

LIVE+ Exam Guide

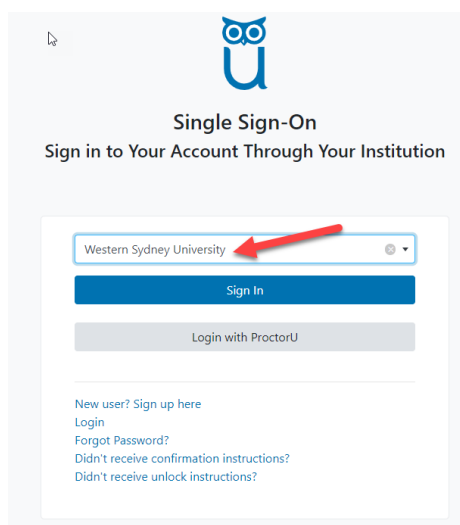
*We highly recommend you refer to the [Western Sydney University webpage](https://www.westernsydney.edu.au) for further information on preparation for your online exam.

STEP 1: Create or link your online profile with ProctorU – you will now use a Single Sign On to log into ProctorU with your student email account. There is no need to have a separate ProctorU username and password.

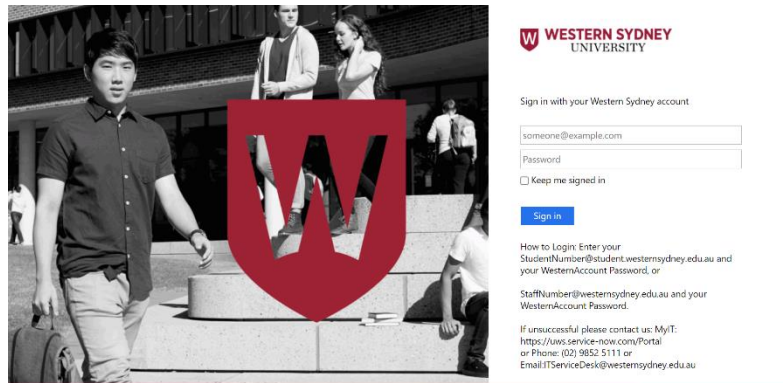
If you already have a Proctor U account, utilising your student email address, please follow the below instructions:

Go to <https://go.proctoru.com/session/sso>

1. Choose 'Western Sydney University' from the drop down box and click on Sign In



2. This will take you to the Western Sydney University Sign in page. Login with your University email ie **12345678@student.westernsydney.edu.au** and password and click 'Sign In'



3. This will take you to the page to link your account. If you have an existing account enter your username and password and click on 'Link to this account'. If you don't have an existing account click on the 'Don't have an existing account? Link to a new account'

4. If you are creating your account for the first time you will be asked to complete the form.
5. Set your **time zone** e.g. GMT +10:00 Australia/Sydney (if offshore, use your own time zone)
6. Add contact **phone number** (for troubleshooting issues during exam)
7. Add **country** (Where you are currently located- you do not need to fill in your address)
8. Review terms and conditions and select '**Submit**'



Complete Account Creation

Institution

Western Sydney University

Account

First name *

Last name *

Email *

Time Zone *

Contact

* At least one phone number is required.

Phone mobile

Phone home

Phone work

Address

Country *

Street 1

Street 2

City


State/ Province/ Region

Zip/ Postal Code

Terms & Conditions

These Terms of Service ("Terms") govern your access to and use of ProctorU Inc.'s ("ProctorU", "We", or "Our") website(s), browser extensions, platforms, applications, and other services (collectively, our "Services"). These Terms also apply to any information, text, audio, video, images, graphics, code, extensions, or other materials created uploaded, downloaded, transferred or otherwise appearing on or connected with the Services when you interact with ProctorU, including recordings of any test sessions (collectively referred to as "Content").

☐ By checking this box, you agree to ProctorU's Terms of Service and Privacy Policy

☐ I'm not a robot 

Submit

9. When you have successfully signed into ProctorU you will receive a message at the top of the screen that says:

You have successfully signed in with single sign-on.

