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## Test-Taker Guide

### Overview

This guide is for Exam Facilitators utilizing the ProctorU tool to proctor the G Suite certification.

### Roles and Responsibilities

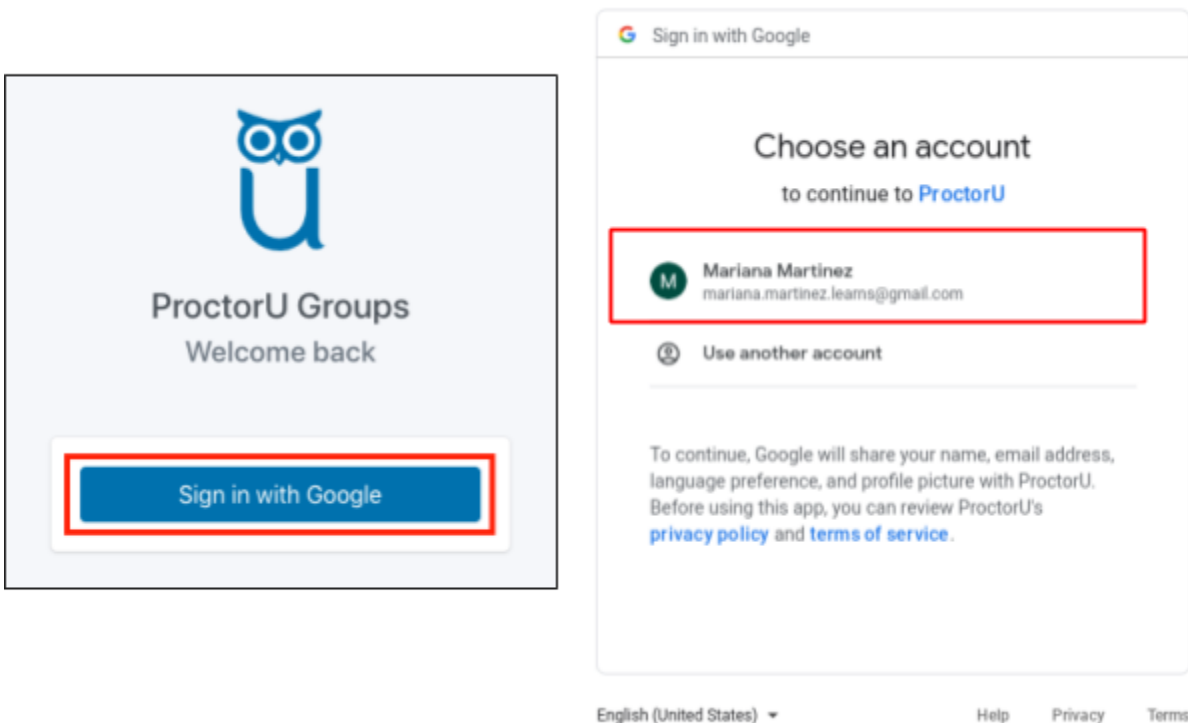
Although this guide is specifically for Exam Facilitators, it is helpful to understand other key roles and responsibilities when registering for the G Suite certification:

- **Administrator** - a faculty member of the school or district who is responsible for:
  - Adding purchase order(s)
  - Clicking to accept the school agreement with Google
  - Loading the exam location(s) where test-takers will take an exam.
- **Exam Facilitator** - a faculty member of the school or district or a contractor who has required licenses, and meets other applicable legal requirements to teach and supervise students taking an exam. He/she is responsible for:
  - Accepting the Facilitator Oath
  - Creating and loading test-taker group(s)
  - Confirming their testing groups have downloaded the ProctorU Chrome extension prior to exam day
  - Printing and distributing test-taker tokens to students
  - Launching exams
- **Test-Taker** - any student attending a secondary school (middle or high school) that meets the age requirements for Google accounts for their region. If a country is not listed in [this article](#), the student must be 13+ years to participate.
  - Logging into an exam with their test-taker token
  - Downloading the ProctorU Chrome extension (if not already done)
  - Completing exam pre-checks
  - Copying and pasting the assigned temporary username and password
  - Completing an exam
  - Submitting a feedback survey

## Step by Step Instructions for the Test-Taker

### 1) Login to ProctorU

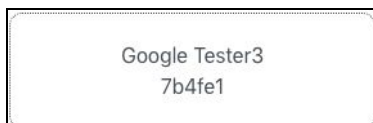
- On exam day, you will access ProctorU at this URL: [groups.proctoru.com](https://groups.proctoru.com)
- You must log in with your **school Google account** in order to access the ProctorU tool.

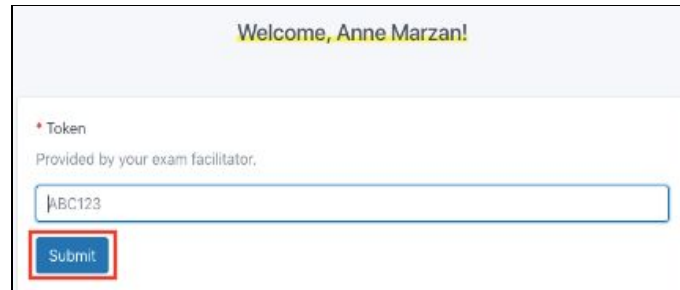


### 2) Enter Token

- Once you log into the tool, you will be prompted to **enter a token**.

**Note:** At this point the token has been manually distributed to you by your facilitator. If you do not have your token, please notify your facilitator.





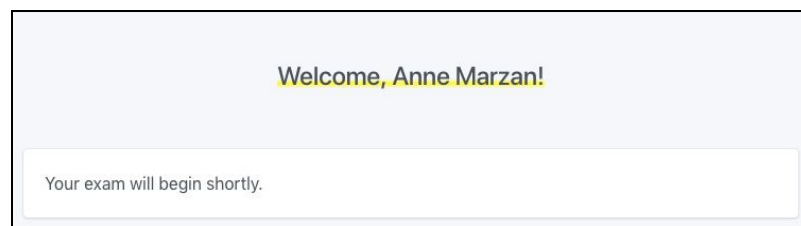
Welcome, Anne Marzan!

