CoMaS Student Step-by-Step Guide (Regular/Standard Mode)

Scheduling and Examination Services

Carleton University

September 2025

Introduction

CoMaS is Carleton's e-proctoring tool designed to help keep online and distance exams fair, secure, and smooth. It runs directly on your computer during your exam and monitors your activity, webcam, and screen to ensure exam rules are followed.

This guide provides you with a simple step-by-step process to install, start, and properly close CoMaS. Following these instructions carefully will help avoid technical issues and make sure your exam runs without delays.

If at any point you need extra help, you can review the detailed Student Guide, check our FAQ, or contact the Online Exams team for support.

Step 1: Install CoMaS

- Once CoMaS is set up for your course, you will receive an email invitation from us about 7 days before your exam. A sample of this email is shown in the screenshot on the right.

- Please download and install CoMaS after you receive the email.

- For step-by-step instructions, refer to the detailed student guide.

Step 2: Launch CoMaS
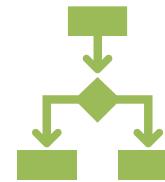
Open CoMaS by double-clicking the CoMaS icon on your desktop (Windows). On a Mac, click the CoMaS icon once in your dock.

Allow 1 second to 3 minutes for the program to start.

Do NOT click the icon multiple times.

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Step 3: Select Server

- A pop-up will appear to select your server.

- Refer to the CoMaS invite or reminder email for server details.

Step 4: Select Course and Enter Student Info

- A browser window will open (Edge for Windows or Safari for Mac).

- Select your course with the correct date, enter your first and last name, and student number.

- Click on Sign in

- Ensure Edge or Safari is your default browser.

Step 5: Select Activity and Enter Password

Select activity Type: **CoMaSTesting** (practice) or **Exam** (on exam day).

- To practise with CoMaS before your exam day you will need to select **CoMaSTesting**.

- On the actual exam day, please select **Exam**.

Enter the password from your CoMaS invite email.

- Type the password manually to avoid extra spaces. Copy and paste is not recommended

- Same password is used for both activities.

Step 6: ID Verification
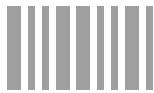
You may be prompted to scan your ID.

Hold your ID and face in view, then click Save ID.

When prompted, allow access to your camera. On a Mac, you'll also need to give permission for both the camera and screen recording in **System Settings → Privacy**.

For in-person exams, webcams may not be required.

Step 7: Confirm Setup
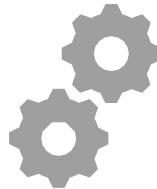
CoMaS will complete its setup.

You should see four tabs open with green icons in your browser.

Check your CoMaS desktop folder for screenshots as confirmation.

Step 8: During the Exam

- Do not close the browser where CoMaS opened.
- Use the same browser or another browser to log in to Brightspace.
- Do not start the exam without CoMaS running.

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Step 9: Brightspace Password

- If your Brightspace exam needs a password (which is true for most CoMaS exams), Brightspace will ask you to enter it before you can start.

- Once CoMaS opens properly, it will launch a few browser tabs. One of those tabs will show the exam password. Use that password to access your exam in Brightspace.
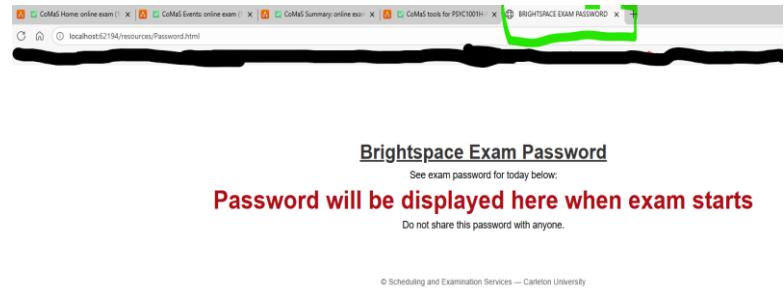
Step 10: Ending the Session

Do not close	When done, do not close your browser right away.
Find	Find a CoMaS tab and click 'Quit'.
Allow	Allow time for CoMaS to end the session.
Close	Then close your browser.

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For Hybrid CoMas

Download and install CoMaS.

Prepare to run Comas as an administrator:

- Windows: Right-click the Comas application and select "Run as

administrator"

- Mac: Be ready to enter your Apple Password when prompted

Launch Comas and log in with the credentials sent in comas email

All the comas pages along with any approved websites/Brightspace will be opened automatically.

Login to Brightspace/any approved website and start your exam (if exam is held online).

Accessing and Working on the Exam (hybrid CoMas)

Once logged in, access the exam files within Comas (if exam is being written in CoMaS).

Use only the files provided in Comas to enter your responses.

Do not move or save the exam files locally on your device.

Save your work regularly by pressing **save** Ctrl+S/Comand+S (do not use auto-save).

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Submitting Your Exam

- When you've finished the exam, click the "Upload" button on the Comas Exam Webpage.

Click

- Ensure all your files are saved on the Comas server.

Ensure

- Quit Microsoft Excel and Microsoft Word.

Quit

- Exit the Comas application by pressing quit and confirm in any of the comas webpages.

Exit

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Need Help?

Refer to the detailed [student guide]() or [FAQ]().

Book a session with the [CoMaS team]().

Visit the [CoMaS instructional video]()playlist.

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