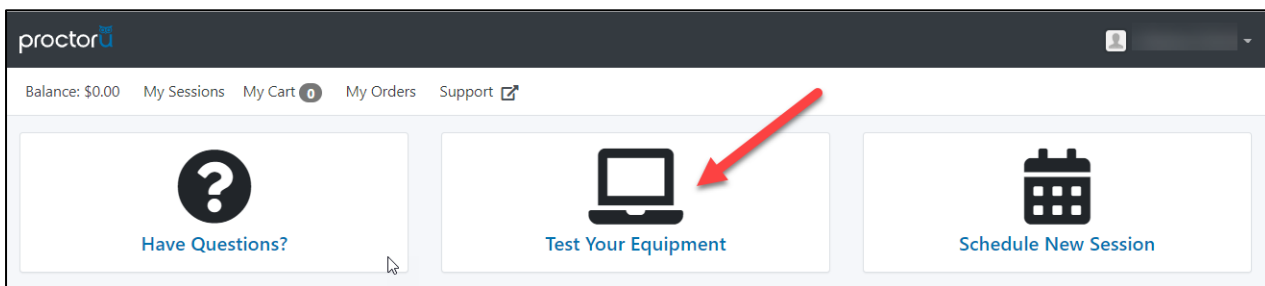
STEP 2: Test your equipment & Schedule your Exam Session

1. You will need to download [Guardian Browser](#) to take your exam.

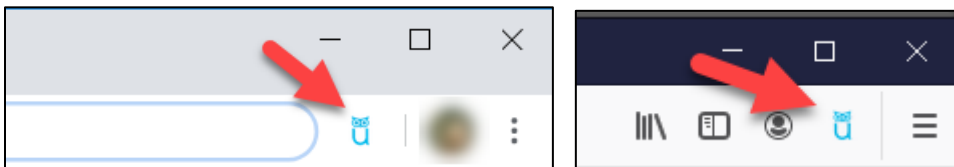
Note: (Google Chrome, Mozilla Firefox, Safari, Internet Explorer, MS Edge etc are NOT supported)

You can also download Guardian Browser when you log into your ProctorU account. For further information on Guardian Browser please see [Guardian Secure Proctoring Browser Resources](#).

2. After your account has been verified, you MUST **'Test Your Equipment'** on your profile page.

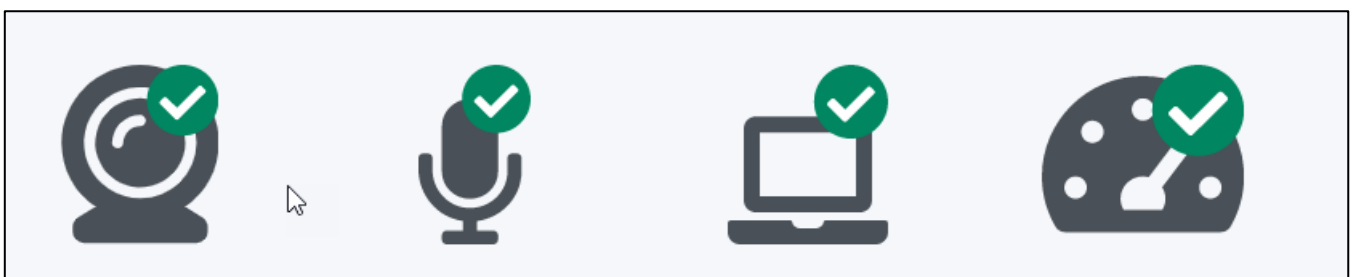


3. You will be asked to download the **ProctorU browser extension**. This will allow you to test your web cam, microphone, computer compatibility and internet connection.



You will see the **Blue Owl** next to your web address bar when installed correctly.

