1. Log into your Course Management System (Blackboard, Canvas, etc) and locate your course.

2. Locate the Student LTI tool. This will be located in the left navigation pane and will be labeled "Take RPNow Exams."
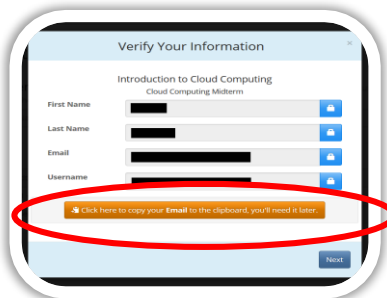
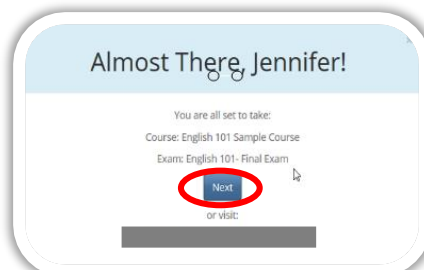If you cannot locate the link, contact your instructor.

3. Find the Exam you will be taking and choose "Take This Exam."
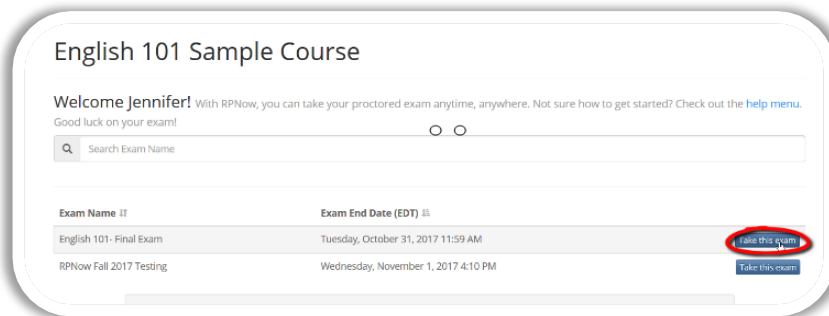
4. Verify your name and email/username in the appropriate boxes. You can copy your username/email to save time later by clicking the orange box.
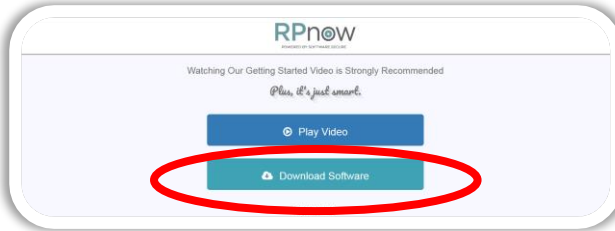

5. You will then be prompted to confirm the course and exam you've selected.
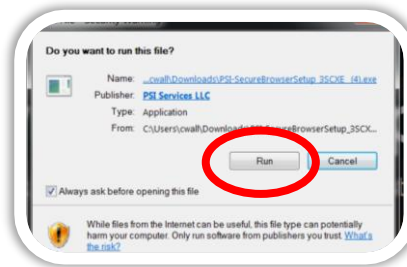
6. You will be taken to the RPNow Installation page where you will be given the choice to watch a brief tutorial video or download the software. Choose "Download Software."


7. Locate your download, then save and run the software. You will need to do this each time you use RPNow, as updates to the software may become available.

