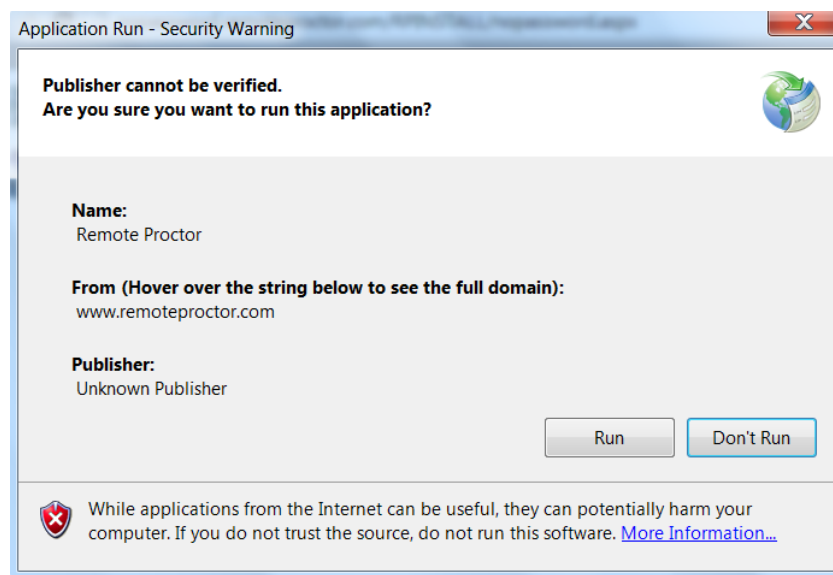


## Proctored Exam Readiness Checklist

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](http://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 v1.5.5

Log In

Username

Password

Log In

Insert Exam Password | Need Password Help?

Contact Support | Close

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>