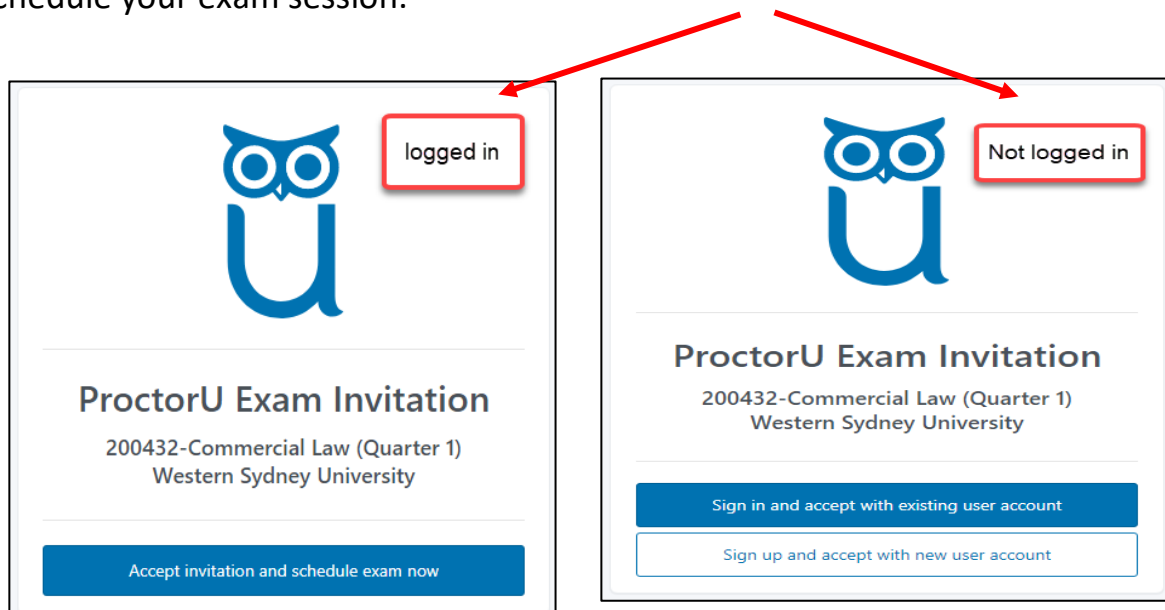
4. Make sure you get a green tick for all your equipment and have admin rights to your computer. (If you get any red crosses, scroll down to see details of the error, or to receive technical help click on **"Need help? Chat Now!"** button in the bottom right of the screen, fill in your details and choose "Testing your equipment" in the final dropdown menu)



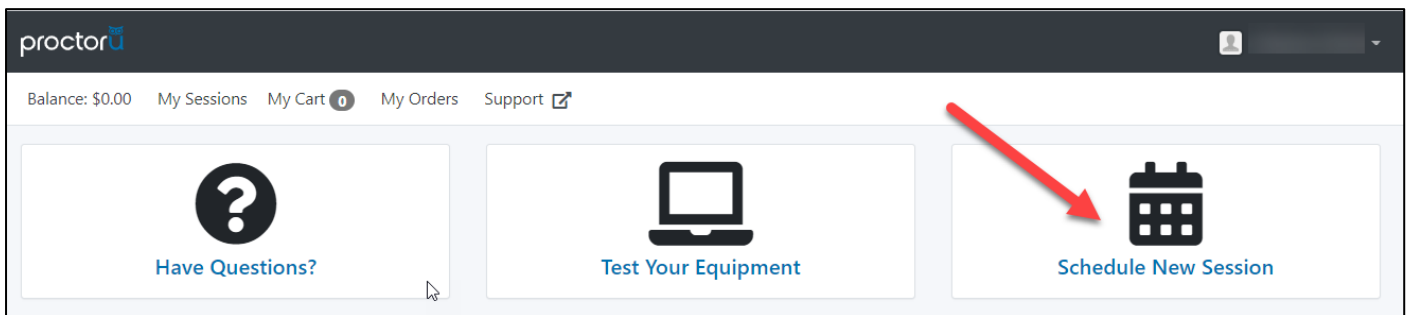
5. You can schedule your session by copying the link in your personalised timetable.

Exam	200432 Commercial Law
	Exam type - Live+ (ProctorU) - Create your account, test your equipment and schedule your exam session
Important Notes	at https://go.proctoru.com/invitations/open-invite?token=NTc0MTQ3OW9wZW4taW52aXRI For further information regarding your Live+ exam please refer to the guide https://www.westernsydney.edu.au/liveplusguide
Date	Tuesday 23/03/2021
Time	This exam must be scheduled to start within a 3 hour period from 9.30am-12.30pm AEDT.
Duration	2 hours and 15 minutes plus 0 minutes reading

6. If you have already created your ProctorU account, you will be prompted to “**accept invitation and schedule exam now**”. If you have not created your ProctorU account or are not logged in, you will be asked to “**Sign in...**” or “**Sign up...**” before you can schedule your exam session.



7. Alternatively, you can schedule your exam session by selecting '**Schedule New Session**' on your ProctorU profile home screen.



1. Confirm Institute → Western Sydney University
2. Select Term → (This is your current semester, e.g. Autumn/1H)
3. Select Exam → Unit Number – Unit Name
4. Click on “Find Sessions”

A screenshot of the 'Select Exam for' form in the ProctorU interface. The form is titled 'Select Exam for [blurred name]'. It contains three dropdown menus and a 'Find Sessions' button. The steps are numbered 1 through 4: 1. Confirm your institution (Western Sydney University), 2. Select a term (Autumn/1H), 3. Select your exam (100191 - Community Translation (UG)), and 4. Find Sessions (button).

