

[www.gasq.org](http://www.gasq.org/)

[info@gasq.org](mailto:info@gasq.org)

[www.ProctorU.com](http://www.proctoru.com/)

[contact@proctoru.com](mailto:contact@proctoru.com)

Remote proctored Exam sessions

via

&





HOW IT WORKS

**TEST‐TAKER PROCESS**

* [**Get your login details**](#Login)
* [**Create an account**](#Create)
* [**Schedule an exam**](#Schedule)
* [**Prepare for your exam**](#Prepare)
* [**Start and finish your exam**](#Start)

First of all, thank you for choosing a remote proctored exam session with GASQ.



Get your login details

Your login details will be provided through IT Governance Ltd. Please contact IT Governance to receive the login details for the exam module you want to sit the exam in. Note that these login details are for **this** **exam only** and are not to be used to register with ProctorU, or to use for other exams.



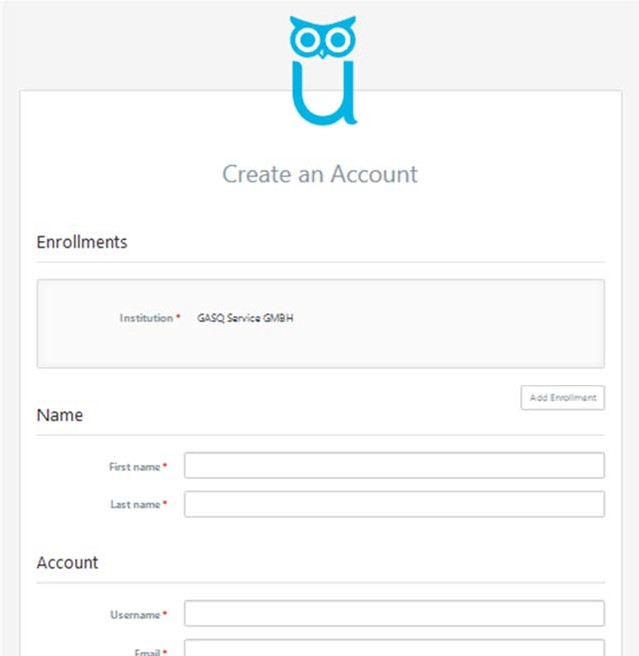
Call:

+44 (0)333 800 7000

E‐Mail: [servicecentre@itgovernance.co.uk](mailto:servicecentre@itgovernance.co.uk)

* Once received, please visit the [GASQ/ ProctorU website](https://www.gasq.org/en/certification/remote-exams-proctoru.html). **Check carefully before selecting your desired exam module.**
* You will be redirected to an exam invitation with ProctorU when you click on the name of your chosen exam module.
* Sign up for a new account or sign in if you already have a ProctorU user account.

