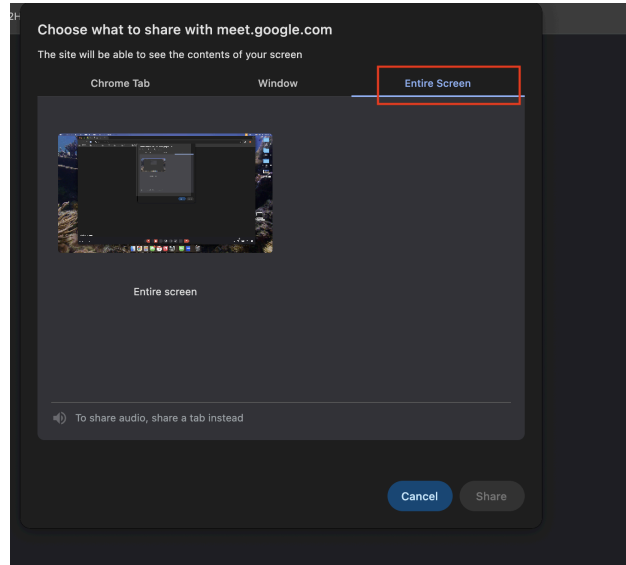
To ensure a smooth experience during your exam, please complete the following steps to test your mobile camera, webcam and connection. We use Google Meet for the video connection.

Instructions for Preparing for Your Exam:

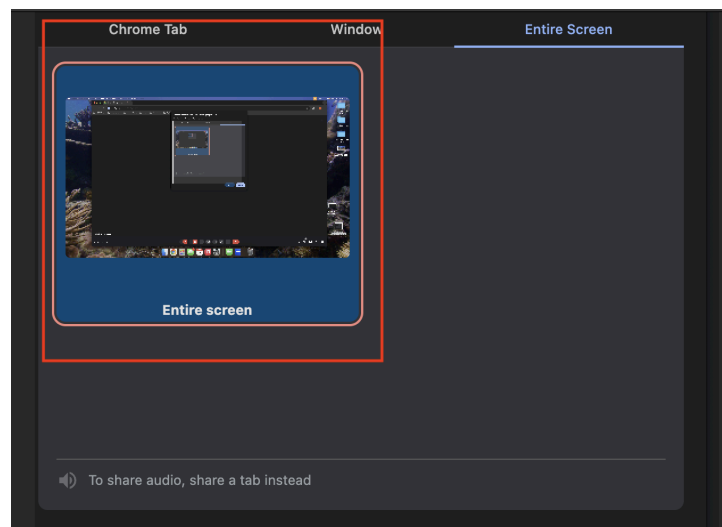
1. **Prepare by Visiting our FAQ Page:**
 - Go to: <https://monitoredu.com/faq>
 - Read all instructions provided on the page.
 - Review MonitorEDU Proctoring Policy
2. **Download the Required App on your cell phone:**
 - Download the Google Meet app (MultiColor). Note: A Gmail account is not required for this.
3. **Watch the Setup Videos:**
 - Watch [the Proctoring 101 video for 2-camera proctoring](#).
 - Watch the How to set up your room (standard) Video.
4. **Test Your Video Connection:**
 - **For Mobile Phone:** Ensure your mobile phone can connect to Google Meet.
 - Open the Google Meet App.
 - Click on “New Meeting” and then “Start an Instant Meeting.”
 - Join the meeting and ensure you can see yourself. Make sure to allow camera and microphone access.
 - **For Computer/Webcam:**
 - Go to meet.google.com.
 - Click on “New Meeting” and then “Start an Instant Meeting.”
 - Join the meeting and ensure you can see yourself. Make sure to allow camera and microphone access.
5. **Test Screen Sharing:**
 - While in the Google Meet, Click on the rectangle with the arrow pointing up (Present Now Icon).



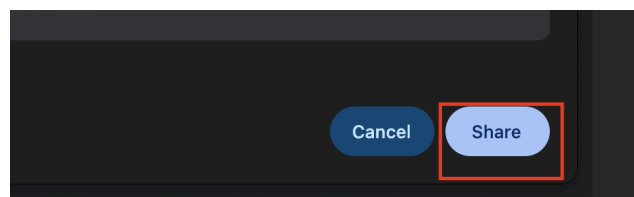
- Select “Entire Screen.”



- Choose the preview of your screen



- Click share



Mac Settings:

If you're using a Mac, you may need to adjust your settings to ensure Google Meet has permission to access your camera and share your screen. Follow the appropriate steps based on your macOS version:

1. **For macOS Catalina and Later:**
 - Open **System Preferences**.
 - Go to **Privacy & Security**.
 - Select **Screen Recording** and **System Audio Recording**.
 - Find **Google Chrome** in the list and toggle it to **On**.
 - Quit Google Chrome and reopen it for the changes to take effect.
2. **For Older macOS Versions:**
 - Open **System Preferences**.
 - Go to **Privacy & Security**.
 - Select **Screen Recording**.
 - Find and check **Google Chrome**.
 - Quit Google Chrome and reopen it for the changes to take effect.

At the Time of the Exam:

1. **Pay for Proctoring:**
 - Payment Link: <https://square.link/u/pLaVk56J>
 - Each proctored exam is \$13.00.
 - Save your order number as you will need to provide it to your proctor.
2. **Connect to a proctor:**
 - On your computer, go to <https://takemytest.live/>.
 - We are open 24 hours a day, closed Christmas Eve and Christmas Day.
3. **Select Your Institution:**
 - Click on “**Pick School/Organization**”.
 - From the dropdown menu, select “US Colleges/Universities” and then choose your institution- Nicholls State University
 - Alternatively, you can use this direct link:
<https://tawk.to/chat/6761c10049e2fd8dfef98863/1ifatjql5>
4. **Initiate a Conversation with a Proctor:**
 - Click on “**New Conversation**”.
 - Enter your details to start a chat with a proctor.
5. **Follow Proctor's Guidance:**
 - The proctor will assist you with:
 - Setting up your cell phone, webcam and screen share.
 - Providing you with any additional exam information.
6. **Trouble Connecting to a Proctor:**
 - Click this link for assistance: <https://takemytest.live/trouble-connecting%3F>.