

Final Exam Instructions for Students:

In order to access your exam, please go to <https://elearn.jibc.ca/>

After logging-in, select your AST course and you will find the exam in the “**Final Exam**” tab under the Advanced Security Training menu on the left hand side

You will be prompted to the instructions and requirements for the exam. Once you have read and installed the requirements, click above on “**Final Exam (Remotely Proctored)**” and then “**Begin**” (bottom right).

Please note: If this is your first-time logging into your student profile you will need to reset your password using your student number and email address. Please see password reset instructions for help.

For additional help: Email AST@JIBC.ca

Final Exam Instructions

Exams require:

- Access to a computer (a tablet will not work)
- **Google Chrome with the Proctorio Chrome extension installed** (*Click on the links to install)
 - (You can confirm The Proctorio Extension is installed when the blue button says “Remove from Chrome” – No need to do anything further with this)
- Any internal or external microphone
- Webcam
- Minimum bandwidth of 0.244 Mbps (Wired connection recommended)
- Free disk space of 250MB & Free RAM of 2 GB

For additional help with setup please visit <https://proctorio.com/support#settingUp>

*****Please note: This setup must be completed prior to the exam *****

On the day of the exam:

- Have your desk area free from papers – this is a **closed book exam** and you will be required to show your surroundings to the webcam
- Restart your computer and make sure nothing else is open prior to starting the exam
- Audio is recorded and monitored, do not speak with anyone during your exam
- Have your ID ready – MUST have government issued photo identification - Without it, you will not be permitted to write
- You will have two hours to complete
- Sign into your myjibc and start the exam
- Proctorio will be monitoring your integrity throughout the exam
- If you need any technical assistance during the exam please use the **PROCTORIO LIVE CHAT**
- You will receive the results of your exam immediately after submitting it. With a passing grade, your certificate will be available to you on your profile within a few days

Certificates will become available a few days after the exam is completed, this allows time for a review of any suspicious activity or cheating. Please print/save the certificate, there is a fee for replacement.

*****Please read the above instructions carefully****