8. Read and agree to the License Agreement that details the usage of RPNow.
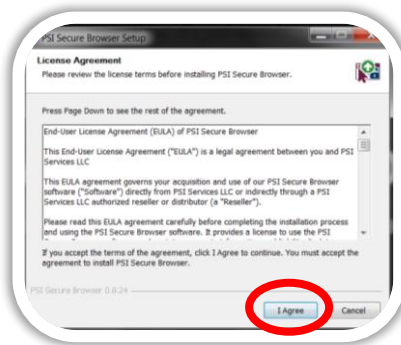
9. The software will load. If you have used RPNow before, you may notice this version looks a little different. For example, you may be able to see your webcam view throughout your exam.
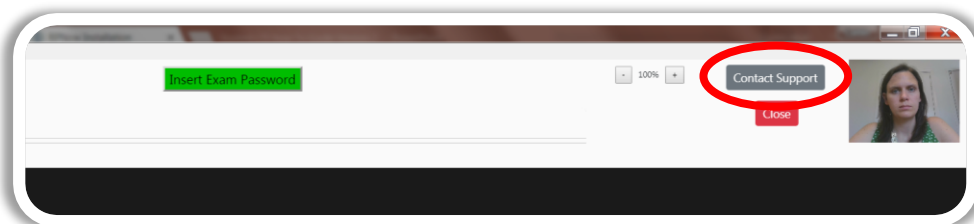
Please Note: As was true in previous versions, if you need assistance, you can always choose the "Contact Support" button located at the top right of the screen.
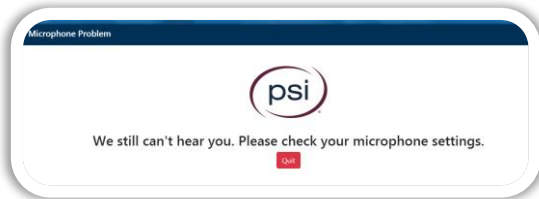
10. Upon entering the software, the system will start a background "Microphone Check" to test your computer's sound. If sound is not detected, you will receive an alert informing you that you will need to speak out loud in order to pass this test. You may receive this alert throughout your exam as we ensure you have a working microphone.

      a. If you do not pass the test, you will be asked to check your microphone settings and will not be able to continue.
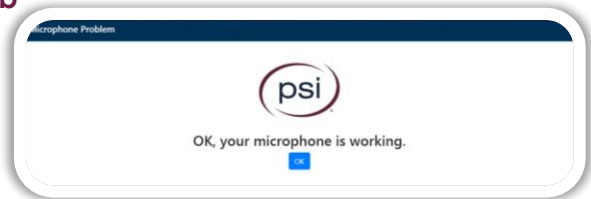
      b. After you have passed the microphone test, click "Ok."
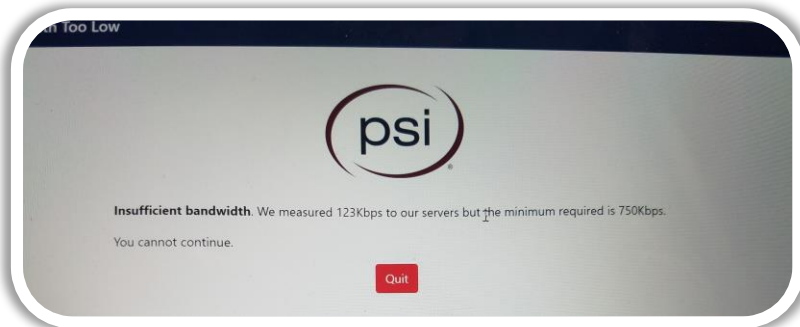
Microphone Problem

psi

We can't hear you. Is your microphone working? Please speak now.

10a

Microphone Problem

psi

We still can't hear you. Please check your microphone settings.

Quit

10b

**Microphone Problem**

psi

OK, your microphone is working.

OK

11. Next, the software will run a bandwidth test. If you have sufficient bandwidth, you will not receive an alert. If you do not have sufficient bandwidth, you will receive the alert below and will need to try an alternate computer or location with more bandwidth.

Too Low

psi

Insufficient bandwidth. We measured 123Kbps to our servers but the minimum required is 750Kbps.

You cannot continue.

Quit

12. Type your Username/email or click the green paste button to paste this if you copied it earlier using the orange button. Select "Take My Exam."
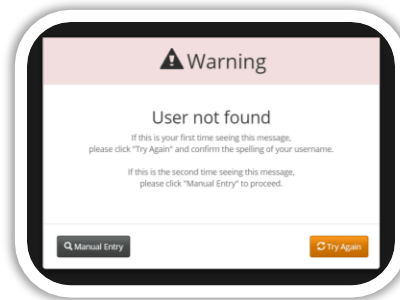
Enter Your **Username/Email**