\* Token  
Provided by your exam facilitator.

ABC123

Submit

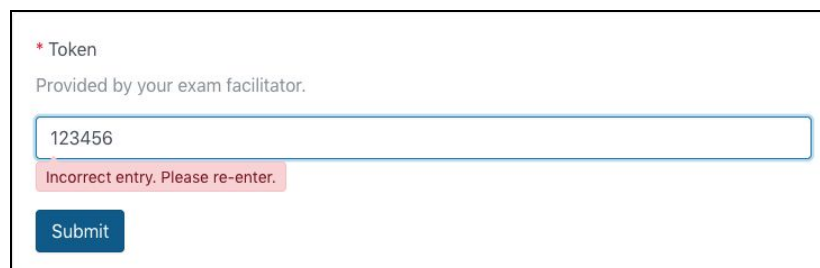
- b. After you have entered your token, and the token has been accepted, you will be notified that your exam will begin shortly.



Welcome, Anne Marzan!

Your exam will begin shortly.

- i. **Note:** If you have entered the wrong token or your token is not accepted, you will see the following screen. If this happens, please contact your Exam Facilitator.



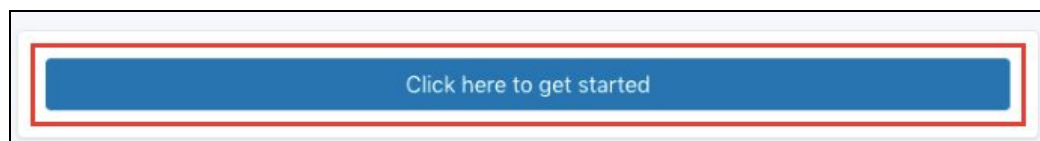
\* Token  
Provided by your exam facilitator.

123456

Incorrect entry. Please re-enter.

Submit

- c. You will be able to continue once your facilitator has launched the exam. If your facilitator has already launched the exam, you will see the following screen. To continue, click **"Click here to get started"**.



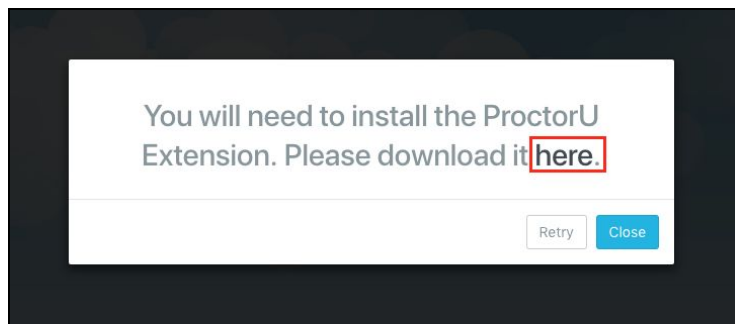
Click here to get started

### 3) Install the ProctorU Chrome Extension

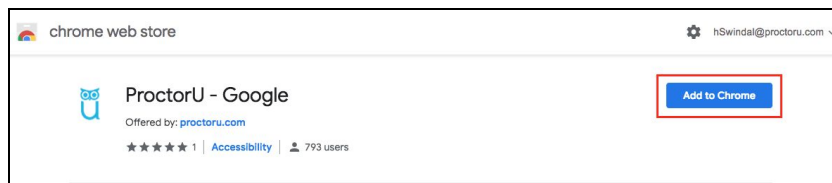
**Note:** If you have already installed the ProctorU chrome extension, this prompt will not appear. Feel free to skip to step 4.

Immediately after clicking "Click here to get started", you will be prompted to install the [Chrome Extension](#).

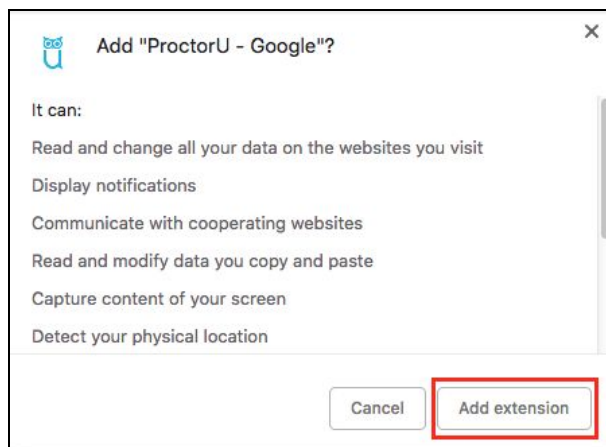
- 1) Click "**here**". You will then be auto navigated to the Chrome Web Store.



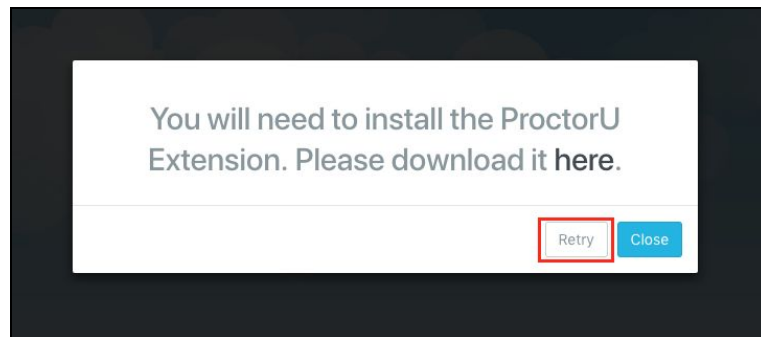
- 2) Click "**Add to Chrome**".



- 3) Click "**Add Extension**".