Step	Action	Selected Value
1	Confirm your institution	Western Sydney University
2	Select a term	Autumn/1H
3	Select your exam	100191 - Community Translation (UG)
4	Find Sessions	Find Sessions

8. The date of your exam will appear in the calendar box.
- You will need to **select a time** that is inside the time window indicated in the exam details below the “submit” button. You do this by clicking on the hour, minutes and toggling AM/PM.
 - Click the '**Submit**' button. If no times are available, choose a later time.
 - After clicking “Select” you will be asked to **confirm** your session time by clicking “Schedule”

- *Note: Session availability is based on ProctorU capacity and available slots at the time*

Schedule Session

Select a Date

← March 2021 →

Su	Mo	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Select a Time

↑ : ↑ 09 : 30 AM

↓ : ↓

Submit

Exam

This exam is available from

Tuesday March 23, 2021 9:30AM
AEDT - Tuesday March 23, 2021
12:30PM AEDT

Exam Name

200432-Commercial Law (Quarter

9:30AM AEDT
Tuesday, March 23, 2021
11 days from now

200432-Commercial Law
(Quarter 1)
Sam Hossain

SELECT

9:40AM AEDT
Tuesday, March 23, 2021
11 days from now

200432-Commercial Law
(Quarter 1)
Sam Hossain

SELECT

9:50AM AEDT
Tuesday, March 23, 2021
11 days from now

200432-Commercial Law
(Quarter 1)
Sam Hossain

SELECT

10:20AM AEDT
Tuesday, March 23, 2021
11 days from now

200432-Commercial Law
(Quarter 1)
Sam Hossain

SELECT

10:40AM AEDT
Tuesday, March 23, 2021
11 days from now

200432-Commercial Law
(Quarter 1)
Sam Hossain

SELECT

10:50AM AEDT
Tuesday, March 23, 2021
11 days from now

200432-Commercial Law
(Quarter 1)
Sam Hossain

SELECT

Select a Date

← March 2021 →

Su	Mo	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Please click "Schedule" to confirm your time: **9:30AM AEDT**

SCHEDULE

Cancel

9:40AM AEDT
Tuesday, March 23, 2021
11 days from now

200432-Commercial Law
(Quarter 1)
Sam Hossain

SELECT

of selection. The earlier you book the more choices you will have.

9. Read and accept the terms of service by clicking on "I agree to the Terms and Conditions above".

I agree to the Terms and Conditions above

10. You will see the confirmation screen when your request is completed. (Note: If you haven't registered 72hrs prior to exam start time, you may not be able to register and

proctorU

Balance: \$0.00 My Sessions My Cart 0 My Orders Support

Reservation complete.

Your order was successful!

Print Receipt My Sessions

Session	Institution	Date & Time	Type	Price
100191 - Community Translation (UG)	Western Sydney University	06/16/2020 3:40PM AEST	Live+	\$0.00
Total				\$0.00

Reschedule

Payment Information

Payment Method
Credit on Account

will need to contact examinations@westernsydney.edu.au).

11. On the home screen in your profile you will now see a countdown timer to your exam. You will also receive a reminder email 24hrs prior to your exam commencement. You can also click on “**check your exam rules**” button which opens a screen showing the permitted resources and rules for your exam.

Time to hit the books!
Your next exam begins in:

Check your exam rules

10:16:5 :42
DAYS HOURS MINUTES SECONDS

STEP 3: Day Before Exam

1. Navigate to **vUWS** and check your exam information for the final exam.
2. Check resources allowed and ensure you have only these with you on the day.
3. Check how you will submit your exam. Whether you will need to upload your exam document or workings will be outlined in steps on your vUWS site. **Read them carefully!**