ASURITE Username | **To paste your username/email** | ➡ | 📋

Take My Exam

psi
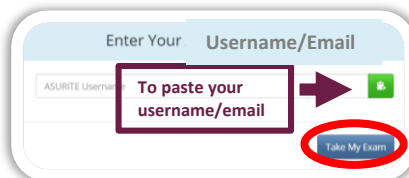
13. Confirm the exam you are taking and select "Next." You can also change your selection by choosing "Search for Another Exam."
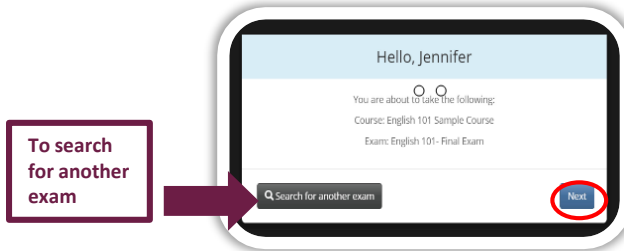
Please Note: If you receive a "User Not Found" message, make sure your information is correct and select "Try Again." If you receive the same message, click "Manual Entry."

14. Choose your course and exams from the drop downs. Then enter your name, email and telephone number. Your telephone number is optional and is only used so support can contact you in the event of a problem with the software.

First time users will need to register their name, ID and email. You will not be prompted to do this for future exams. **Please ensure that the name entered matches the name on your Photo ID exactly.**.

15. The RPNow Advisory screen will then launch. Please make sure to read this carefully, as it details the rules and requirements for the exam and software.
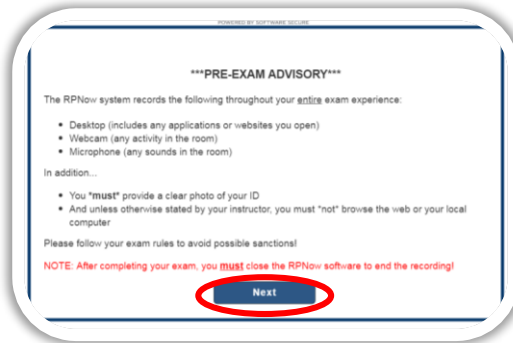

16. This page will share a message directly from your organization with something they would like you to know or remember about your testing experience.

17. If you have any prohibited programs running, such as Word/Excel, RPNow will alert you they are prohibited and provide a button to automatically close them. When the prohibited processes have been closed, you will be able to select "Next" and proceed.
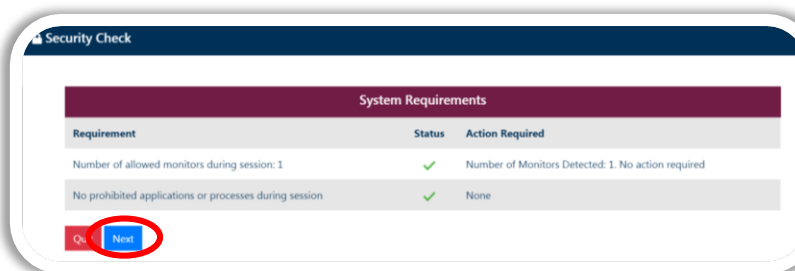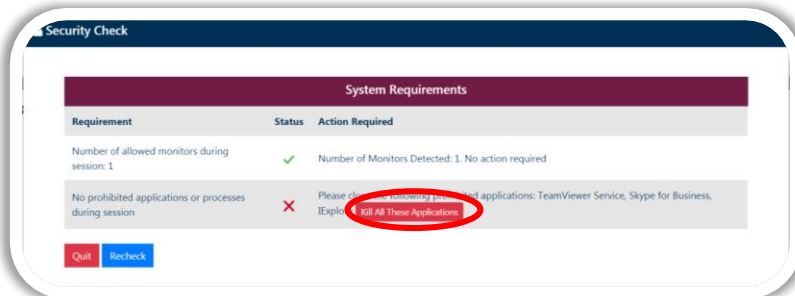
18. You will then be asked to take a picture of your photo ID. Make sure the name and picture on the photo are clear and click "Take ID Photo." Review the photo, and if this is unclear for any reason, you have the option to retake the photo. You will then need to check the box and "Confirm ID Photo."
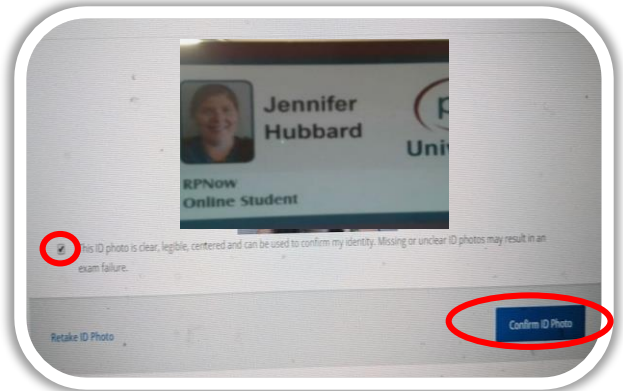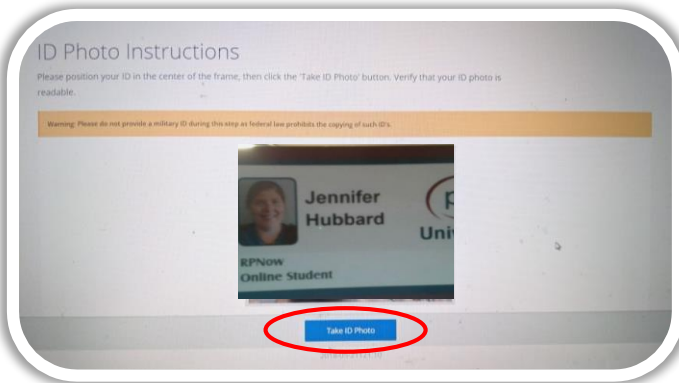