Create an account



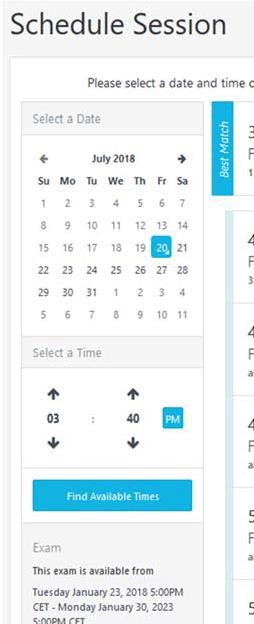
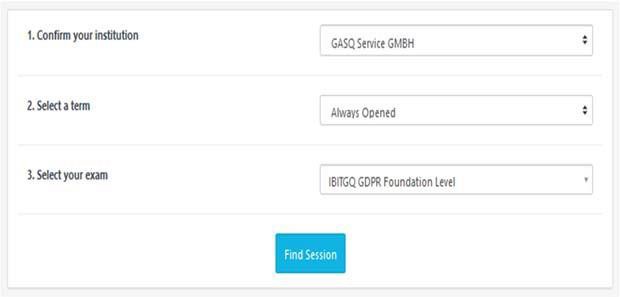
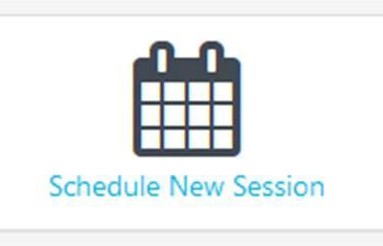
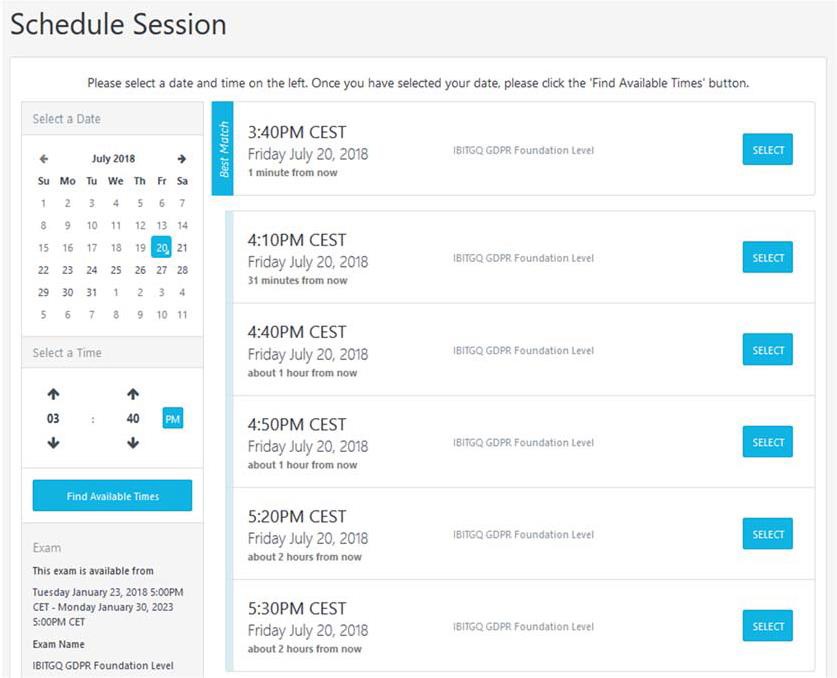
1. Enter your details to create a ProctorU user account.
2. At the bottom of the page, read and agree to ProctorU´s terms of service by clicking the checkbox to complete your profile.
3. Await a confirmation email from ProctorU. Click the link in this email to verify and log in to your account.

Upon login, note the three options below;

* + **Have Questions?** activates LiveChat
  + **Test Your Equipment** verifies your computer meets ProctorU’s requirements. We recommend this is done well in advance of your scheduled exam
  + **Schedule New Exam** to create a new exam reservation.