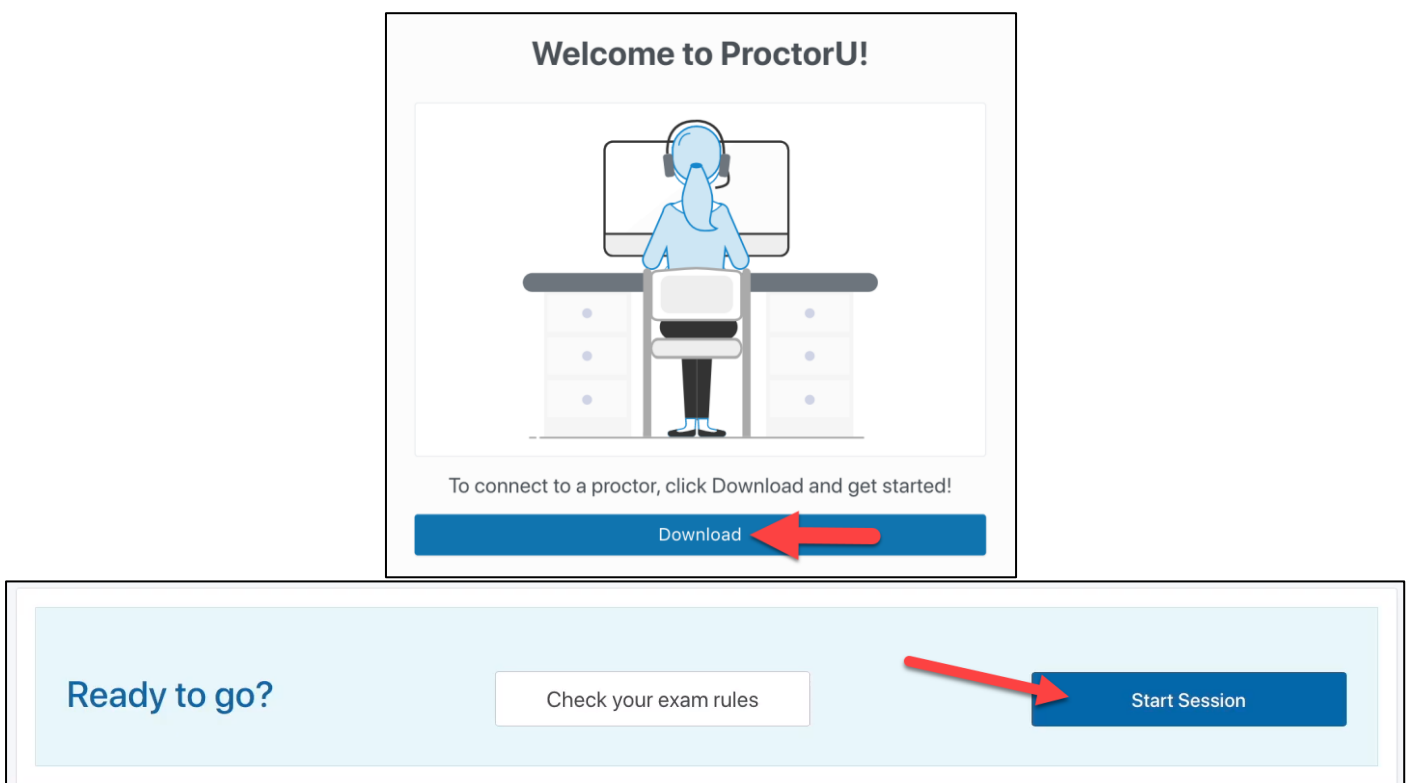
STEP 4: Exam Day

1. Make sure you have a valid **Student ID** with you (You can use your Driver's Licence or Passport if your student ID has expired). You must be in a suitable private space where you won't be interrupted, no people or pets should be present.

Once the exam begins you will not be able to leave your computer until the exam is complete. **Please use the restroom prior to your exam starting.** If you must go to the restroom during the exam it will be recorded as an absence from the view of the camera and may be reported to your Unit Co-ordinator for academic misconduct investigation.

2. Log onto ProctorU 10 minutes before your exam time. You should **test your equipment** again to make sure nothing has changed and you are ready to start your exam. It is also recommended that you **close all applications** and **re-start your computer**.

The countdown timer will change to a button when the time reaches 0:00. Click on **"Start Session"** to start your exam.