19. Next, you will do a room scan to show us your work area. Make sure you clearly pan your desk, walls, and floor. You will need to watch the whole room scan back before getting the opportunity to rescan the room if needed before checking the box and "Confirm Room/Desk Scan."
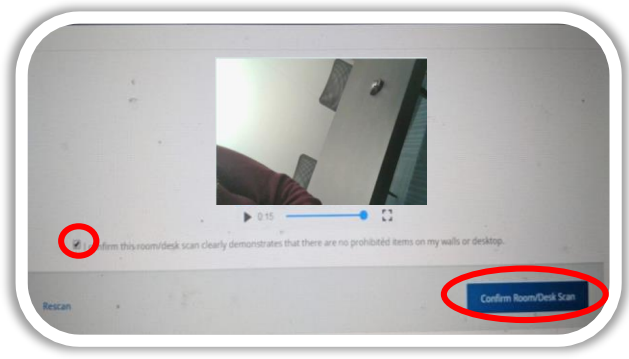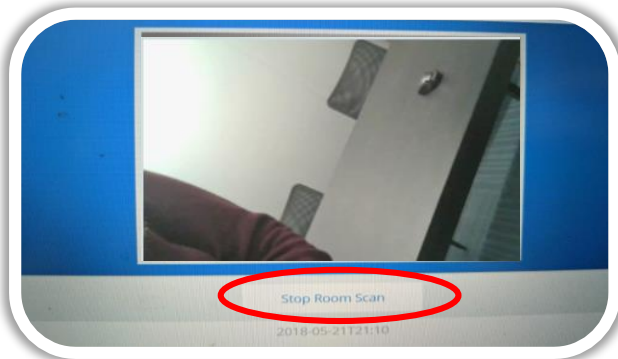

Please note: Any materials that your teacher allows during the test, such as calculators, books and notes, should be shown to the camera during the room scan.

20. Take a clear photo to be compared with your Photo ID. Again, if this photo is unclear, you have the option to retake it before checking the box and "Confirm User Photo."


