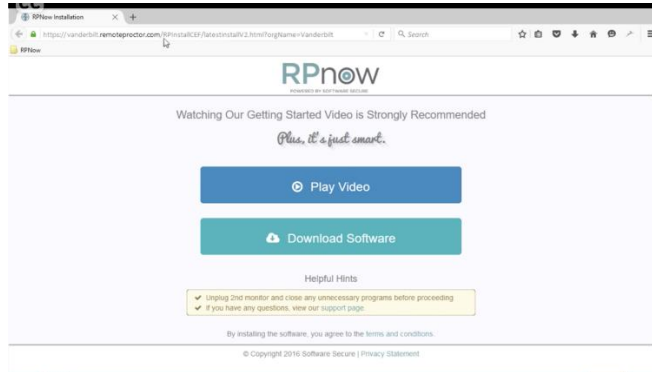


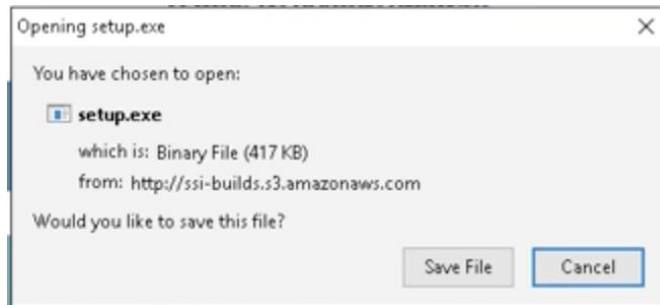
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Go to www.polk.remoteproctor.com. Click “Download Software” in order to download the necessary software to proceed to the exam.

Note: You must also have Adobe Flash software on your computer in order to proceed. If you do not have Flash, you will be prompted to download.

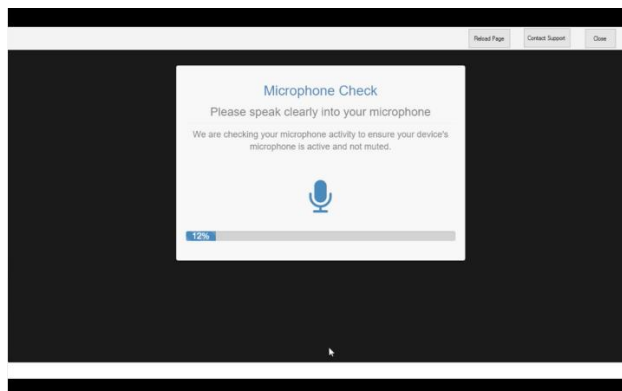


Depending on your operating system, click “Run File” or “Save File” on the download window. Access your default download folder to run the program and finish installing.



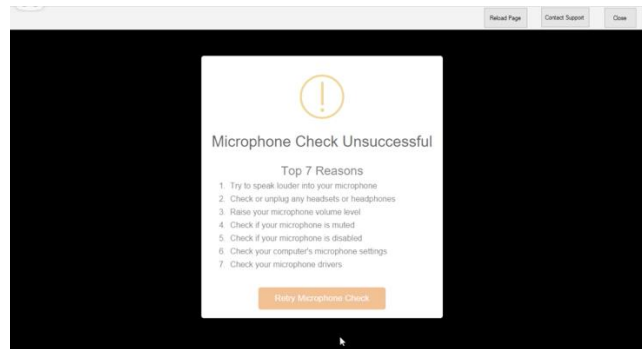
You will be asked to make a \$16 payment in order to proceed.

You will be prompted to check your computer’s microphone capabilities. Speak into your microphone in order to test that you have a working microphone.

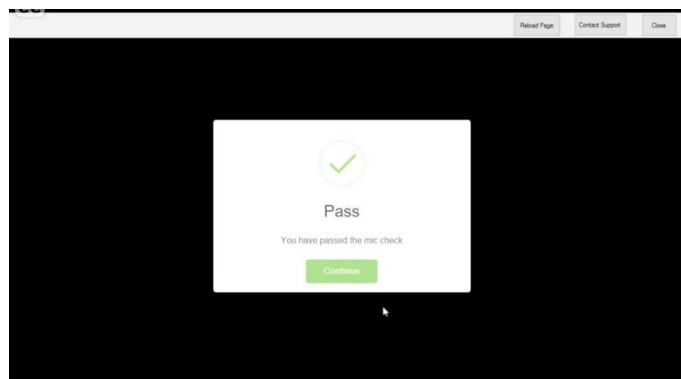


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If the microphone check fails, you may try again.



Once you pass the microphone check, click “Continue”.



