



UNIVERSITY
OF THE PEOPLE

TAKING YOUR ONLINE PROCTORED EXAM WITH ROSALYN

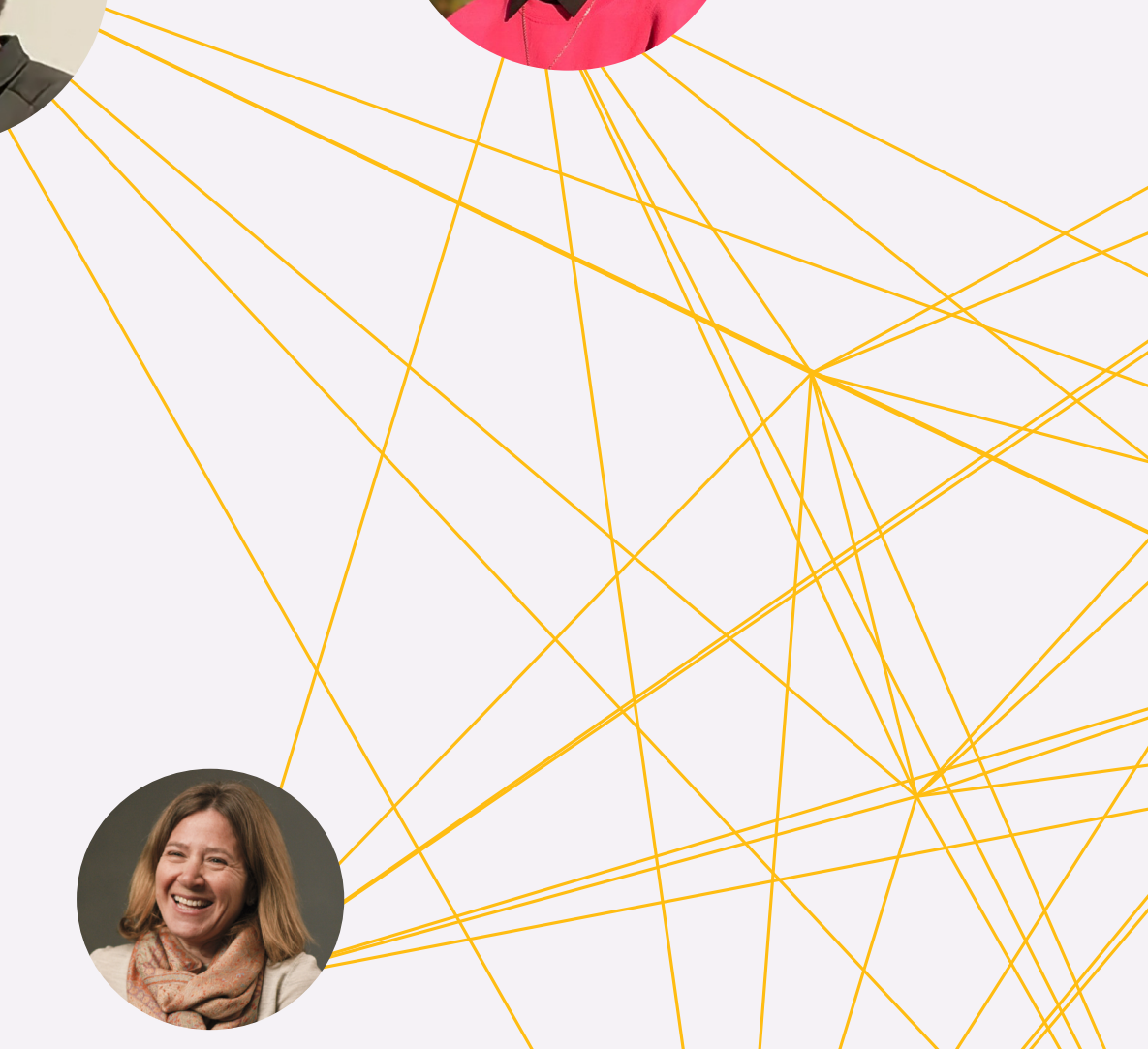


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1 WHAT IS ROSALYN

Rosalyn is a secure online proctoring platform available free to all UoPeople students. It is designed to help safeguard academic integrity.

As is required for all accredited universities, testing sessions for certain UoPeople courses must be monitored, similar to how instructors observe students during examinations in a traditional classroom setting. As technology continues to evolve, we work hard to implement new tools to ensure academic integrity and protect the value and credibility of UoPeople degrees.

