H.F Davis Memorial Library: Colby Community College

Comprehensive Learning Center

Students/Test Takers:

Please read the following information carefully.

The following link will take you to the library's virtual proctoring room. (If this is your first time using adobe connect you will need to visit the site 20 minutes early to download the software):

http://colby.adobeconnect.com/proctor/

You will need to log in as a guest and enter your name.

After entering the room, you will share your screen and enable ***your computer's webcam***. Please know where to locate your webcam and how to work it prior to your testing appointment. I will need you to do a room and workspace scan with your webcam so I can be sure there are no prohibited helps available to you during your exam. Once you share your screen with me, everything you see on your screen is what I see also. Your webcam and testing screen will both need to be on your screen and viewable during your entire exam. You will most likely need to resize screens in order for this to happen. Please be familiar with this procedure before testing. If I lose either your webcam picture or your screen share, it will be considered a non-proctored exam if the issue cannot be resolved.

Before beginning your exam I will need a phone number to contact you at, if necessary, and a copy of a photo id. This information can either be faxed to 785-460-4600 or emailed to me at daniel.blake@colbycc.edu.

Please be sure that you contact your instructor to inform them that I will be proctoring your exam and give them my contact information. If I do not hear from your instructor and receive the necessary form, I cannot proctor.

 I have you scheduled to take your exam beginning at_____.

Please let me know if you are not able to make this appointment.

Daniel Blake
Documents Librarian/ CLC Coordinator/ GED Testing Services
Colby Community College- H.F. Davis Library
1255 S. Range Ave.
Colby, KS 67701
785-460-5480