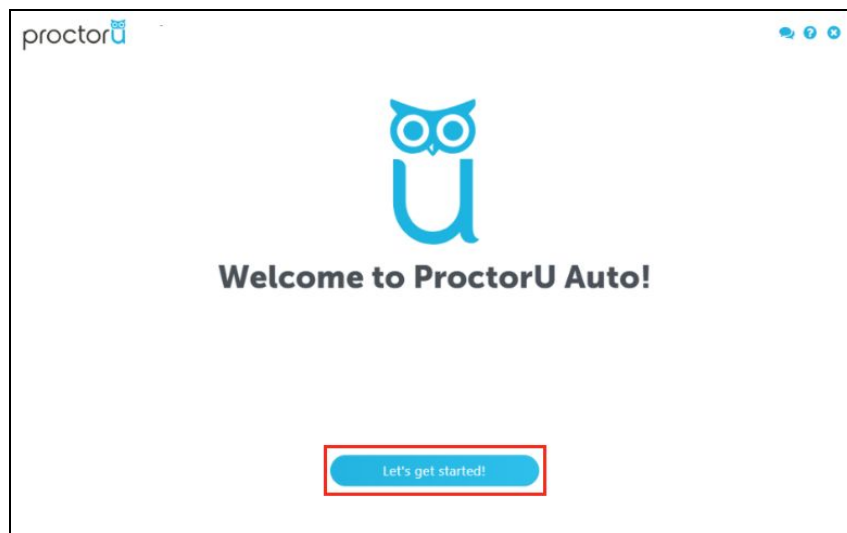
- 4) Once the extension is added, close the chrome web store tab and go back to the open tab where you originally downloaded the Chrome Extension and press **"Retry"**.



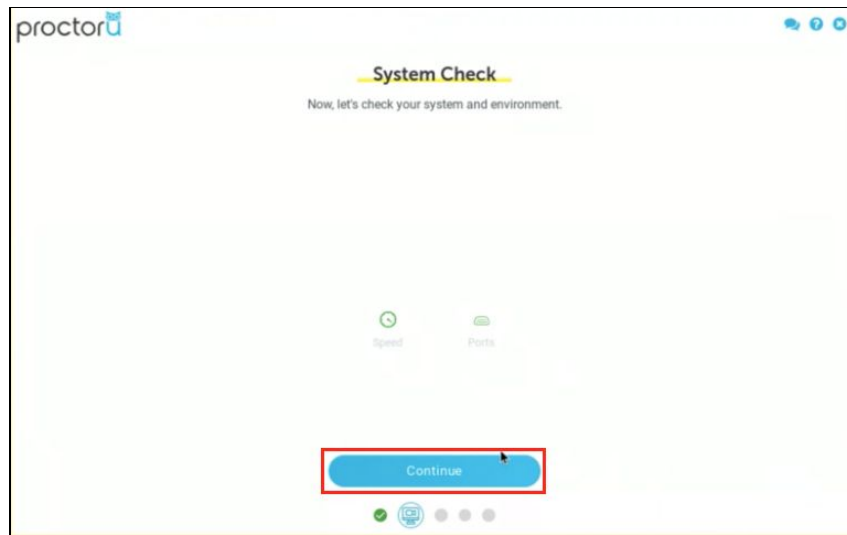
#### 4) Complete Exam Pre-Checks

Exam pre-checks are a set of steps that ensure your testing location and equipment are ready for you to begin the exam.

- 1) Click **"Let's get started!"**



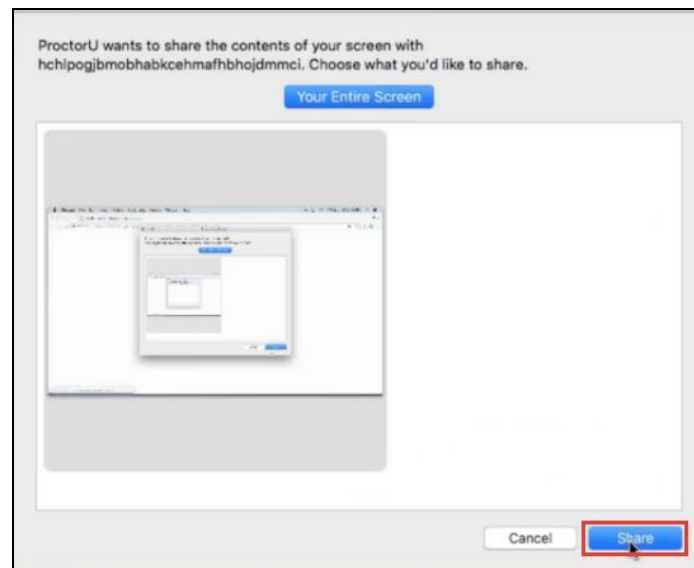
- 2) You will be navigated to the *"System Check"* screen. The system check will make sure that your internet speed meets the minimum requirements to take the exam. It will also check to make sure that you don't have a security firewall blocking your connection. If you run into issues, please contact your Exam Facilitator.



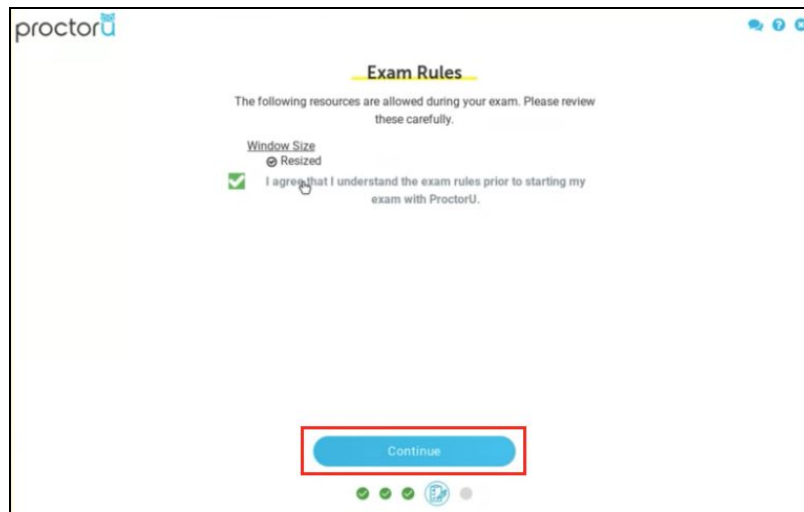
- 3) After you pass the system check, you will be prompted to share your screen.

**Note:** By sharing your screen, you are allowing ProctorU to record your screen only. Screen sharing will end right after you complete your exam.