Select your instructor and exam name. **Make sure it is accurate.**

A screenshot of the RPNOW exam information form. The form is titled 'Exam Information' and is part of the 'SoftwareSecure' interface. It contains two dropdown menus: 'Pick Your Exam Teacher/Spencer' and 'Pick Your Exam'. Below the dropdown menus, there is a note: 'If you cannot find your organization, your teacher or your exam in the above dropdowns, please contact your organization.' The form is set against a light gray background with a dark header bar.

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Fill in the required Test Taker Information. Click “Next”.

The screenshot shows the Remote Proctor NOW registration interface. At the top, there are links for 'Retest Page', 'Contact Support', and 'Close'. The main header includes the 'Software SECURE' logo and the 'RPnow' logo. The form is divided into two sections: 'EXAM INFORMATION' and 'TEST TAKER INFORMATION'. In the 'EXAM INFORMATION' section, there are dropdown menus for 'Pick Your Exam Teacher/Spencer' (set to 'Michael Malica') and 'Pick Your Exam' (set to 'History 101 - Early American History Exam'). Below this is a note: 'If you cannot find your organization, your teacher or your exam in the above dropdowns, please contact your organization.' The 'TEST TAKER INFORMATION' section includes a note about collecting test taker information for video review. It contains input fields for 'First Name' (set to 'Andy'), 'Last Name' (set to 'Haste'), 'Email' (set to 'ahaste@vix.com'), and 'Phone No.' (set to '1231231234'). A 'Next' button is at the bottom of the form. The footer contains copyright information: '© Copyright 2016 Software Secure | Privacy Statement'.

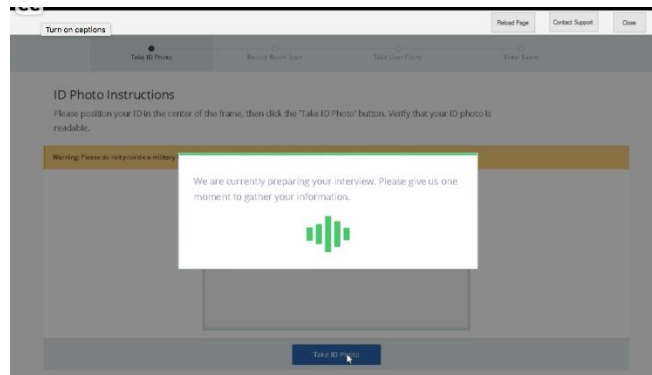
Carefully read the exam rules before proceeding.

The screenshot shows the 'PRE-EXAM ADVISORY' screen. It features a blue border and a 'Next' button at the bottom. The text reads: 'The Remote Proctor NOW system records the following throughout your entire exam experience:'. Below this is a bulleted list: 'Desktop (includes any applications or websites you open)', 'Webcam (any activity in the room)', and 'Microphone (any sounds in the room)'. It then says 'In addition...' followed by two more bullet points: 'You **must** provide a clear photo of your ID' and 'And unless otherwise stated by your instructor, you must **not** browse the web or your local computer'. A final line states 'Please follow your exam rules to avoid possible sanctions!'. The footer contains copyright information: '© Copyright 2016 Software Secure | Privacy Statement'.

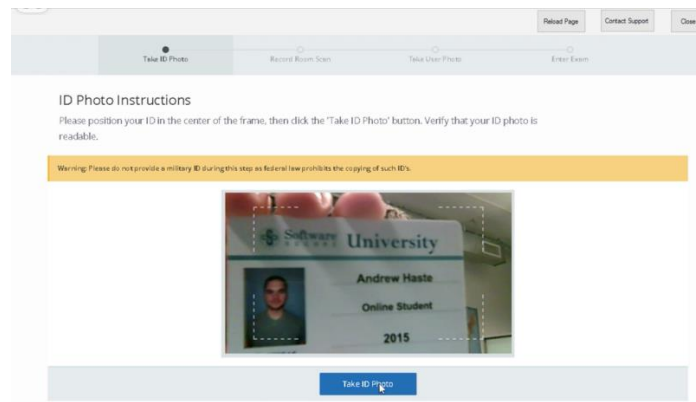
The screenshot shows the 'examination rules' screen. It features a blue border and a 'Next' button at the bottom. At the top left is a document icon and the text 'examination rules'. Below this is the heading 'Exam: History 11'. A bulleted list of rules follows: 'Exam is 30 minutes; take a bathroom break now if necessary!', 'Be sure to remove your phone from your person and your desk', 'This is a closed book exam', 'Not allowed to use external resources', 'Not allowed to access digital resources', 'Not permitted to communicate with others during the exam', and 'Not permitted to leave the room during the exam'. Below the list is a red circle with a diagonal line through it, containing a black smartphone icon. The footer contains copyright information: '© Copyright 2016 Software Secure | Privacy Statement'.

