

Student Quick Guide

Taking ACCUPLACER with Proctortrack

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.

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

(Scheduling is only applicable for Live Proctoring exams)

- 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.

Good Luck!