



## Proctoring ICPM exams with **PROCTORU**

ProctorU puts **YOU** in control by providing live online exam proctoring on your schedule. To take an exam just create a user account and make an appointment at least 72 hours prior to testing. A \$25 fee is due when you make an appointment. For an additional charge you can also make an appointment less than 72 hours in advance. After you log on to take your exam and complete a brief setup process a ProctorU representative will verify your identity and watch you log on to the ICPM e-Learning Center and launch the exam. They will then enter the exam password and monitor you as you test by remotely viewing your screen and through your webcam and microphone. If you have any questions or problems while testing your proctor will be there to assist you immediately.

For verification purposes, **US exam takers must show a photo ID and answer several verification questions. Non-US exam takers must show 2 forms of identification to take an exam, including at least one form of picture ID.** It's important to note that you will still take your exam through the ICPM e-Learning Center. Your testing information and scores will not be shared with ProctorU or any other party. Your computer and internet connection must both meet minimum technical requirements. To test your equipment, visit [proctoru.com/tech.php](http://proctoru.com/tech.php).

### CREATE AN ACCOUNT

- Visit the ICPM ProctorU® exam portal at : <http://proctoru.com/portal/icpm/>
- Click **Sign Up**
- ProctorU® will send you a confirmation email when process is completed successfully

### MAKE AN APPOINTMENT TO TEST

- Visit <http://proctoru.com/portal/icpm/> and select **Schedule an Exam**
- Select the **New Exam** tab
- Choose the appropriate exam from drop-down list and select a **Date** and **Time**.
- Select **Add Reservation** and click **Checkout**
- Follow instructions to pay registration fee
- Your exam appointment will show in your exam schedule and you will receive confirmation by email

### TAKE YOUR EXAM

- Visit <http://proctoru.com/portal/icpm/> and select **Log In**
- Select the **Click to Test** tab
- Follow the screen prompts and proctor's instructions to take your exam
- When you are finished, your proctor will assist you in ending your exam session.