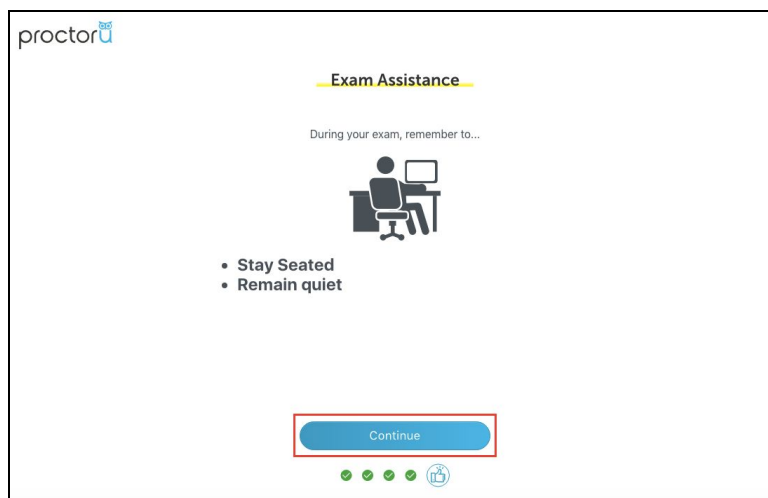
On the pop up window, click the **"Share"** button.



- 4) Once you share your screen, you will be navigated to the "Exam Rules" screen. Once you have reviewed the exam rules, click **"Continue"**.



- 5) Once you click "Continue" on the "Exam Rules" screen, you will be taken to the "Exam Assistance" screen. Once you read the exam reminders, click "**Continue**".

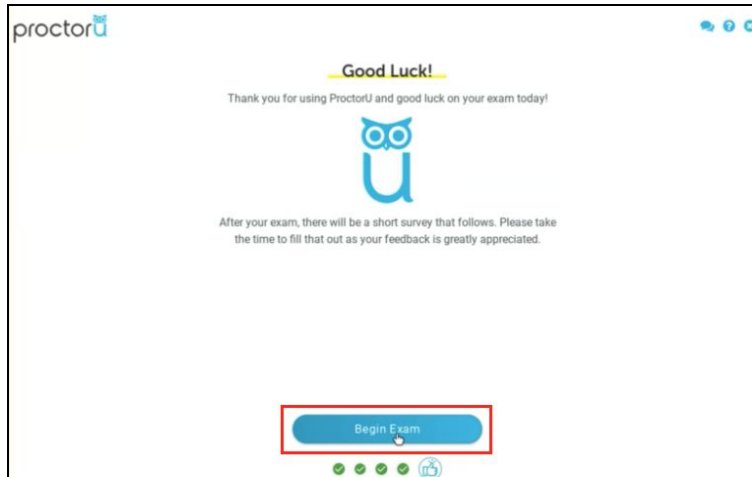


## 5) Begin Exam

Once you click "Continue" on the "Exam Assistance" screen, you will be taken to the "Begin Exam" screen.

**Note:** This is your final chance to use the restroom or take any breaks. Once you click "Begin Exam", you will not be able to leave the testing room.

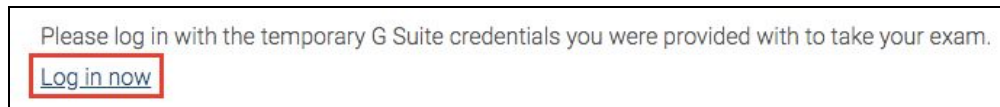
When you are ready to start the exam, click the "**Begin Exam**" button.



## Logging into your Provisioned Account

In order to begin the certification, you will need to login to your pre-provisioned G Suite account. Upon clicking **"Begin Exam"**, a new tab will open with your pre-provisioned credentials.

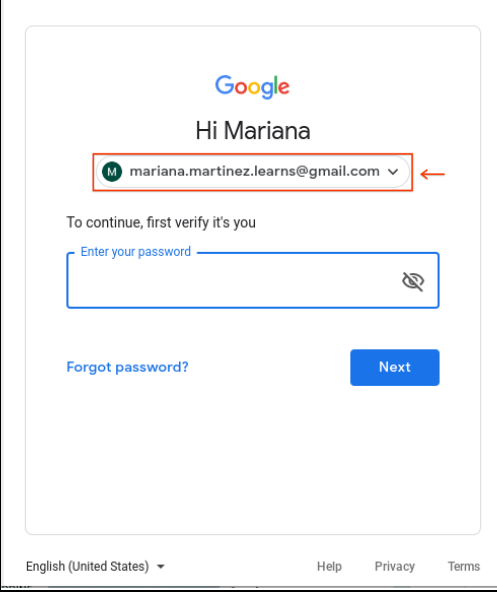
1. Click the **"Log in Now"** hyperlinked blue button.



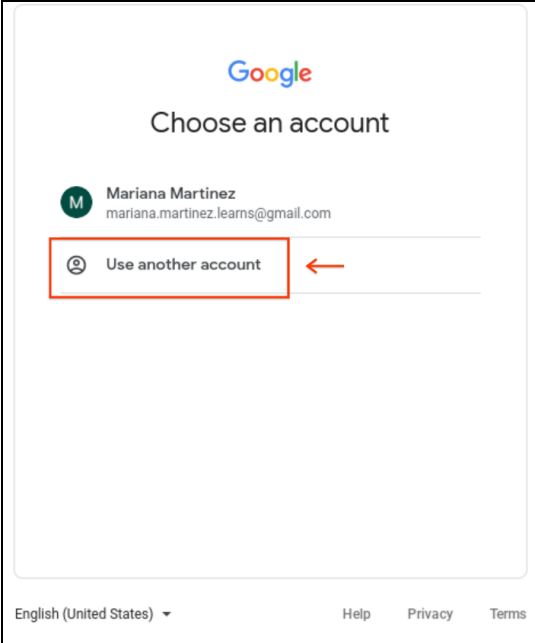
*Note: If upon clicking the **"Log in Now"** link you see a "switch accounts" button, please follow [these instructions](#). If you do not see a "switch accounts" button, continue to the next step.*

