Before you take your exam:

• Make sure you have a photo ID available (no military ID)
• Make sure that you have a mirror if you are taking the exam on a desktop computer.
• LOG OUT OF WEBWORK.
• Close any running programs on your computer (such as excel, word, etc.)
• Make sure you have the materials needed to take the exam: pencil, blank scratch paper, permissible calculator.
• Make sure that you are in a location where you will not be disturbed. No one should enter the room or speak during the exam session.
1. In your course BlackBoard, click on Take My Proctored Exams (RPNow). This opens a window, where you can download the RPNow Software.
2. After activating the RPNow software, you will see this instructions page. Click on Next at the bottom.
3. Now, it’s time to check your microphone. After you speak into it for a few seconds, you should receive a message that you have passed. Click on Continue.
4. Next, you have to select your course and exam from drop-down menus. Our course is 2016FallA-X_MAT265-78561:MAT 265: Calculus for Engineers I (2016 Fall-A). Choose the exam. After you have made these choices, you will be asked to enter your ASURITE name twice. After doing so, click Next.
5. Now you should see the PRE-EXAM ADVISORY. Click Next. The software will start checking your computer for any other programs that you have running.
6. There will be a list showing you any prohibited processes you have running. Click on Continue to allow RPNow to close them out. Once they are closed down, you should see that they have been stopped.
7. Next you will be asked to take a picture of your photo ID. After you have your ID centered, click on Take ID Photo. Then you will be asked to click on the box confirming that your photo as recorded is clear and legitimate. After doing so, click on Confirm ID Photo.
8. Now you get the instructions to scan the room. When you are ready, click on Start Room Scan. During the scan you will need to rotate/revolve your laptop to show your surroundings and desktop OR use a mirror if you are working on a stationary computer. Once you have scanned everything, click on Stop Room Scan.
9. You now will be asked to view your scanned video and check the box confirming that it is clear and that you have no prohibited items. You may retake the video if you needed. Once the video is done playing, you will be able to Confirm Room/Desk Scan to continue.
10. Next, you will see instructions on taking your photo. When you are ready click on Take User Photo. After the photo is taken, you will be asked to check on the box confirming that it is clear and can be used to confirm your identity. Click on Confirm User Photo to continue.
11. Now, you will be taken to your ASU sign In. Enter your ASUrite name and password so that you can access your BlackBoard Home. Choose our course from your list of courses.
12. You are then directed to our course BlackBoard. Click on EXAMS. You should see the exam listed here.
13. After you click on the exam, a window will open up in front. You may need to resize it in order to see the Continue button.
14. At this point, you will be asked for a password. CLICK ON THE GREEN Insert Exam Password box at the top of the screen.
15. Now you should see the exam instructions and be given a link to WebWork. Click on this link to proceed to the exam. DO NOT HIT SAVE AND SUBMIT AT THIS POINT! Once you click the link to WebWork, you will be able to choose your instructor and course (Van de Sande ONLINE A). From a list of your assignments, choose Take MASTERY EXAM PREVIEW test.
16. Once again, you will be asked for a password. Click on the green Insert Exam Password button at the top of the screen.
17. Now you are in the exam. Complete all of the problems. You may preview individual answers but DO NOT HIT GRADE TEST until you have attempted all problems. WRITE DOWN YOUR ANSWERS ON PAPER AS YOU GO! Once you have finished your first attempt of every problem, hit Grade Test at the bottom. You will now have a chance to fix any problems you got wrong all at once. After doing so, click on Grade Test a second (and final) time.
18. After exiting the exam, you will return to the BlackBoard test entry. Click on Yes to agree to the conditions and then click on Save and Submit. You will see a message from RPNow asking you whether it is OK to submit the assessment. Click OK.
19. You will see a confirmation of submission showing your test time. Finally, close out of the RPNow program running on your computer.