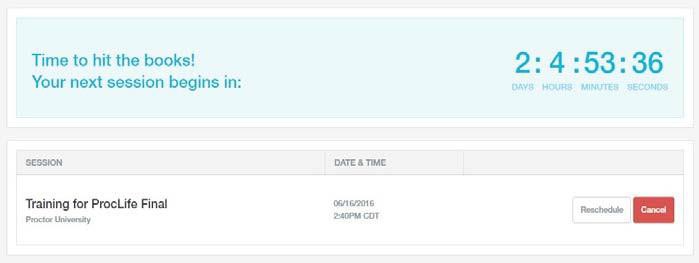


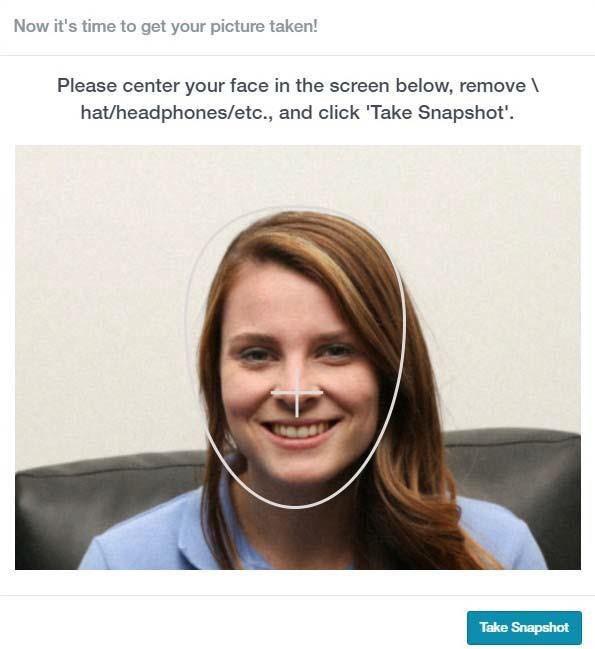
Schedule your exam

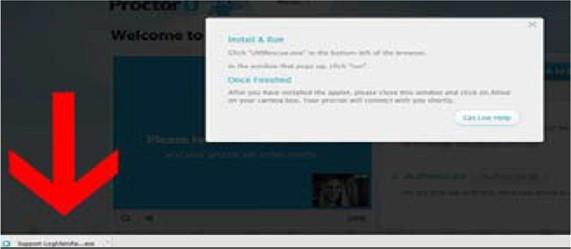
1. Click **Schedule New Exam**
2. Select **GASQ Service GMBH** as your institution
3. Select **Always Opened** as the exam term
4. Select the specific exam.
5. Click **Find Session** and proceed to the next page.
6. Select a desired appointment day and time using the calendar.
7. Click **Find Available Times** to view appointments closest to the desired time.
   * 1. Click **Select** to choose an appointment.
     2. Confirm the time slot by choosing **Schedule.**
     3. If your institution is set up as test‐taker pay, the exam will be added to your cart for payment.
     4. After completing checkout, you will be returned to the My Exams page.
     5. Confirm your exam details, including its availability window.
     6. Click **Process Order.** A confirmation of your eexam session will be sent to the email address you registered with.
     7. If you need to change the exam, click **Change Exam**.

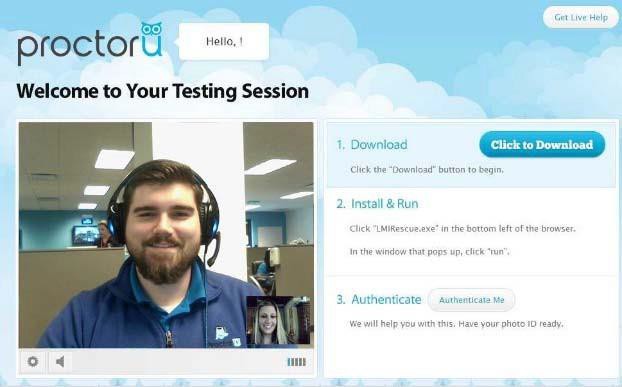
IMPORTANT:

* Additional costs will apply if you want to schedule your exam session within the next 72 hours.
* ProctorU offers the Take It Soon or Take It Now option for an additional fee.
* Rescheduling an exam allows you to change the date and time of your appointment within the exam´s testing window and also has a premium fee. You will also need to request a new name and PIN from IT Governance.
* The Take It Soon or Take It Now options are subject to availability.

After scheduling an exam, a countdown to the closest exam is shown on the My Exams page. At the appointment time, a **Start** link replaces the countdown.

1. Click **Start** to enter the proctoring room where you will be guided through the setup process.
2. Click **Yes** to confirm your name and the exam you are taking (clicking **No** at any point opens the LiveChat feature).
3. Confirm the exam rules including allowed resources.
4. Your computer is checked for basic requirements and an instructional video is shown.
5. Take a picture of your photo ID to show the proctor.
6. Next, take a photo for your ProctorU profile. The proctor will check and update this photo if it is blurry or unrecognizable.