In order to make an informed choice, the University conducted a detailed review of multiple options, including detailed quality assurance testing. UoPeople chose the Rosalyn platform for its focus on the personal safety and security of UoPeople students and rigorous compliance with privacy, data security, and regulatory requirements.

You can learn more about Rosalyn [here](#).

In simple terms:

- It transforms exam proctoring into a science with multi-signal intelligence systems rather than just webcams and human observers.
- AI detects suspicious behaviors and anomalies.
- Human proctors adjudicate flagged events to reduce false positives.

This guide will help you prepare for and complete your online proctored exam using Rosalyn. Please review this information before your exam to avoid delays or technical issues.



2 BEFORE YOU BEGIN: SYSTEM REQUIREMENTS

To use Rosalyn, you must take your exam on a computer (not a mobile device).

● Required Device

- A desktop or laptop computer running **Windows or macOS**
- A working **camera and microphone**
- A **stable internet connection**

● Supported Browsers

- Google Chrome (latest version)
- Mozilla Firefox (latest version)
- Microsoft Edge (latest version)
- Safari (limited support)

● Not Supported

- Mobile phones or tablets
- iPads, Android devices, or Chromebooks

If you attempt to use an unsupported device, you will be prompted to switch to a compatible system.

● Minimum Technical Requirements

- 2 GB RAM
- 500 MB free disk space
- Internet speed of at least 500 kb/s (upload and download)

Students who are unable to meet the technical requirements are encouraged to contact their program advisor for guidance on available options.



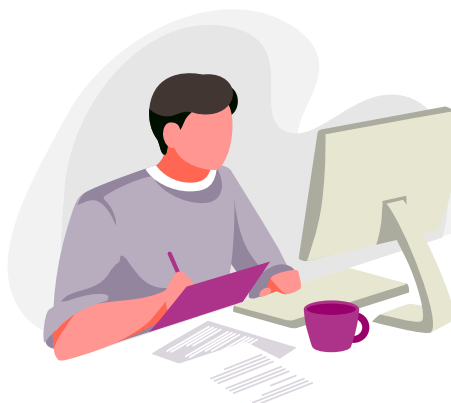
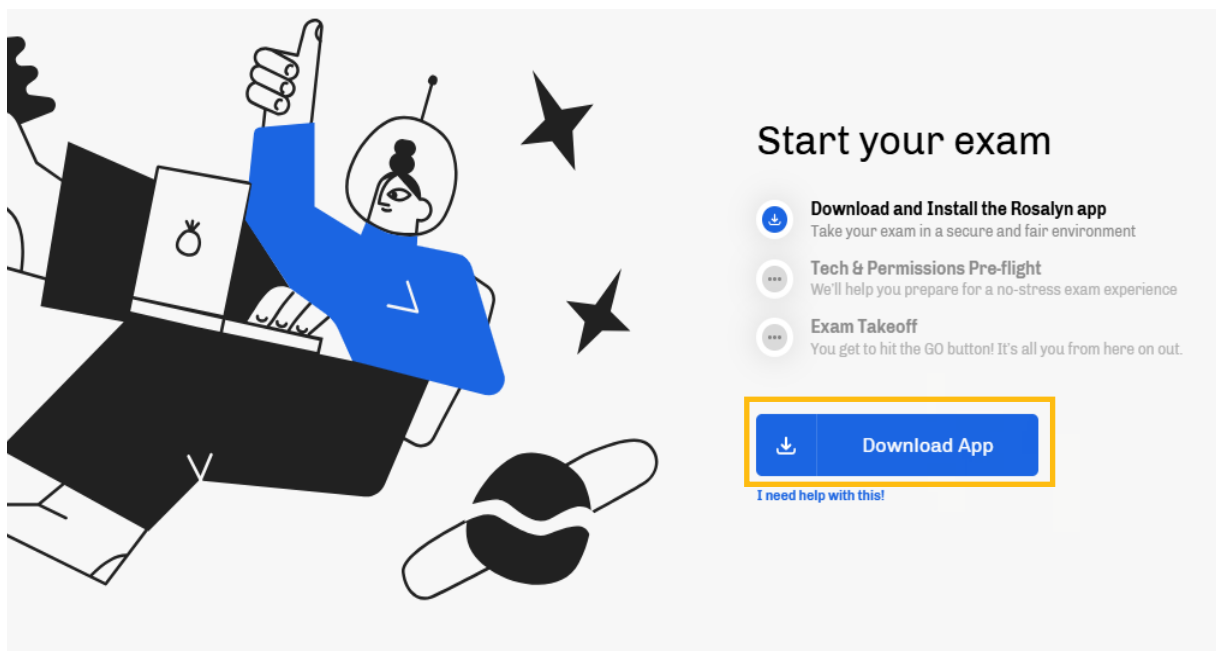
3 TAKING THE EXAM

Step 1: Install the Rosalyn App

Before exam day, download and install the Rosalyn application.

