FIVE STEPS to Math Placement Proctoring

STEP 1 Create a ProctorU Account and download the Guardian Secure Browser.
To create a ProctorU Account, sign up using this link.
• Select your Institution's name from the dropdown menu and fill out all the required information before submitting.
Download the Guardian Secure Browser.
• Click here to download the browser.
Note: Administrator Access is required to download the browser. Click here for the full list of requirements.

STEP 2 Schedule your exam.
Login and click the "Schedule New Session" button.
Confirm your institution (Howard University), term (FALL), and exam name (MPE Testing - Howard University, Fall 2025), then click "Search Sessions."
Use the calendar and clock features on the left to select your desired testing date and time.
Note: Please schedule at least 72 hours in advance of the date/time you want to take your exam.
If you are unsure of the exam name, please contact your instructor.

STEP 3 Test your equipment.
View the minimum requirements outlined on this page. Click here to log in to your ProctorU account and test your equipment.
Please test your equipment before exam day in an environment that is identical to or close to the location where you are planning to actually take your exam.

STEP 4 Prepare for your exam day.
·Test in a private, well-lit room with no one else in it.
·Close all third-party programs and unplug any secondary monitors.
·Have a government-issued ID or other institution-permitted ID.
·Remove any non-religious head coverings, watches, earbuds, and headphones.
·Clear your workspace of all materials except those allowed by your instructor.
·Ensure your computer passes the equipment test and the Guardian Secure Browser is installed.

STEP 5 Know what to expect on your exam day.
Reviewing the following videos
Student Experience – Colleges and Universities
Important Notice for MacOS X Catalina And Big Sur Users

Reviewing the following articles
ProctorU Privacy Policy
ProctorU MythBusters: 4 Ways We DON'T Invade Our Test-Takers' Privacy
Need Help?

Help Center Click Here
Support Chat Click Here
Phone 1-855-772-8678
Support Ticket Click Here

Questions?
Please contact: ACELearningsupport@howard.edu