You are then prompted to download and run an applet. When you and the proctor connect in the proctoring room, your video is shown in the bottom right corner of the video feed and the proctor’s video is on the left.



These images show the downloaded applet and the chat box, which connects you and the proctor. Once connected to the proctor, the proctor will initiate two-way video and audio.



Authentication

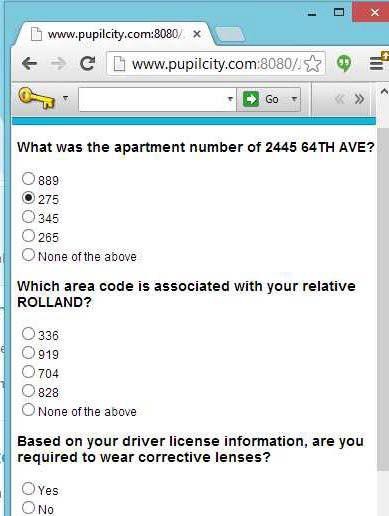
* After connecting to the proctor via webcam and screen‐ sharing software, the proctor checks the photo ID picture taken earlier.
* If the photo ID is illegible, you will be asked to show your photo ID to the camera so the proctor can verify your identity.
* The ID information in the picture on the right has been intentionally blurred for privacy reasons. In an actual proctoring session, you will show a fully‐visible ID so that the name and picture can be clearly seen and read by the proctor.
* The proctor checks your profile photo taken and updates the photo if it is blurry or unrecognizable.
* You will then be authenticated with a quiz that uses challenge questions based on publicly-available records, as shown on the right.
* Questions are typically related to previous addresses, phone numbers, roommates and relatives. ProctorU does not know or store these questions or answers.



Securing your area







The proctor secures your physical testing area and asks you to show your complete workspace and surroundings, as shown above.

If the camera is internal, you are asked to show the proctor the edges of your monitor using a reflective surface, such as a mirror. This ensures that there are no unauthorised materials attached to your computer or monitor.

The proctor secures the virtual testing environment by checking for unallowed programs, virtual machines and cloned monitors.

You will be asked to close any prohibited software before proceeding to the exam website.

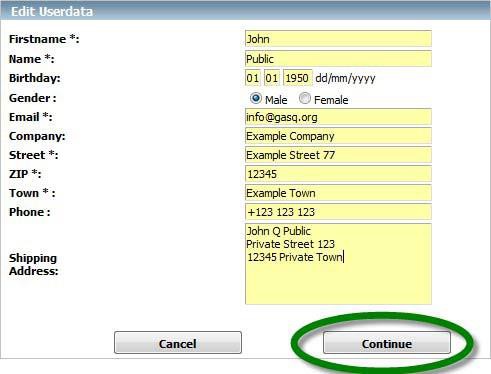


Log-in to your exam via examunit.com



Examunit is the GASQ E-Exam system. It is a highly secured exam system which has been developed for GASQ.