2. You will then be taken to the Google account sign in page. Click the drop down and select **"use another account"**.





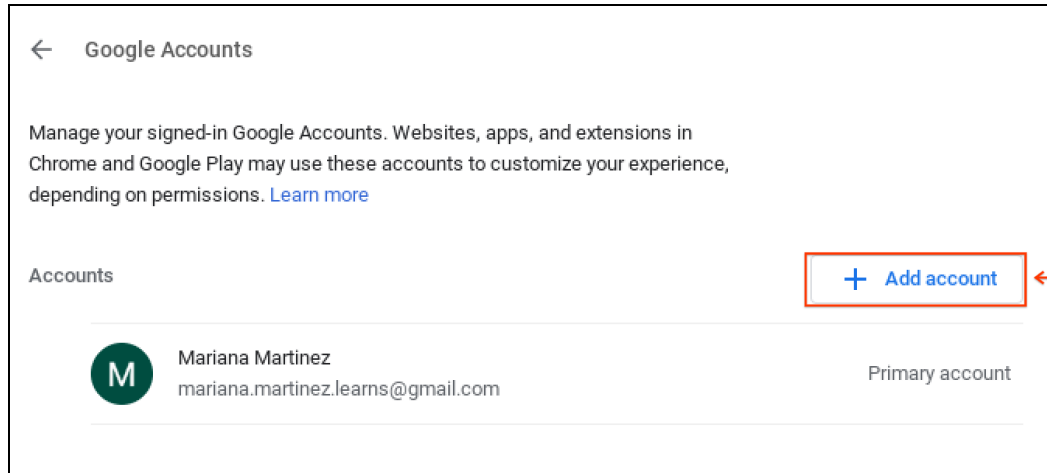
The image shows the Google login interface. At the top is the Google logo. Below it, the text "Hi Mariana" is displayed. A dropdown menu shows the email address "mariana.martinez.learns@gmail.com" with a red box around it and a red arrow pointing to it. Below the email field, the text "To continue, first verify it's you" is shown. There is a password input field with the placeholder text "Enter your password" and a red eye icon to toggle visibility. Below the password field are two links: "Forgot password?" and a blue "Next" button. At the bottom, there is a language selector set to "English (United States)" and links for "Help", "Privacy", and "Terms".



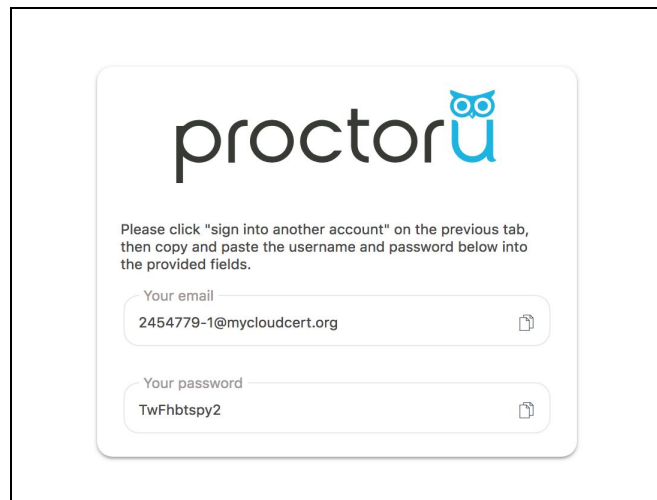
The image shows the "Choose an account" screen. At the top is the Google logo. Below it, the text "Choose an account" is displayed. There is a profile card for "Mariana Martinez" with the email address "mariana.martinez.learns@gmail.com". Below the profile card, there is a button labeled "Use another account" with a red box around it and a red arrow pointing to it. At the bottom, there is a language selector set to "English (United States)" and links for "Help", "Privacy", and "Terms".


3. You will then be automatically taken to the Google account management page.

Click **"Add Account"**.



4. Navigate to the new ProctorU tab that automatically opens and copy the username by clicking on the "copy" icon.
  - a. Navigate back to the Google Sign in page and paste it into the "Email or phone" field.
  - b. Click **"Next"**.
5. Navigate back to the ProctorU and copy the password by clicking on the "copy" icon.
  - a. Navigate back to the Google Sign in page and paste it into the password field.
  - b. Click **"Next"**.





## Sign in

Apps and sites can ask you for permission to use some of your Google Account info. [Learn more](#)


If you don't want sites or apps to use your account info, you can sign in as a guest or browse the web in an [incognito window](#).

→


[Forgot email?](#)

[Create account](#)

→



## Welcome

 925282709-2@testingancoriscert.org


→

🗕

[Forgot password?](#)

→

- Click the **"Accept"** button after reviewing the "Welcome to your new account" terms and conditions.



## Welcome

### Welcome to your new account

Welcome to your new account: 925282709-2@testingancoriscert.org. Your account is compatible with many **Google services** (<https://support.google.com/a/answer/181865>), but your testingancoriscert.org administrator decides which services you may access using your account. For tips about using your new account, visit the **Google Help Center** (<https://support.google.com/a/users/answer/161937>).

When you use Google services, your domain administrator will have access to your 925282709-2@testingancoriscert.org account information, including any data you store with this account in Google services. You can learn more here (<https://support.google.com/accounts/answer/181692>), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can **manage which account you use with Google services and switch between them** (<https://www.google.com/safetycenter/everyone/start/accounts/>) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite **core services** ([https://www.google.com/apps/intl/en/terms/user\\_features.html](https://www.google.com/apps/intl/en/terms/user_features.html)), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the **Google Terms of Service** (<https://accounts.google.com/TOS>) and the **Google Privacy Policy** (<https://www.google.com/policies/privacy/>). Certain Additional Services may also have **service-specific terms** (<https://support.google.com/a/answer/181865>). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.


Click "Accept" below to indicate that you understand this description of how your 925282709-2@testingancoriscert.org account works and agree to the **Google Terms of Service** (<https://accounts.google.com/TOS>) and the **Google Privacy Policy** (<https://www.google.com/policies/privacy/>).

Welcome to your new account: 925282709-2@testingancoriscert.org. Your account is compatible with many **Google services** (<https://support.google.com/a/answer/181865>), but your testingancoriscert.org administrator decides which services you may access using your account. For tips about using your new account, visit the **Google Help Center** (<https://support.google.com/a/users/answer/161937>).