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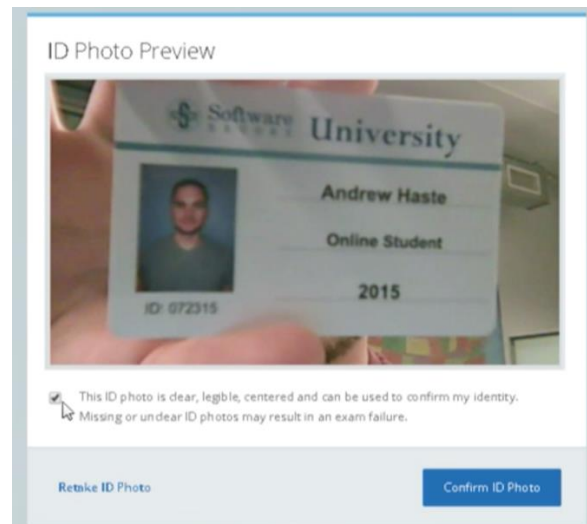
Follow the interview steps. If your interview does not load properly, click “Reload Page” at the top of the webpage.



Provide a picture of your school ID photo. **Make sure it is clear and easy to read.**

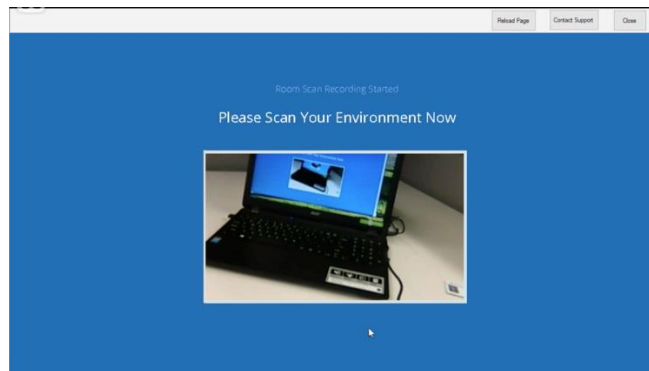


Click “Confirm ID Photo”

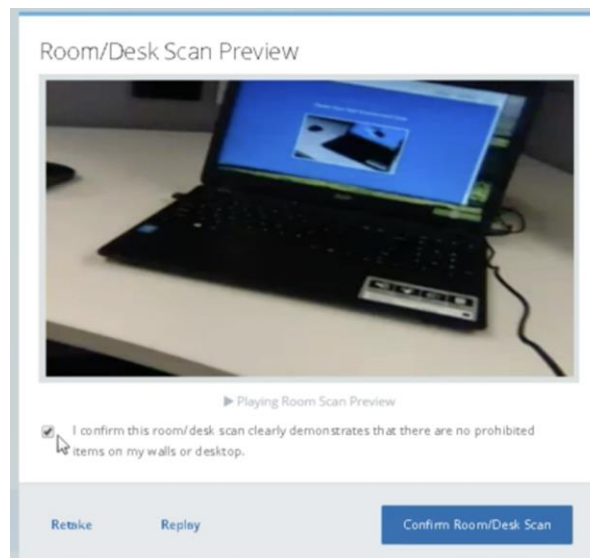


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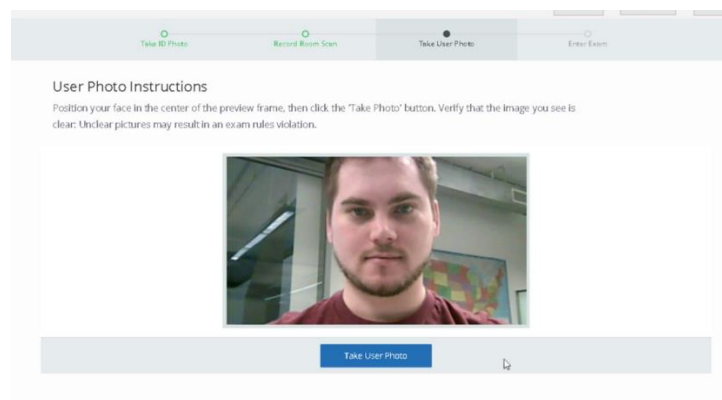
Provide a scan of the environment you are taking the test. You will be asked to scan your desk, as well as the floor to ensure there is no other material around you.



Click "Confirm Room/Desk Scan".