- Click “**Start Exam**” in your course to access the download link.
- Install the application on your computer.
- Open the app and allow permissions for your camera, microphone, and screen.
Review the [Privacy Policy](#) for additional information about how the platform manages and protects your information during the proctoring process.
- Log in using your UoPeople Online Campus (Brightspace) credentials.

Tip: Install and test Rosalyn ahead of time so you can resolve any issues early.



PROCTORED EXAM WITH ROSALYN GUIDE



Step 2: Start Your Exam

To begin your exam:

1. Go to **Unit 9** in your course
2. Select **“Rosalyn – Take Your Final Exam Here”**
3. Click **Authorize**

If the 'Description' section is open, use the arrow on the right to collapse the section to see the 'Authorize' button.

4. Accept the permissions and privacy policy

Search titles, descriptions

Unit 9: Final Exam (Proctored)
1/7 Completed

Final Exam Overview

Proctored Exam Technical Requirements & Support

Academic Integrity

Rosalyn- Take Your Final Exam Here

Description

Verification in process

Please click the button below in order to begin the authorization process.

Authorize

Learning Resources Useful Links Help

Would you like the following app to operate using your account?

Application Name

Rosalyn

Description

Connects Brightspace with Rosalyn, an online exam proctoring platform designed to ensure exam integrity while providing a seamless and student-friendly experience.

Accept

Cancel

Search titles, descriptions

Unit 9: Final Exam (Proctored)
2/7 Completed

Final Exam Overview

Proctored Exam Technical Requirements & Support

Academic Integrity
Completed

Rosalyn- Take Your Final Exam Here
Completed

Final Exam (Proctored)
Due: Nov 1, 2026

Description

Welcome to Rosalyn

Rosalyn's mission is to keep assessments fair. We're devoted to making sure that no one gains an unfair advantage or compromises the integrity of assessments.

To get started, review and agree to the privacy policy on the next page.

Read Privacy Policy

Home Content Activities Classlist Grades Course Tools Learning Resources Useful Links Help