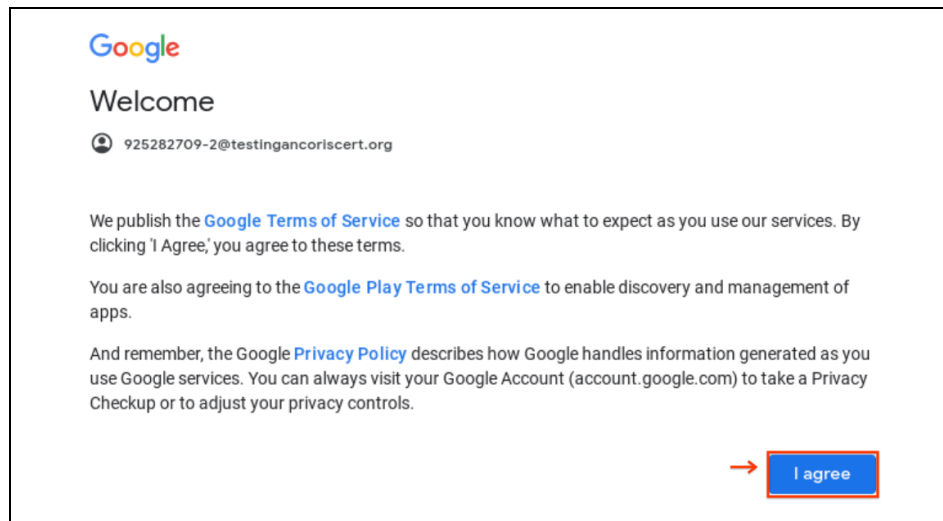
When you use Google services, your domain administrator will have access to your 925282709-2@testingancoriscert.org account information, including any data you store with this account in Google services. You can learn more here (<https://support.google.com/accounts/answer/181692>), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can **manage which account you use with Google services and switch between them** (<https://www.google.com/safetycenter/everyone/start/accounts/>) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite **core services** ([https://www.google.com/apps/intl/en/terms/user\\_features.html](https://www.google.com/apps/intl/en/terms/user_features.html)), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the **Google Terms of Service** (<https://accounts.google.com/TOS>) and the **Google Privacy Policy** (<https://www.google.com/policies/privacy/>). Certain Additional Services may also have **service-specific terms** (<https://support.google.com/a/answer/181865>). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

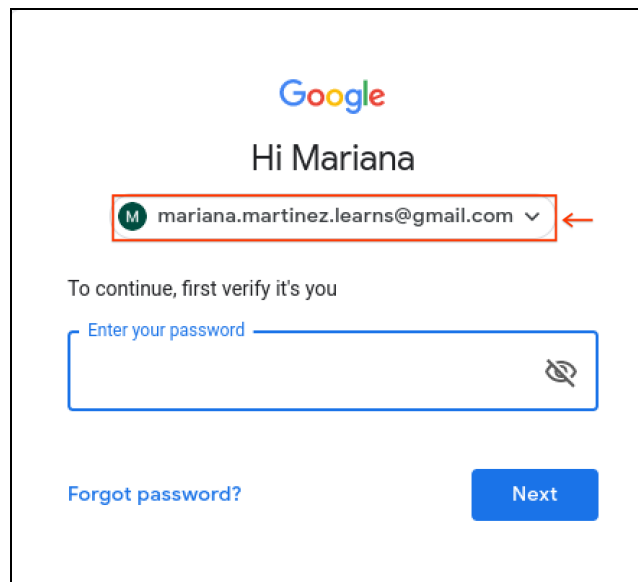
Click "Accept" below to indicate that you understand this description of how your 925282709-2@testingancoriscert.org account works and agree to the **Google Terms of Service** (<https://accounts.google.com/TOS>) and the **Google Privacy Policy** (<https://www.google.com/policies/privacy/>).



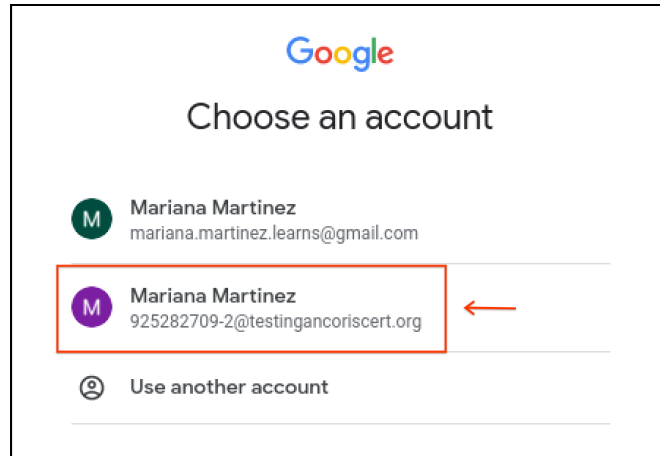
- Click **"I agree"** once you review Google's terms of service.



- Navigate back to the main ProctorU tab and click the email address dropdown.



- Select the @testingancoriscert.org account. **This is the provisioned account you must use for the certification.** Then click **"Allow"**.



### Google Accounts

An application is requesting permission to access your Google Account.

Please select an account that you would like to use.

- mariana.martinez.learns@gmail.com
- 925282709-2@testingancoriscert.org

Google is not affiliated with the contents of the application or its owners. If you sign in, Google will share your email address with the application but not your password or any other personal information.