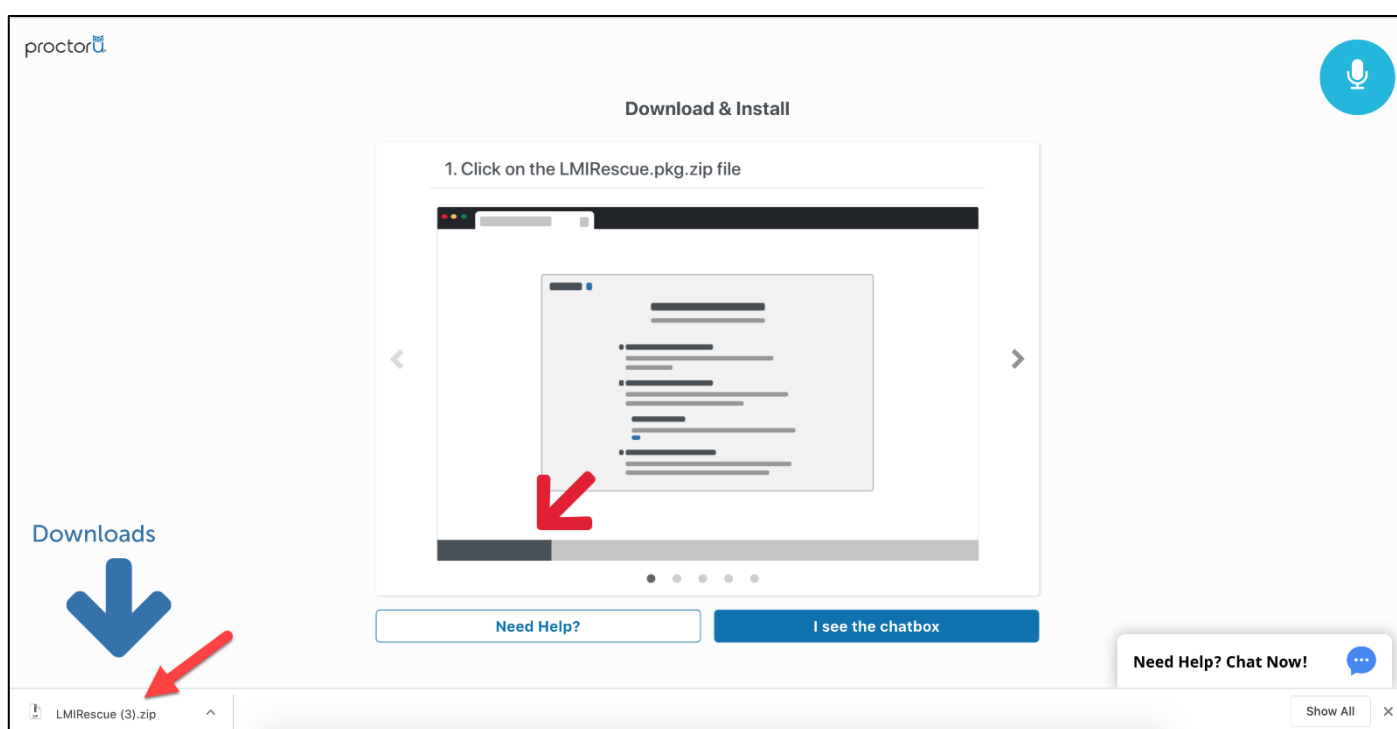


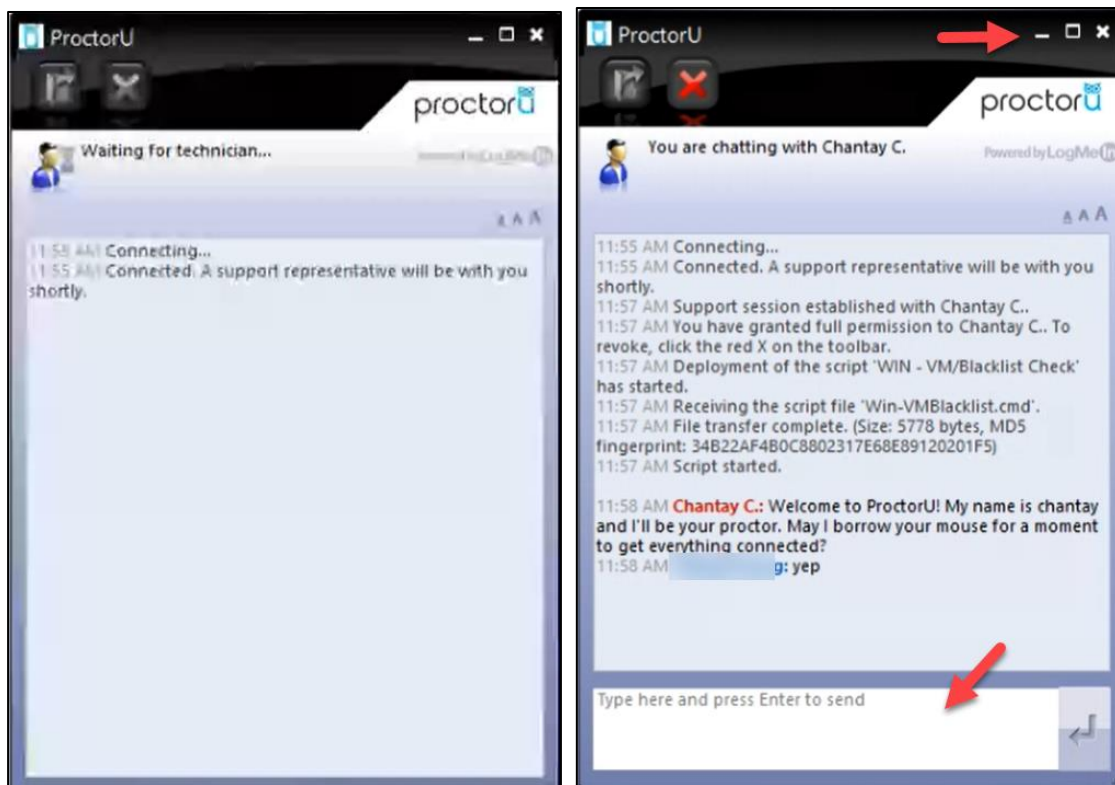
3. You will now see the ProctorU welcome screen. Click on **“Download”**, a file named **“LMlrescue.zip”** will download to your computer. This is an application file. You will need to locate it in your download folder and **“run”** it to begin your exam. Your security software may ask you to authorise installation. Click YES.