# Note: Please use only Microsoft Internet Explorer or Mozilla Firefox.

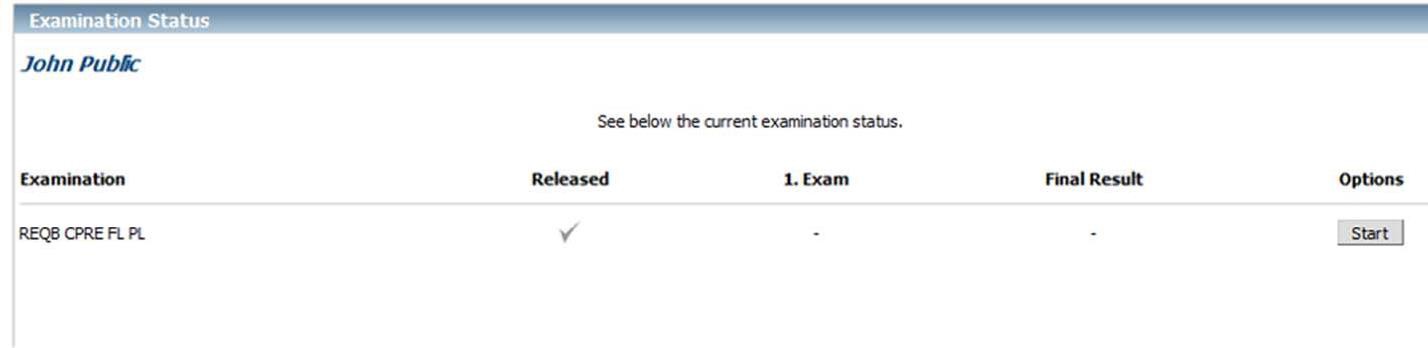


1. After completing the authentication and environment scan process go to [examunit.com](https://examunit.com/examination/Login.aspx) and enter your name and PIN (provided through IT Governance).
2. Click **Continue** and enter your details on the following page.
3. Click **Continue** to be redirected to the GASQ terms & conditions.
4. Tick the box to confirm that you accept the terms and conditions and click **Continue**.



Start your Exam

Once you have accepted the terms and conditions you will be redirected to this screen.



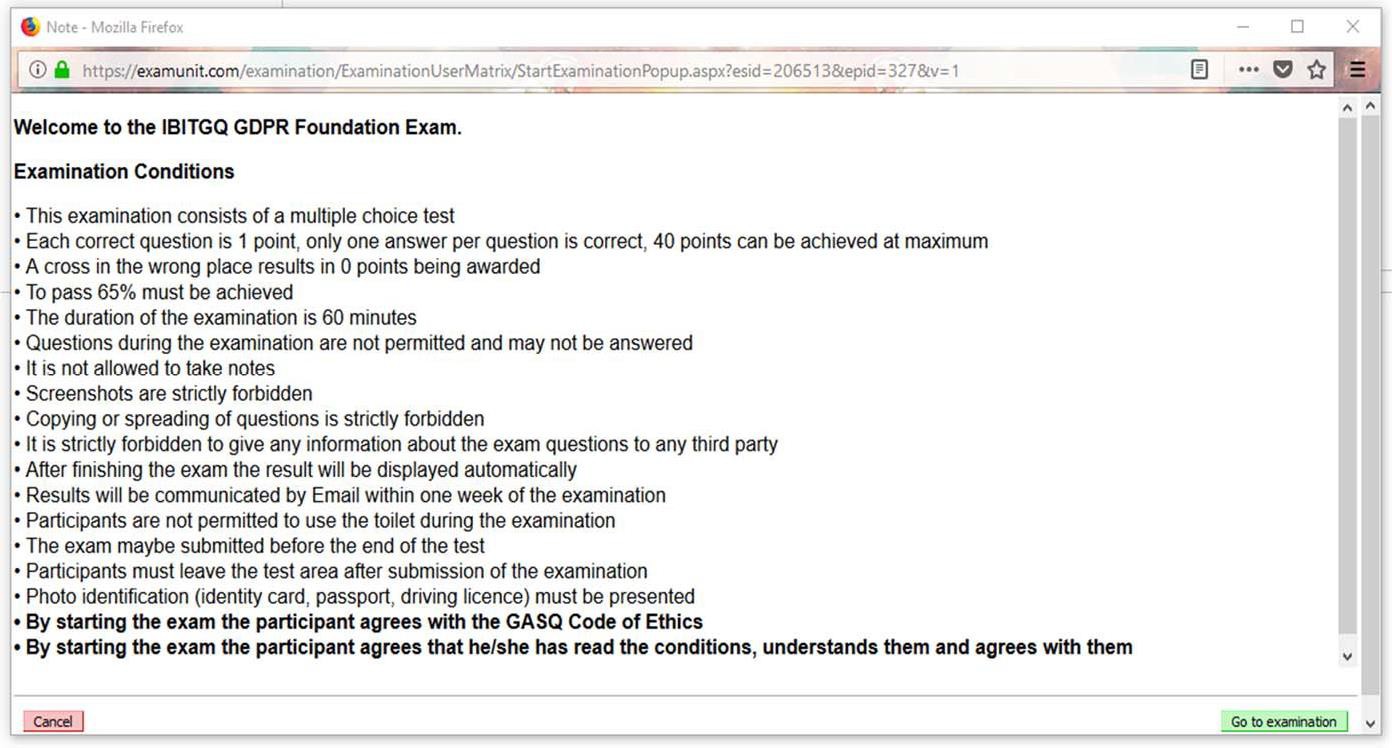
1. Click **Start** to begin the exam.
2. Read the examination conditions on the next page carefully and click **Go to Examination**.