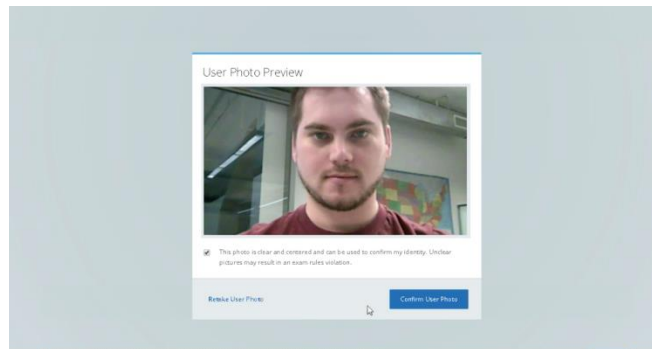


Provide a user photo. **Make sure it is a clear photo.**

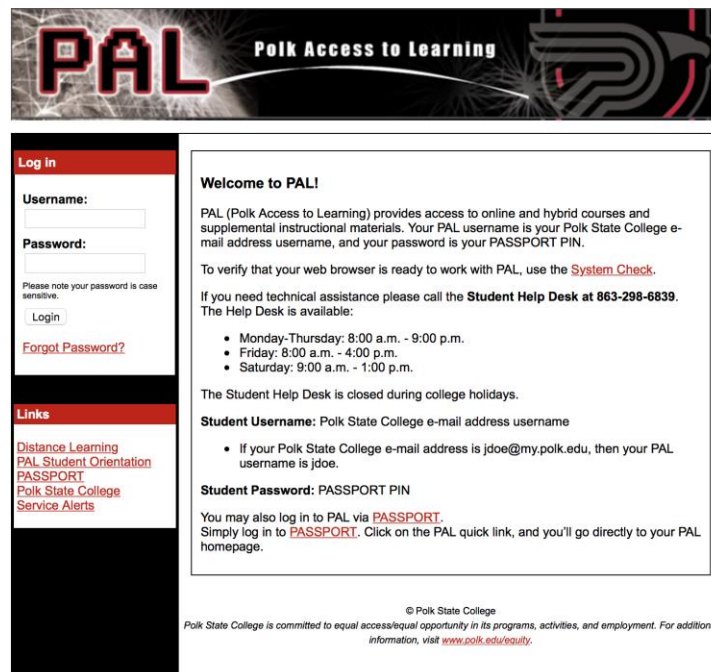


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Click “Confirm User Photo”.



Log in to your exam via PAL or MyMathLab with your typical username and password.



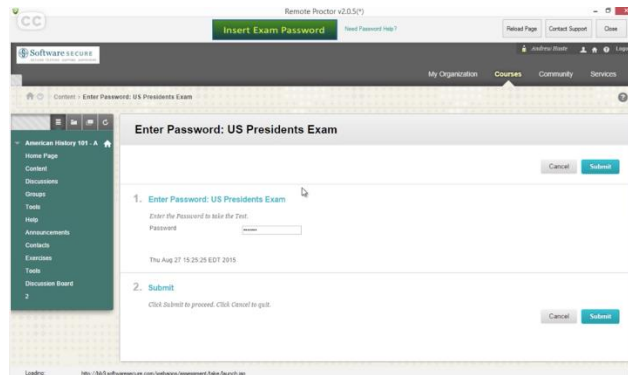
Navigate to your exam in PAL or MyMathLab.



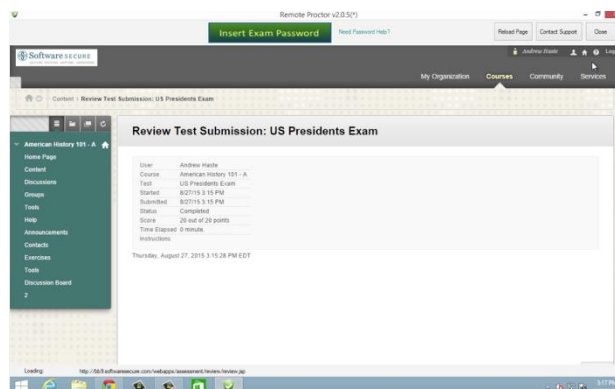
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If your exam is password protected, click “Insert Exam Password” at the top of the page.

Note: if the password states that it is incorrect, start over and confirm your instructor and exam selection. If the problem persists, contact your instructor.



Once you are in the exam, RPN is recording video and running background security. **Make sure you submit each answer response.** Recording will continue until you click “Close” at the top of the webpage.



You may see a webpage that confirms that you properly exited your exam.