When the applet opens you will be placed in a queue to connect to a proctor. **While you are waiting for your proctor to connect to your chat box, continue the launch process in your browser by clicking “I see the chat box”.** Your exam time will not start until the proctor has launched your exam.

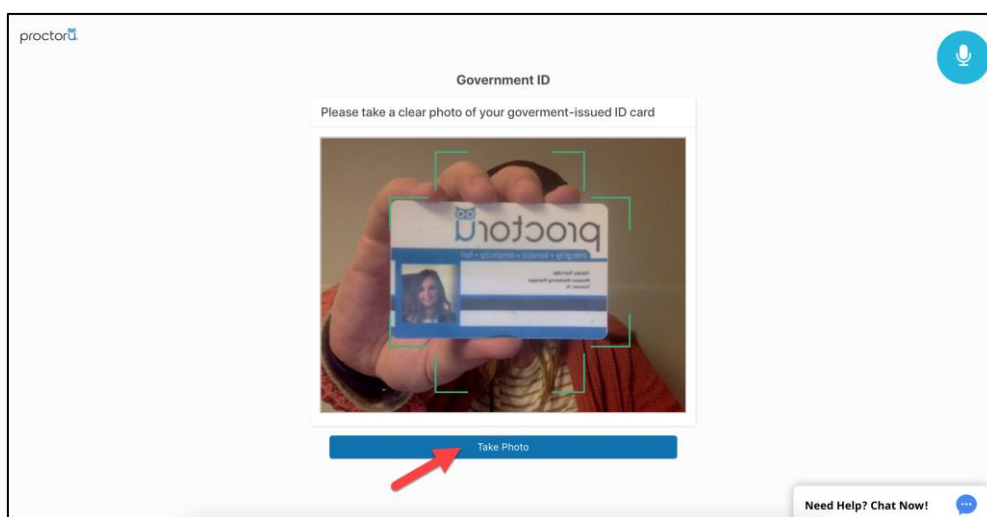
When your proctor connects, a **chat function** will appear at the bottom of the applet. Your proctor will communicate with you through the applet. They may interrupt your exam if something has changed in your room, the web cam has moved, or to remind you not to talk.

DO NOT CLOSE THE APP AT ANY TIME DURING THE EXAM UNTIL YOUR PROCTOR CONFIRMS YOU HAVE SUBMITTED YOUR EXAM. You can minimise the app if it is in your way.





4. While waiting for your proctor you will confirm your identity by taking a photo of your identification. Hold your Student ID (or driver's license or Passport if student ID expired) and line it up within the red borders and click **"Take Photo"** this process is not automatic. When the borders turn **green** you will move to the next step. Your ID photo is kept on file for a maximum of 7 days and then deleted.



5. Review the “**exam session recording notice**” and accept the terms and conditions. You will be recorded via the webcam from this point forward.

Exam Session Recording Notice

Review the terms

ProctorU will record your Exam Session for potential review and training purposes. This information is encrypted and can be accessed only by institution-authorized individuals. Recording will begin after we check your system and environment. Following exam completion (including final review of your exam), you **MUST** disconnect from your ProctorU session by closing the application and your browser. The webcam will continue to record until you complete **BOTH** actions.

- I consent to ProctorU recording me via my computer's camera and microphone during my test.
- I consent to ProctorU's use of biometric facial recognition to prevent identity fraud during my test.
- I consent to allowing ProctorU to view my desktop; view my system information; run scripts; deploy Rescue Calling Card in the event I need technical support; and invite technicians for collaboration, if needed.
- I understand that I must close both the application and my browser to end the recording of my test.