→   [Sign in to another account](#)

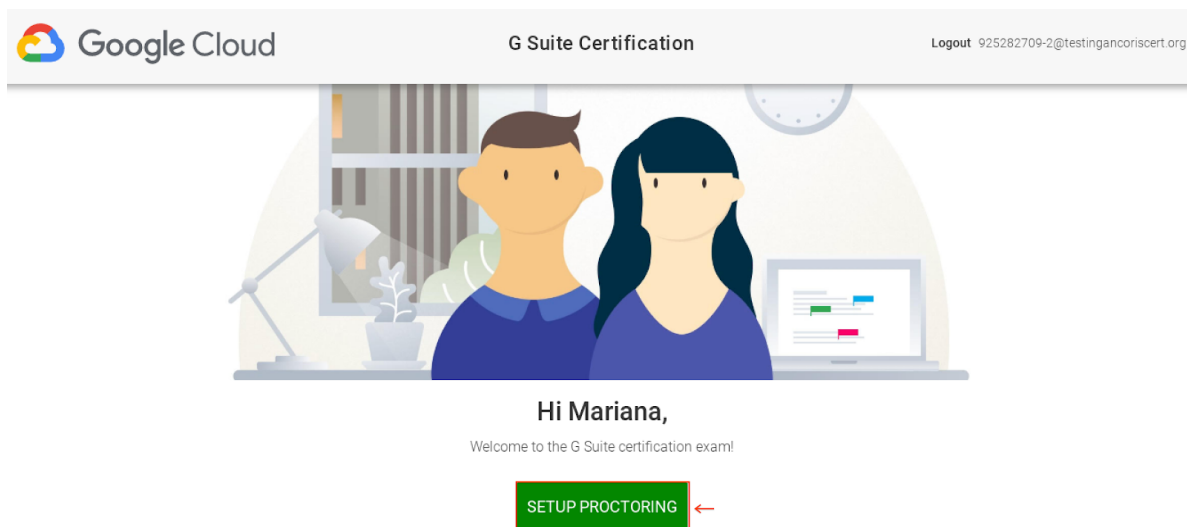
☒ Remember this approval for the next 30 days

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## 6) Starting your Exam

You are now ready to start your exam. Good luck!

**Note:** Your exam timer **does not** begin until you have seen the first question of the certification.



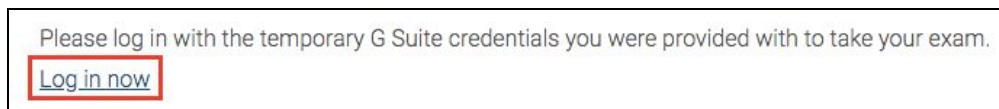
## Appendix:

### 5b) Logging into your Provisioned Account (Switch Accounts)

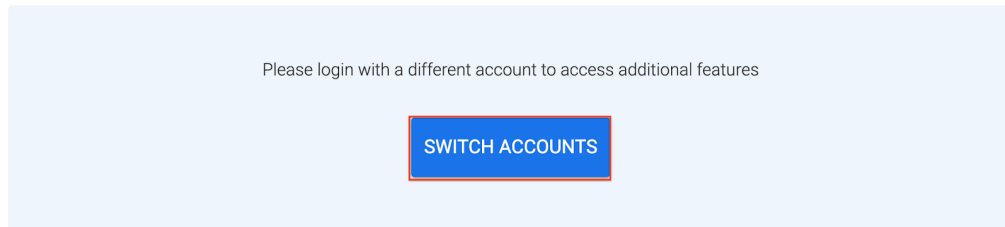
In order to begin the certification, you will need to login to your pre-provisioned G Suite account. Upon clicking **"Begin Exam"**, a new tab will open with your pre-provisioned credentials.

**Note:** The following instructions are for non chromebook users only. If you using a chromebook, go back to [step 5](#).

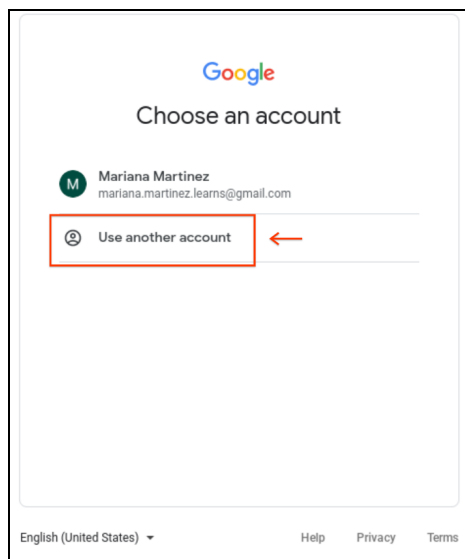
10. Click the **"Log in Now"** hyperlinked blue button



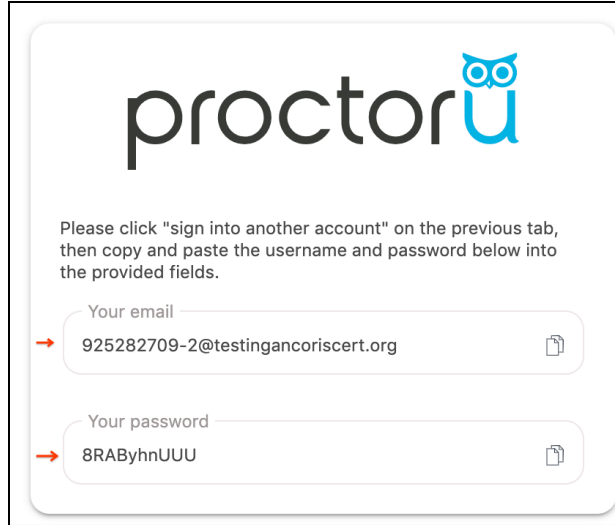
11. You will then be taken to the switch accounts screen. Click "Switch Accounts".



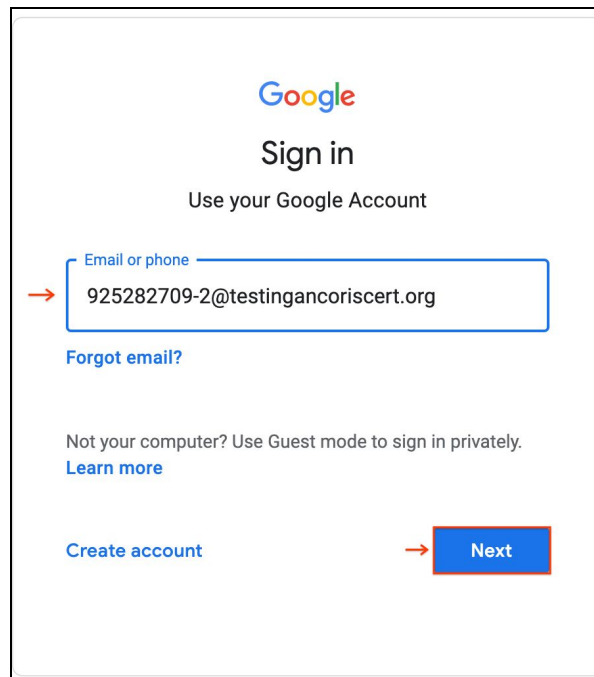
12. In the accounts that appear, scroll down and click "Use Another Account".