psi
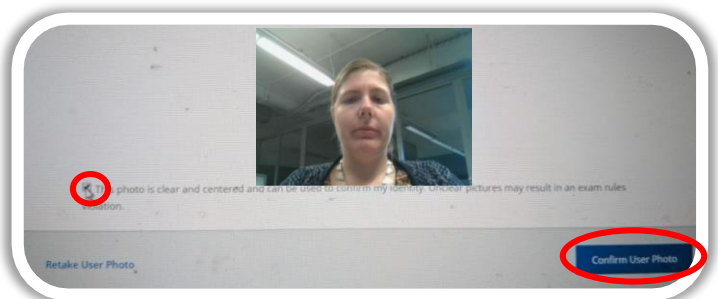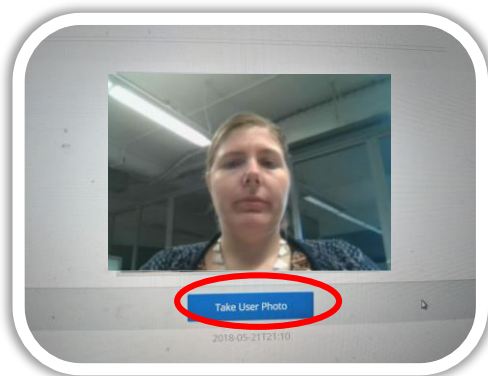
17. Once this is completed, you'll have several minutes to log back into Blackboard and start the exam. A prompt will alert you to this.
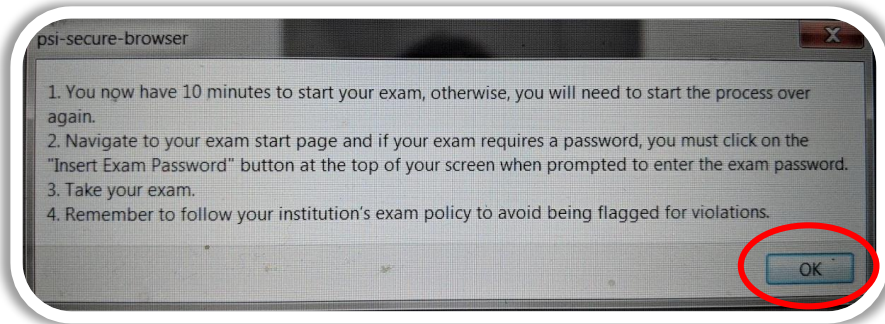

18. Log-in to your Content Management System and locate your exam ***DO NOT CLICK*** "Take RPNow Exams" again - locate your exam within your course and select it.

20. **You will be prompted for a password for the exam, you will not be given this password ahead of time.** Click the "Insert Password" button at the top of the screen and the password will automatically populate. Click "Submit" to enter the exam.
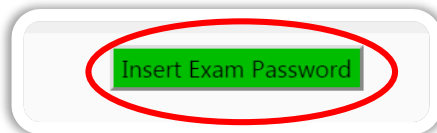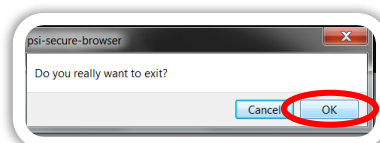

21. Once you have finished your exam, save and submit your answers.

22. Please remember: RPNow will continue to record until you click the "Close" button at the top right hand of the screen to close out the software.
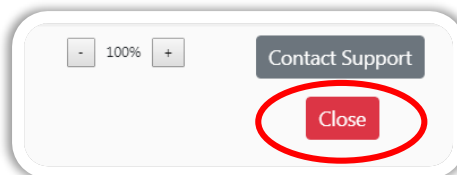
23. You will need to click "Ok" to confirm you would like to close the software.

TIPS FOR A CLEAN EXAM

- **Take a practice test.**

Most organizations should provide you with a practice test so that you can go through the process described here before entering your official exam.

- **Review common violations.**

Review common **ID violations** and **rules violations** to avoid these blunders during your exam.
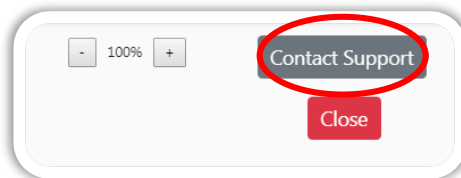
- **Ensure you are testing in an appropriate environment.**

Review your Exam Policy to verify you do not have any prohibited resources, work in a quiet room, and provide an accurate room scan.

HOW TO GET HELP

- **Chat**

Chat is always available via the "Contact Support" button at the top right corner of the software.

- **Call**

You can reach support anytime at US Students: 1-855-436-2039 | International Students: 1-617-658-2879.

Thank you for using RPNow and
good luck on your exam!