**Student Quick Guide**

**Taking ACCUPLACER with Proctortrack**

### Getting Started with Proctortrack

1. **Create a Profile**
   - Provide consent for ID verification and proctoring services.
   - Setup your profile by submitting a Face and ID Scan.
   - Wait for your profile to be approved.
   - Visit your account dashboard to view the status of your profile.

2. **Schedule a Test**
   - Click on the Schedule button.
   - Select the preferred date and time from the available time-slots.
   - You will receive instant confirmation of your scheduled appointment time.
   - Reschedule or cancel your appointment up to 8 hours before the scheduled time.

3. **Login at Test Time**
   - Return to the Proctortrack dashboard at your scheduled appointment time.
   - Click on the Begin Test button to start your testing session.
   - Please confirm the plug-in is installed at this stage.

4. **Authenticate**
   - Read through the guidelines provided on screen.
   - Provide consent.
   - Verify identity with the Face scan and ID scan.
   - Download and run the Proctortrack desktop app.
   - Complete the room scan.
   - Wait for the Proctor to verify and approve the room scan (only applicable for Live Proctoring exams).

5. **Begin Test**
   - Follow instructions to share your desktop.
   - Click Start Proctoring.
   - The test will open in a new tab.
   - Once you’ve completed your test, click Submit.
   - Once submitted, click the End button to end your test session.

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**Proctortrack Registration**

- You will receive an email from ACCUPLACER that contains a voucher code that will allow you to take your exam using Proctortrack.
- From within that email, click the Proctortrack link to create an account with Proctortrack. At registration, you will be prompted to enter in your first name, last name, voucher code, date of birth, email address and a password for the Proctortrack account.
- You will receive a confirmation email from Proctortrack.
- Log in to Proctortrack with the registered email and password, and continue with the steps as mentioned below.

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**Phone:** 844-753-2020  |  **Email:** support@verificient.com  |  **Live Chat:** Visit Proctortrack.com

**Good Luck!**