13. Navigate to the new ProctorU tab that automatically opened and copy the username by clicking on the "copy" icon.
  - a. Navigate back to the Google Sign in page and paste it into the "Email or phone" field.
  - b. Click **"Next"**.
14. Navigate back to the new tab that has opened and copy the password by clicking on the "copy" icon.
  - a. Navigate back to the Google Sign in page and paste it into the password field.
  - b. Click **"Next"**.

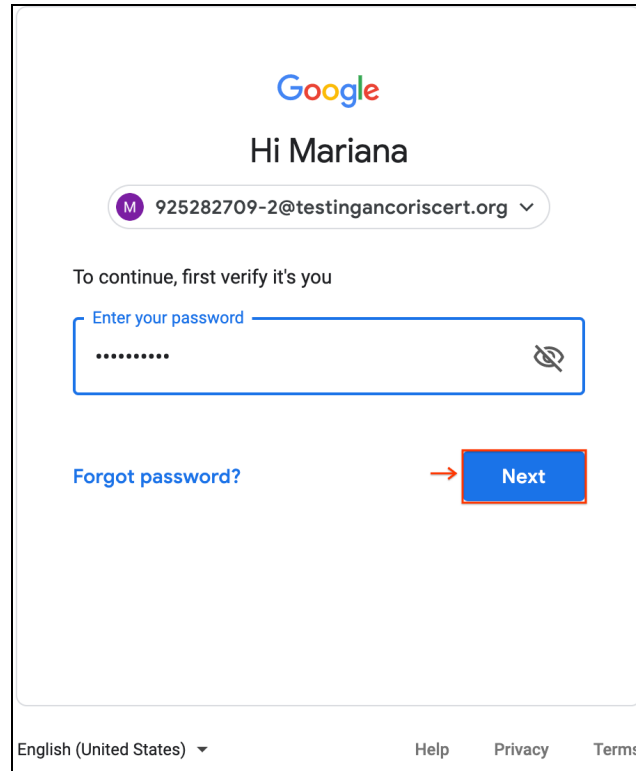


The ProctorU login form features the ProctorU logo at the top. Below the logo, a message instructs the user to click "sign into another account" on the previous tab and paste the username and password into the provided fields. There are two input fields: "Your email" and "Your password". The email field contains the text "925282709-2@testingancoriscert.org" and has a red arrow pointing to it from the left and a copy icon on the right. The password field contains the text "8RABYhnUUU" and also has a red arrow pointing to it from the left and a copy icon on the right.



The Google Sign in page displays the Google logo at the top, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone" which contains the email address "925282709-2@testingancoriscert.org". A red arrow points to the input field from the left. Below the input field is a link that says "Forgot email?". Further down, there is a message: "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left is a link "Create account", and at the bottom right is a blue button labeled "Next" with a red arrow pointing to it from the left.





Google

Hi Mariana

M 925282709-2@testingancoriscert.org ▾

To continue, first verify it's you

Enter your password

.....

Forgot password?

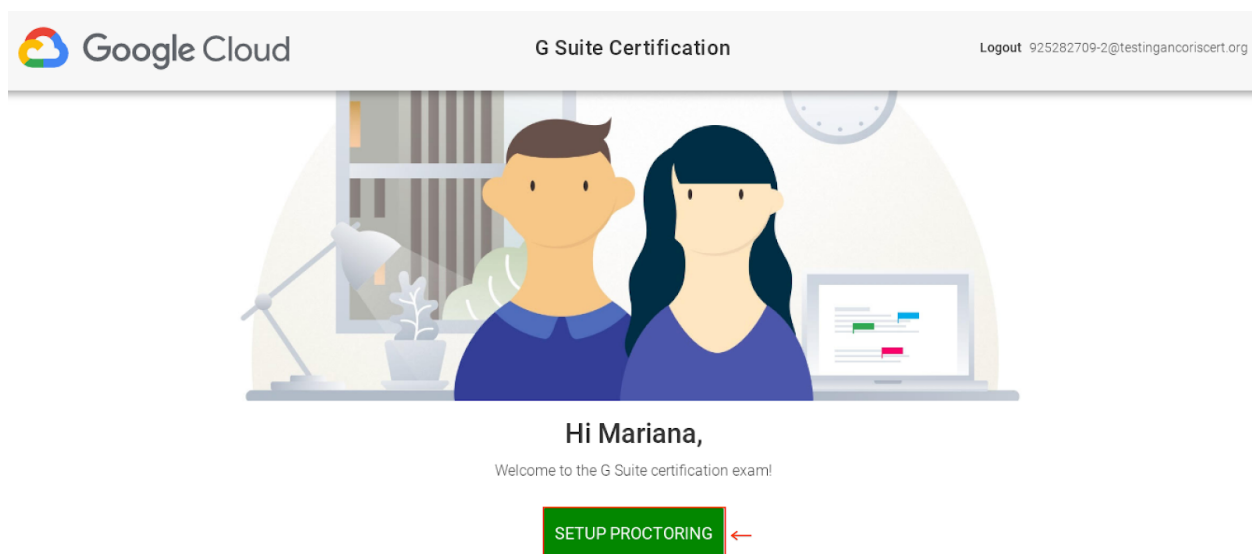
Next

English (United States) ▾ Help Privacy Terms

## 6) Starting your Exam

You are now ready to start your exam. Good luck!

**Note:** Your exam timer **does not** begin until you have seen the first question of the certification.



Google Cloud

G Suite Certification

Logout 925282709-2@testingancoriscert.org

Hi Mariana,

Welcome to the G Suite certification exam!

SETUP PROCTORING