Important Exam Information

All exams at the Academy must be proctored though ProctorU, an online-proctoring service. (Students with specific testing requirements, such as students on active duty military assignment or with other specific needs, must contact the Department of Student Services for approval to use a third-party testing center.) Any questions regarding this policy should be referred to testing@ussa.edu.

Using ProctorU

I. Test Equipment

1. Go to www.proctorU.com

2. Click on “Get Started With ProctorU – GO”

3. Select “Students and Test Takers”

4. Under the paragraph “Test Taker Checklist”, click on the www.proctorU.com/testitout link. ProctorU will test the computer’s camera, microphone, ports, bandwidth, flash drives, and operating system. “Live Person” help can also be found under the “test-it-out” link.

At this time, students must use a laptop or desk top computer. ProctorU does not support mobile devices (e.g., no iPads, tablets, cellphones, etc.)

II. Create an Account

After the computer equipment has been successfully tested, the student must create an account with ProctorU.

2. Click on “New User? Sign up Here”
4. Agree to ProctorU terms and click “Create Account”

The student may select a specific day of the week as the preferred testing day. It is not necessary to do so, and the student will not be required to only test on the days chosen.

III. Scheduling your Exam
After an account has been created, the student may schedule an examination.

1. Go to www.go.proctoru.com and log in.

2. “My Exams” page opens. Click on “Schedule New Exam” button.

3. **Confirm institution:** United States Sports Academy will appear in the drop down box.

4. **Select term:** Find the correct term and course designation on the home page of the student’s Canvas course shell.
   - For example, **SAR 526 Q 2015 SU** appears at the top of the student’s home page course shell. This means:
     - the course number is **SAR 526 Personal Training**
     - **Q** is the instructor code
     - **2015 SP** indicates the Summer 2015 Term.

   In the ProctorU Select Term drop down box, in this example, the student would **Select Term:** as Summer 2015.

5. **Select exam:** In this example, student would begin typing **SAR 526** in the search box and **SAR 526-Q Personal Training – Final** AND **SAR 526-Q Personal Training-Midterm** examinations appear. Select the proper exam.

6. Click on “FIND RESERVATIONS” to select a date and time.

Students should schedule their examinations with ProctorU at least 72 hours (3 days in advance). If an examination must be scheduled less than 72 hours in advance, the student will be charged a late registration fee and the student must pay that fee directly to ProctorU. Late registrations are also subject to the availability of a proctor.

**IV. Taking Your Exam**

At least 15 minutes before the scheduled examination appointment, go to www.go.proctorU.com and log in. Select the “Go” button under the exam. Now you will be connected to your online proctor. Make sure you have your driver’s license or USSA Student ID card ready and follow your proctor’s instructions. You will need to have a small mirror or some type of reflective surface to allow your online proctor to view the entire testing area through the web cam (cell phones, tablets, iPods, etc. are **not** allowed.)
After ID verification and reviewing the testing area, the proctor will enter the examination password. The test timer starts when the student actually enters the examination in the Canvas course shell.

**Using a Third-Party Testing Center**

If you are approved to take your exams through a registered national or regional testing center, you can locate a center near you by logging onto http://www.ncta-testing.org/. If you do not have a national testing center near you, try the sites listed below for additional locations:

- colleges and universities
- commercial testing centers (like Sylvan Learning Centers)
- military base education offices
- public libraries

Once you have located a certified testing center, follow the steps below to complete the process.

1. You must have your proctor approved by the Academy. Download/print Exam Proctor Approval Application and have your proctor fax the completed form to the provided fax number at least 72 hours prior to your official exam time. Fax to: Testing Coordinator, (251) 625-1035, or email testing@ussa.edu

2. At the same time, you should contact the Testing Coordinator, testing@ussa.edu, to provide information on the proposed proctor, to provide information on which courses and exams (midterm or final) you will be taking, and to give the Testing Coordinator the tentative exam date(s).

3. After approval, the Testing Coordinator will email the proctor the testing instructions and exam password(s).

4. You must bring a photo I.D. on the day of the exam.

Students are responsible for any and all fees associated with proctoring at the third-party testing center.

**Important:**

Students are responsible for selecting an appropriate proctor for the test administration. The Academy will check the proctor’s credentials to verify the person meets the standards to administer the exam properly. The Academy reserves the right to take up to 72 hours to confirm the proctor, so students must notify the Academy of the proctor’s
information at least 72 hours in advance of the date scheduled for the exam. Students should seek an appropriate proctor early after registering for their course since not all proctor requests are approved and failure to secure an approved proctor will delay completion of the course.