



CMCO/CMCP MonitorEDU Preparation Instructions

Before Exam Day

- Watch the [Prep Video](#).
- Download **Google Meet app** to your mobile device (free, usually pre-installed).
- **Practice mobile setup** – Phone/tablet must show you, your workspace, and computer screen. Keep the device plugged in and charging (extension cord if needed).

On Exam Day

Room Setup

- Quiet, well-lit room; no one else present.
- Only allowed materials or items on the desk (allowed per your organization).
- No headsets or extra devices may be used during your proctoring session.

Connect on Your Computer

- Go to: ascproctor.com
- Review rules & tutorial video.
- Fill in your information
- Take a photo of your ID and yourself.
- Click **Open Chat** → **Start Chat** to receive your Google Meet code from the proctor.

Join Google Meet on Your Phone

- Open Google Meet app.
- Enter code from proctor.
- Tap **Join** and allow camera/mic access.

Just Before the Test

- Proctor will ask for a room scan using your mobile device to inspect your work area
- Position the phone to the side so the proctor can see you, your desk, and your screen.
- The proctor will give the next steps to connect webcam and screenshare.
- The proctor will ask to see and inspect any allowed materials.
- Follow proctor's instructions to launch your exam.

During the Test

- No talking unless reporting a technical issue.
- Stay in view and keep the phone connected for the entire test.
- No unauthorized materials or websites.
- No breaks allowed.



If Disconnected

- Stay calm, keep working on the exam.
- Try to refresh/rejoin Google Meet.
- If out for 5+ minutes, connect to [backup chat support](#).

End of Exam

- Always verbally alert your proctor you have finished, show exam submission, tear notes or erase whiteboard, and complete the check-out steps with your proctor before disconnecting.