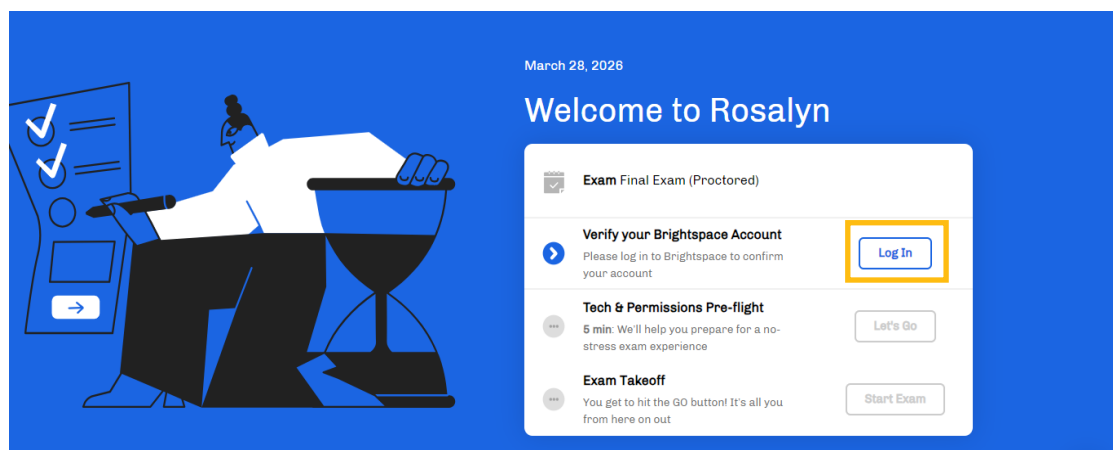
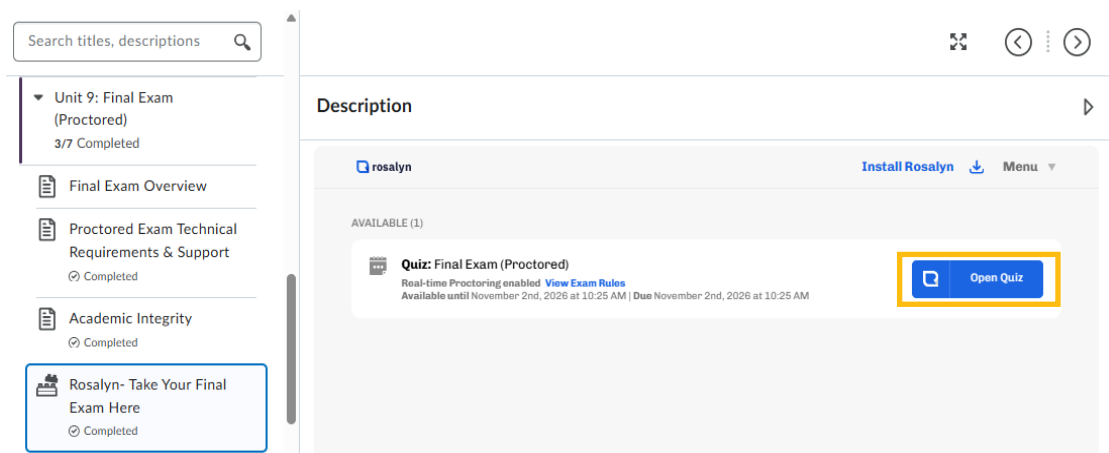
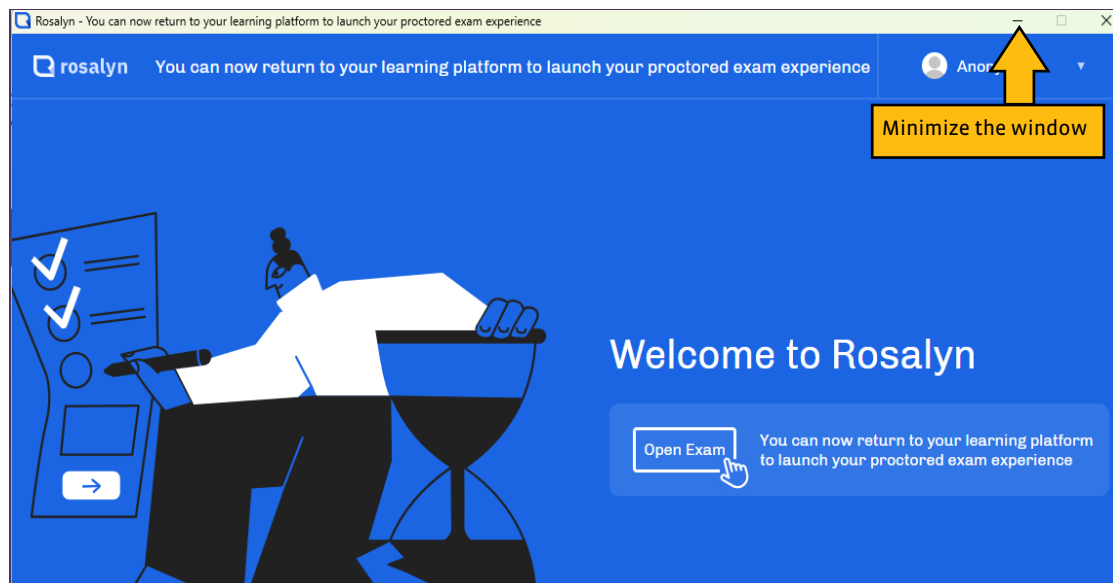
You will then be guided through the setup process, including downloading the app (if not already installed) and completing required checks.

