Oncology Pharmacy Technician Certification
ProctorU Instructions

BEFORE YOUR EXAM:

Prior to beginning your exam, you must complete the ProctorU computer requirements check
and download the ProctorU extension. Follow the steps below to do so:

1. Download either Chrome or Firefox and make sure you're using the latest version
2. Download and install the ProctorU extension for Chrome or Firefox
3. Check your equipment to make sure your system is compatible with ProctorU
   at https://go.proctoru.com/testitout

ONE THE DAY OF YOUR EXAM:

Log in at least 5 minutes prior to the exam. To access your exam:

1. Log into your Prolydian account at https://app.prolydian.com
2. Go to the "My exams" dashboard and click the "**Launch Exam**" button (This button will
   be enabled one minute before your exam time.)
3. Click "Start Session"
4. Install the ProctorU extension for Chrome or Firefox, if you don't already have it
5. Follow the on-screen instructions to share your screen and check your equipment
6. Follow the identity verification instructions
7. Install a LogMeIn Rescue applet file that will bring up a chat box allowing you to connect
   with your proctor. The proctor will perform a system check and camera pan of your
   workspace and will give you directions on how to begin your exam

TECHNICAL REQUIREMENTS:

- Browser: Google Chrome (preferred) or Mozilla Firefox. Other browsers are not
  supported and may not work as expected.
- A working built-in or external webcam and microphone
- Desktop computer or laptop (Chromebooks, tablets, and cell phones do not meet the
  proctoring requirements)

- macOS X 10.13 or higher, Windows 8 or higher. ProctorU does not support Linux or Chrome OS.
- At least 4 GB of RAM and more than 2 core CPU.
- Internet speed must be at least 1 Mbps download and 1 Mbps upload. Hot spots are not recommended.
- It is strongly recommended that laptops remain connected to a power source for the duration of the exam.

If you experience any issues connecting to your proctor or during your exam, please contact ProctorU via the Live Chat feature within your ProctorU account OR Call 1-855-772-8678.

LIST OF PROHIBITED BEHAVIOURS:

ProctorU actions and behaviors that will be flagged during an exam:

Talking aloud: Unless you have an accommodation, talking or whispering aloud during the exam is not permitted.

Being out of camera view: Your face, chin to forehead, needs to be in the camera view at all times.

Anyone entering your testing area: You may not have anyone else in your testing location with you.

Anyone talking to you while you're in your testing area: Additional noises, including other people talking to you, while you're in your exam are not allowed.

Looking off-screen: If you aren't allowed any materials, your eyes should stay on the screen at all times while testing.

Utilizing materials that are not allowed: You're only allowed the permitted materials allowed by your instructor.

Taking pictures or screenshots of the exam: Taking pictures while in your exam, including screenshots, is not permitted. If you're on a Mac and have a live human proctored launch, your proctor will even turn off the ability to use your keyboard screenshot hotkeys.

Copying and pasting any elements of the exam: In most cases, our system will not allow you to copy and paste any content from your exam. Regardless of whether you can or cannot perform this function, our system will capture all events of copy and paste that occur.

Utilizing a virtual machine: Virtual machines can be detected through the pre-exam system check and are not permitted.

Utilizing a secondary monitor: You are only allowed to use one monitor attached to one computer during your exam.

There is no separate login for ProctorU. Candidates access their ProctorU account by clicking the "Launch Exam" button on the My exams page in their Prolydian account on the day of their exam