☒ I agree to all the above statements


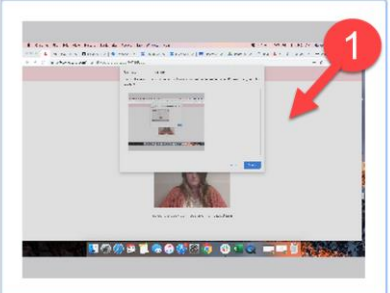
☒ I consent to ProctorU's recording and use of my biometric keystroke data to prevent identity fraud or cheating during my test

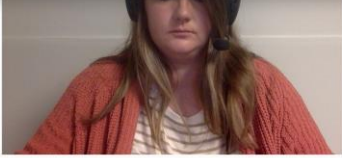
I Agree

6. You will then be prompted to share your screen. Ensure you click on the image of your screen to select it before clicking “**Share**”

Share your entire screen

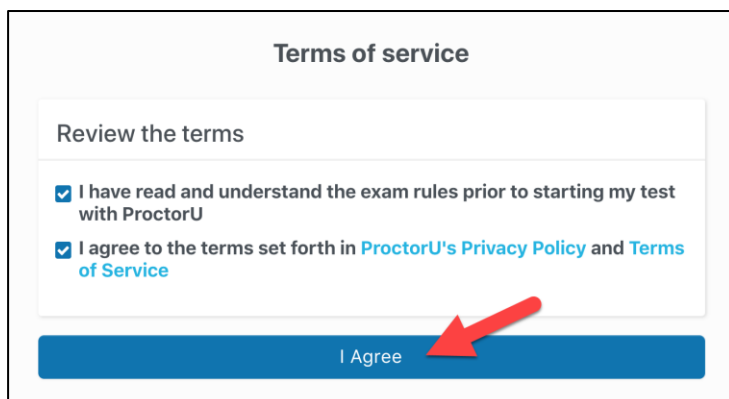
ProctorU wants to share the contents of your screen with auto.proctoru.com. Choose what you'd like to share.





Select the desktop image and then click Share

7. You will then need to review and accept the “**Terms of Service**”. By this time you should have connected to a proctor who will then take you through the final steps to start your exam.



Terms of service

Review the terms

- ☒ I have read and understand the exam rules prior to starting my test with ProctorU
- ☒ I agree to the terms set forth in [ProctorU's Privacy Policy](#) and [Terms of Service](#)

I Agree

8. The proctor will go through the following steps with you and will request to take control of your mouse. You will be able to see everything your proctor is doing on screen.
- ✓ Confirm the **Unit Code and Unit name** of the exam you are sitting.
 - ✓ Ask to check your **Student ID** (or other ID) again
 - ✓ **Check your system** to ensure you are not using an extra screen and close any unnecessary applications
 - ✓ Ask you to place your **mobile phone** away from you and show where it is using the web cam
 - ✓ Ask you to show a **360-degree view** of your room and your desk to ensure it is clear
 - ✓ Check for any **allowed resources** (as listed in vUWS exam instructions)
9. The proctor will ask you to go to your **vUWS site** and navigate to your exam. Your proctor will then put in the exam password and your exam will begin. **DO NOT ATTEMPT TO PUT IN THE PASSWORD.** This is **NOT** your Western or ProctorU password. Only the proctor will know the exam password.

Enter Password: Begin Final Exam SAQ-MEQ Paper A

ENTER PASSWORD: BEGIN FINAL EXAM SAQ-MEQ PAPER A

Enter the Password to take the test.

Password

.....

Monday, 27 April 2020 12:10:26 PM AEST

Click **Submit** to proceed.

Cancel Submit

Only the Proctor can put in the password!

10. When you finish your exam, before you submit, please **alert the proctor that you are submitting your exam**. Do not disconnect from the proctor (close the applet or stop screen recording) until they have confirmed the submission. If you run out of time and the proctor does not respond in time, submit your exam and wait for them to check you have submitted. This could take a few minutes. Please be patient.

Support

You should contact **ProctorU** for support DURING the exam, either by typing in the “**LogmeinRescue**” applet or by clicking on the **Blue Chat Bubble** button in the bottom right of the ProctorU home screen in your browser.



If you need further technical assistance BEFORE your exam you can contact ITDS on (02) 9852 5111 or email itservicedesk@westernsydney.edu.au

If you have any questions about your exams please contact the examinations team at examinations@westernsydney.edu.au