PROCTORED EXAM WITH ROSALYN GUIDE



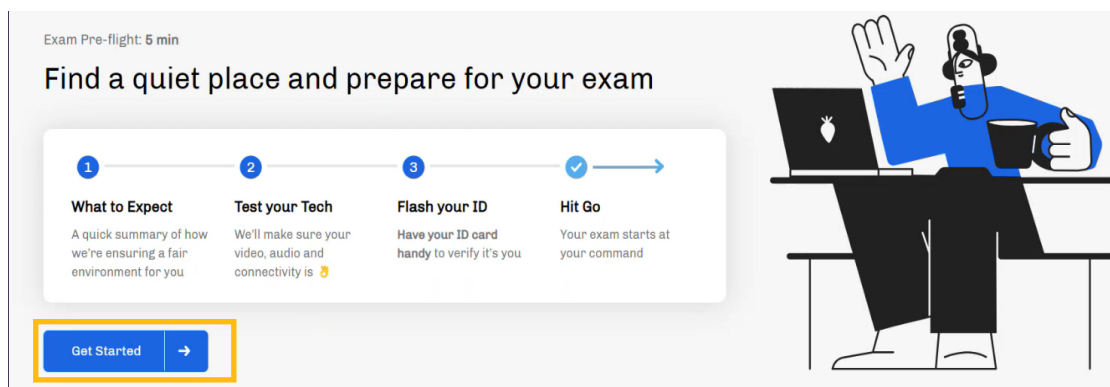
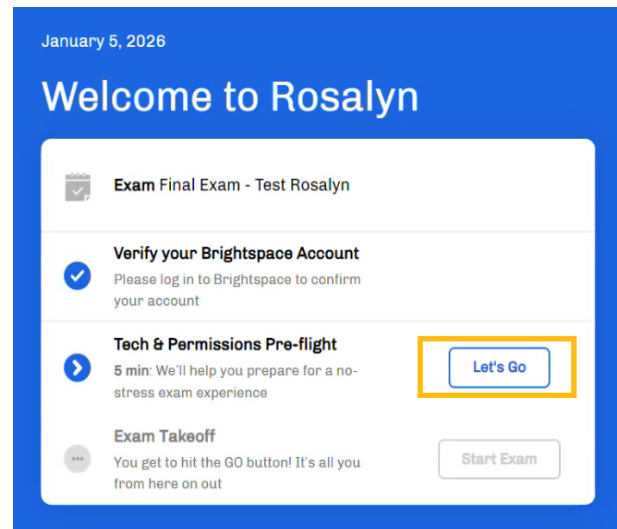
Important Note:

1. When a window appears guiding you to go back to UoPeople Online Campus (Brightspace) to take your exam make sure to minimize this window.
2. Click on 'Open Quiz' in the Online Campus.
3. After allowing network access, you will be asked to verify your Brightspace account. By clicking on “Log in” you will be taken to Brightspace to login using your credentials.



Step 3: Complete the Pre-Exam Checks

Before your exam begins, Rosalyn will guide you through a short setup process.



A. Review Exam Rules

You will be asked to confirm that you understand the exam rules, including:

- Take your exam in a quiet, private space
- Keep your face clearly visible at all times
- Do not communicate with others during the exam
- Do not use additional devices (phones, tablets, etc.)
- Do not open other applications or browser tabs
- Do not use notes, books, or outside materials
- Do not use text prediction or auto-complete tools

These rules apply for the entire duration of your exam.

B. Test Your Technology

Rosalyn will check your:

- Camera and microphone
- Internet connection
- Computer setup
- Open applications

You will be asked to close any unnecessary programs, including:

- Other browsers
- Messaging or communication apps
- Background or remote-access tools

C. Verify Your Identity

You may be asked to:

- Take a photo using your webcam
- Upload a valid photo ID (such as a passport or national ID)

Once completed, you are ready to begin your exam.

Please note: Any information shared is retained only for a limited period related to exam

administration and review processes. After that period, session data is permanently deleted.

Biometric information used for identity verification is removed after the verification process is completed.

4 DURING THE EXAM

To maintain academic integrity, Rosalyn will monitor your session.

The following actions are not allowed:

- Opening other applications or browser tabs
- Using text prediction or assistive typing tools
- Connecting additional devices
- Running unauthorized software

If unusual activity is detected:

- The system will flag the event
- A human proctor will review the activity
- You may be asked to correct the issue

Human proctors will determine whether the activity affects your exam. Automated proctoring tools may identify activity for further review; however, the AI system does not make academic decisions.

All cases are reviewed by a person, and final decisions are made by the institution.

5 NEED HELP?

If you experience technical issues during your exam:

- Use the live chat inside the Rosalyn app (available 24/7)
- Or visit the [Rosalyn Support Center](#) and use the chat feature

Support can help with:

- Technical setup issues
- Connectivity problems
- Application errors

Please note: Support cannot assist with exam content.