# Your exam will now begin.

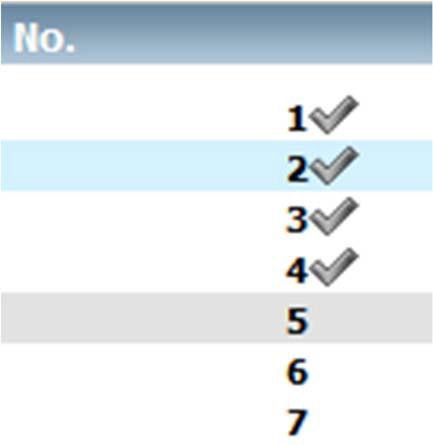
* During the exam, your proctor monitors video feed and testing environment to ensure you are not receiving verbal answers from an outside source.
* Screen‐sharing technology allows the proctor to see your computer screen while you complete the exam.
* During the exam, your proctor pauses their video and audio, so you are not disturbed.
* They continue to monitor you and are available via the chat box.



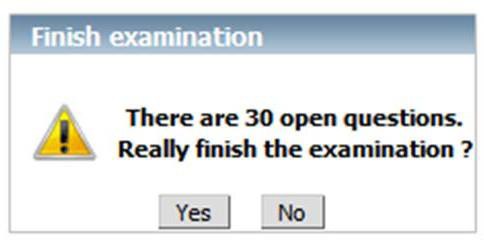
During your Exam



# Please be aware that the exam conditions may vary from the example above!

On the left side of the exam page you can see the list of questions and the question you are currently looking at.

A checkmark indicates questions which have been answered.

* You can move through the questions using the **Back** and **Next** buttons in the top left corner of your screen.
* You can also mark questions to come back to using the **Mark** button.
* It is possible to use a **Calculator** to help answer the questions. It is also possible to note down any **Comments** for reference purposes.
* A countdown timer will show in the top right corner of your screen.

1. Click the **End** button to leave your exam session.

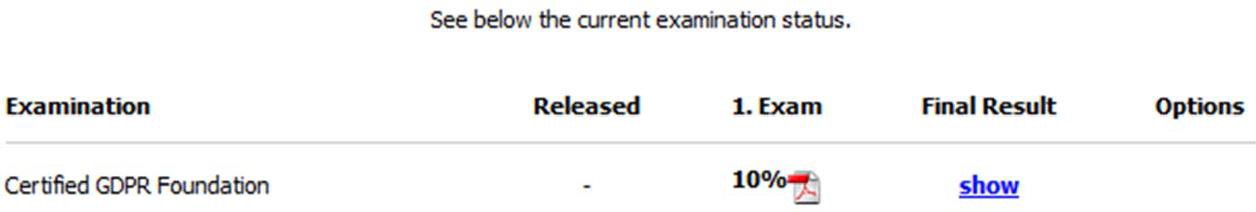
The system will show a warning if there are still questions unanswered.



