

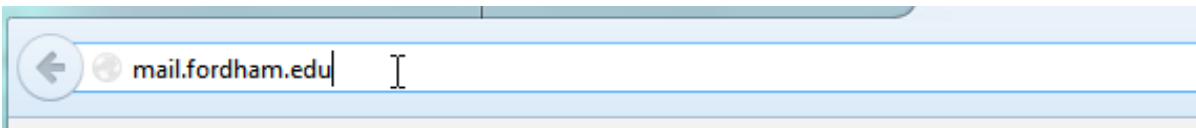
Final Exam Procedures for Fordham University Online MSW Program

Please review the Final Exam Procedures for when you are required to test through ProctorU. We hope these instructions will clarify what to do at the time of your exam.

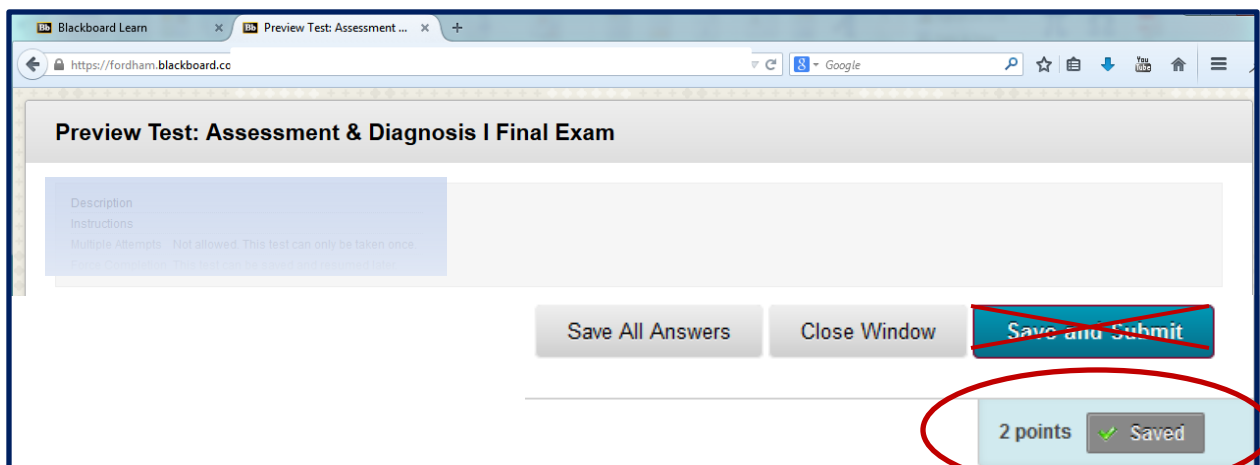
Please note: *Assessment & Diagnosis I* is used for screenshot purposes only.

If you have not taken the **Diagnostic Exam** (located in the Introduction/Orientation Module), we strongly encourage you do so to familiarize yourself with the types of questions on the exam and how Blackboard saves your answers.

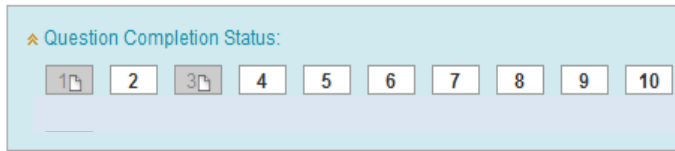
- 1) **Log into your email.** For best results, log in directly by typing “mail.fordham.edu” (without quotes) into the navigation bar of your Firefox browser.



- 2) Please look for your confirmation email from ProctorU. The email will include a link, your exam time and any additional instructions.
- 3) If you have not already done so, review the “HOW IT WORKS – ProctorU” handout.
- 4) Once you are connected to your proctor, the proctor will instruct you to log into Blackboard, go to your course > FINAL EXAM > and click the Exam link. The proctor will enter the exam password.
- 5) **Once the password is accepted, you may begin your exam. Please note:**
 - a. Once SAVE and SUBMIT is clicked, you cannot enter the exam again. If you experience technical issues that force you out of the exam, you will be allowed to reenter the exam.
 - b. Depending on the severity of the technical issue, Blackboard saves your answers (please see Diagnostic Exam above).
 - c. The proctor will note any issues during your time with them which is reviewable by the Director of the Online MSW Program.



- 6) The Quick Completion Status bar allows you to visually note which questions you may have skipped or perhaps if the answer was not saved.



- 7) Your proctor will notify you in advance of how much time you have left. When time is up or you are finished with the exam, please let the proctor take control of your mouse so they may confirm with you that you are finished and click **SAVE AND SUBMIT** for you.
- 8) Disconnect from your proctor and enjoy your day!