6 BEST PRACTICES FOR EXAM DAY

To ensure a smooth experience:

- Use a quiet, private room
- Restart your computer before starting
- Close all applications except Rosalyn
- Turn off notifications
- Install and test Rosalyn in advance
- Have your ID ready



7 AFTER YOU SUBMIT YOUR EXAM

Once your exam is submitted:

- Your session recording and logs are securely saved
- Proctors complete their review
- Your grade will be processed and released

Rosalyn is designed to support a fair and secure testing environment. By preparing in advance, you can focus on your exam with confidence.

For more details, you can refer to the below resources:

- [Understanding Rosalyn Dashboard on Brightspace](#)
- [Rosalyn - Examinee Help Center](#)

At UoPeople, we are committed to both academic integrity and student success. We carefully selected a proctoring solution designed to support a fair and secure testing environment while also considering the student experience and privacy. If you experience technical difficulties or any circumstance that may prevent you from completing your exam, your program advisor is here to support you and help explore available options.



8 FAQ

● What is Rosalyn?

Rosalyn is an online proctoring system used to monitor exams and support a secure, fair testing environment. It helps ensure academic integrity while allowing you to complete your exam remotely.

● What device do I need to take my exam?

You must use a desktop or laptop computer running Windows or macOS.

Your device must also have:

- A working camera and microphone
- A stable internet connection

Mobile phones, tablets, Chromebooks, and iPads are not supported.

● Which browsers are supported?

Rosalyn works best with the latest versions of:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge

Safari has limited support and may not provide the best experience.

● What are the minimum technical requirements?

To run Rosalyn successfully, your device should have:

- At least 2 GB of RAM
- At least 500 MB of free disk space
- Internet speed of 500 kb/s or higher (upload and download)

● Do I need to install anything before my exam?

Yes. You must download and install the Rosalyn application before your exam.

You can access the download by clicking “Start Exam” in your course.

It is strongly recommended that you install and test the application in advance to avoid delays on exam day.

● How do I start my Rosalyn exam?

To begin your exam:

1. Go to Unit 9 in your course
2. Select “Rosalyn – Take Your Final Exam Here”
3. Click Authorize
4. Accept the permissions and privacy policy

You will then be guided through the setup process.

● What happens before the exam starts?

Before your exam begins, you will complete a short setup process that includes:

- Reviewing and agreeing to exam rules
- Testing your camera, microphone, and internet connection
- Closing unnecessary applications
- Verifying your identity

● What are the exam rules?

During your exam, you must:

- Remain in a quiet, private space
- Keep your face clearly visible at all times
- Avoid communicating with others
- Not use phones, tablets, or additional devices
- Not open other applications or browser tabs
- Not use notes, books, or outside materials
- Not use text prediction or auto-complete tools

These rules apply for the entire duration of your exam.



● Why do I need to verify my identity?

Identity verification helps ensure that the correct student is taking the exam.

You may be asked to:

- Take a photo using your webcam
- Upload a valid photo ID (such as a passport or national ID)

● What happens during the exam?

Rosalyn will monitor your session to ensure compliance with exam rules.

- If unusual activity is detected:
- The system will flag the activity
- A proctor will review it
- You may be asked to correct the issue

Proctors will determine whether the activity impacts your exam.

● What actions are not allowed during the exam?

You are not allowed to:

- Open other applications or browser tabs
- Use assistive typing or text prediction tools
- Connect additional devices
- Run unauthorized software

● What should I do if I have technical issues during my exam?

If you experience technical difficulties:

- Use the live chat inside the Rosalyn app (available 24/7)
- Or visit the [Rosalyn Support Center](#) and use the chat feature

Support can help with technical issues but cannot assist with exam content.

● How can I prepare for exam day?

To ensure a smooth experience:

- Use a quiet, private room
- Restart your computer before starting
- Close all applications except Rosalyn
- Turn off notifications
- Install and test Rosalyn in advance
- Have your ID ready

- **What happens after I submit my exam?**

After submission:

- Your session recording and logs are securely saved
- Proctors review your session
- Your exam is processed and your grade is released

- **Can support help me with exam questions?**

No. Support teams can only assist with technical issues. They cannot help with exam content.



DISCLAIMER

In the event of any conflict between the terms of this guide and the [UoPeople Catalog](#), then the language of the UoPeople Catalog shall take precedence and be the guiding document.