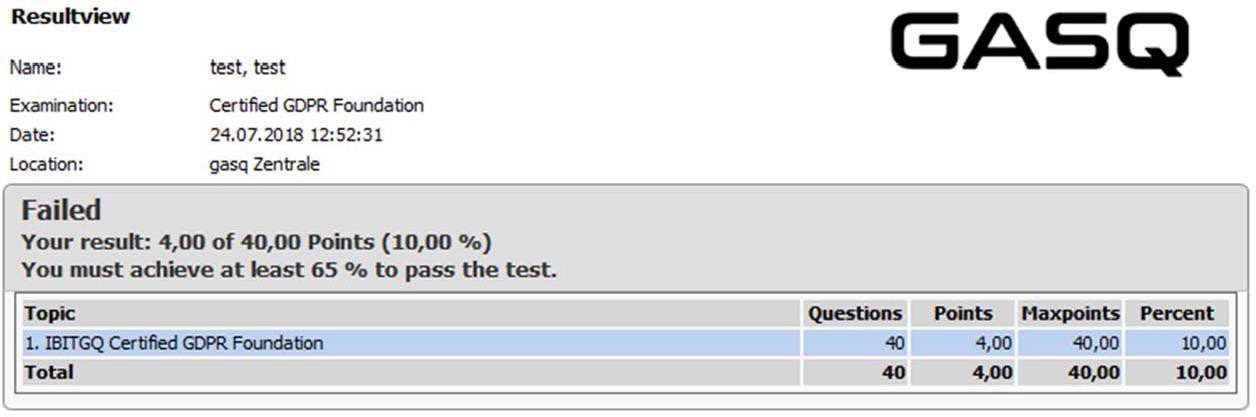
After the Exam

IMPORTANT: Once you click **End** there is no possibility to continue with the exam.

1. Allow approximately 15 seconds for your results to display. Click **Show** to view your exam results.



Here you can see your detailed exam result.In this case the participant has reached 10% (4 Points) and failed the exam.



1. Click **Logout** to exit the exam.

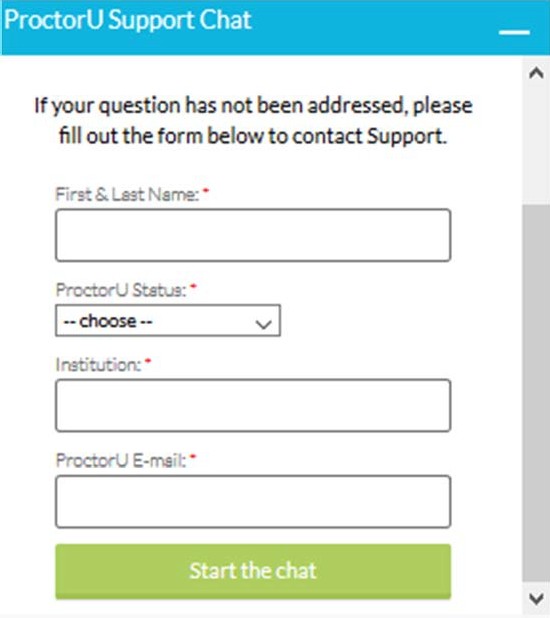
You will receive an email including your exam result within 2 weeks after the exam.

**Please be aware that a copy of your test cannot be distributed as the exam questions are strictly confidential!**

Should you need to resit your exam, you will need to request a new name and PIN from IT Governance.

If your exam is interrupted (e.g. loss of connection), your work will be automatically saved at the point of interruption.Your exam is NOT lost! Simply follow these steps to return to your exam:

1. Log back into the system using the name and PIN provided by IT Governance.



1. Click **Continue** to move past the user data-form.
2. Accept the exam conditions.
3. Enter the password to re-join your exam. The password for this is **gasq.**
4. Continue with your exam.



In case of emergency, you can telephone GASQ at +49 911 9900 780, email at [info@gasq.org](mailto:info@gasq.org), or use the ProctorU Live Chat which is available as soon as you sign in to your account.