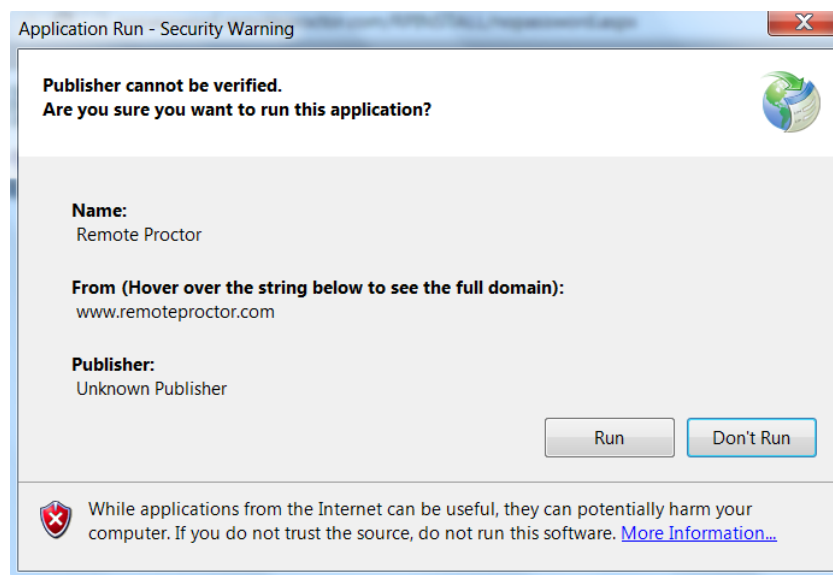


Proctored Exam Readiness Checklist

Use the checklist to make sure you are ready for the online proctored exam on the day of the exam. Please allot 5 to 10 minutes to complete this set-up depending on your network connection.

- Connect to a reliable Internet connection
- Set-up webcam and microphone
- Have valid government-issued photo ID ready – Click on the link for acceptable forms of identification - <http://www.metabusinessschool.com/mbs/about/proctored-exam.do>
- If** using dual-monitors, must have one monitor unplugged
- Go to the website – www.myrpinstall.com
- Click on “Start System Check” – Follow the on-screen direction to confirm that your computer meets the requirements to use Remote Proctor NOW (minimum requirements of webcam, microphone, and Internet connection)
- Download the required software by clicking on either the Windows or MAC icon
- Run the application by clicking on “Run” (Notification to “Run” can be found in the application warning window. The screenshot below is taken from Google Chrome browser.)



- Select your test by completing the online Remote Proctor form (Organization: Meta Business School, Exam Teacher/Sponsor: Instructor’s Name, Exam: Exam title)



Remote Proctor v1.5.7

Software SECURE Remote Proctor

EXAM INFORMATION

*Pick Your Organization:

*Pick Your Exam Teacher/Sponsor:

*Pick Your Exam:

If you cannot find your organization, your teacher or your exam in the above dropdowns, please contact your organization.

TEST TAKER INFORMATION

Collecting test taker's information for the purpose of performing video review.

*First Name:

*Last Name:

*Email:

Next

- Verify your identity – Follow the on-screen direction
- Do you see the MetaBoard log-in screen? If yes, you are ready! Click on “Insert Exam Password” button on top *after* logging-in to access the exam. If not, please check for any missed step by reviewing this video tutorial for Remote Proctor NOW - <http://www.screencast.com/t/dJM4WfTRI>.

Remote Proctor v1.5.3

Insert Exam Password Insert Password Help? Contact Support Close

Log In

Username

Password

Log In

If you continue to have issues, please contact Software Secure support at:

1. Phone Support – 1-800-620-8739; Outside of US – 1-902-484-8759
2. Online Support – <http://clientportal.softwaresecure.com>