

CoMaS Student Step-by-Step Guide

Summary Version

Regular/Standard + Hybrid Mode

Based on CoMaS Student User Guide v1.16.3 • CoMaS 0.8.77

Scheduling and Examination Services

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.

QUICK CHECKLIST

Before you begin



Used Google Chrome:
Chrome is the supported
browser for CoMaS. Make
sure it is set up to date



Test early: Install and test
CoMaS at least 3 business
days before



Pause cloud sync: Pause
OneDrive or iCloud syncing
for Desktop/Documents
before you run CoMaS



Prepare your computer:
Keep your computer awake
and make sure you have at
least 2gp of free storage



Disconnect VPN:
Disconnect from any VPN
before launching CoMaS

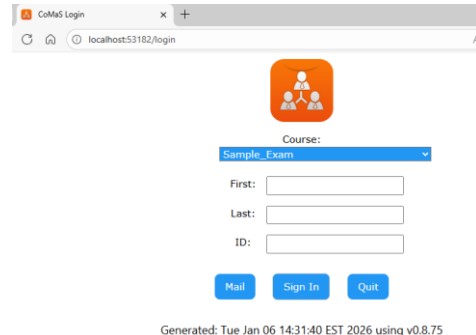


Webcam if required:
Remote and Distance exam
students must have a
working webcam

Which CoMaS mode am I using?

Regular / Standard Mode

Launch CoMaS normally. You usually complete the exam in Brightspace or another approved online system.



Regular/Standard sign-in

Hybrid Mode

Run CoMaS as an administrator. CoMaS may limit access to approved websites and may provide the exam file directly.

CoMaS Commands

Command	Description
Activity: BUSI-Encryption-Demo/Exam	
Context	Display session content
Report	Display session mode report
Summary	Display session summary report
Logs	Display session logs
Exam	Display exam questions
Tools	Display available session tools
Alerts	Display session administrator alerts
Control: BUSI-Encryption-Demo/Exam	
Quit	Quit the current session

Hybrid activity commands

Use the mode named in your CoMaS invitation email.

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.



Open the link in your official CoMaS invitation email.



Only use the installer link provided by the e-Proctoring team.



Download the installer for your operating system.



Do not run CoMaS in a virtual machine or Docker container.



Complete the installation and allow the requested system permissions.



Dear Online:

This email has the information you'll need to set up and use CoMaS, for your exam on the 17 Dec, 2025.

Click the link below to download CoMaS. We recommend installing and testing it 3-5 days before your exam. When you sign in, choose the CoMaSTesting option to practice. On the exam day, select Exam instead. Doing this ahead of time will help you get familiar with the application, make sure it works, and give you time to fix any issues or ask for help if needed.

If you run into problems with setup or logging in, you can either visit our office or email us to book a support session.

CoMaS Login Information

Server name: comas-its2.cogent.com

First Name: On

Surname: Ex

Student ID: 10101

Course: BUS2001 A

Passcode: JipYct

Important Note: Use of the CoMaS e-proctoring application is mandatory for this exam. Students are responsible for ensuring that the application is working properly on your computer during the exam. Failure to ensure proper functioning of CoMaS will constitute a violation of the exam rules and may be grounds for an allegation that you have violated the Academic Integrity Policy.

All the best,
E-proctoring Team



Step 2: Launch CoMaS



Open CoMaS from the desktop shortcut (Windows) or Applications/Spotlight (macOS).



The first launch may take a couple of minutes. Do not start it multiple times.



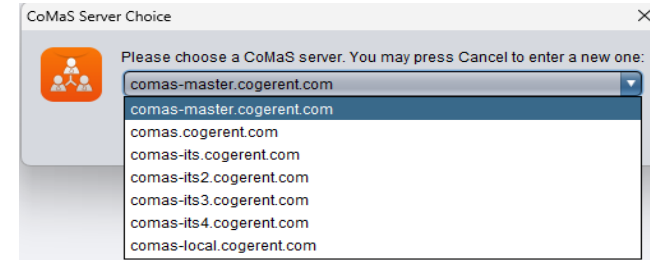
Select the server listed in your invitation email and click OK.



If CoMaS is already running, close the existing process before opening it again.



CoMaS



Step 3: Select your course and sign in

Enter your details exactly:

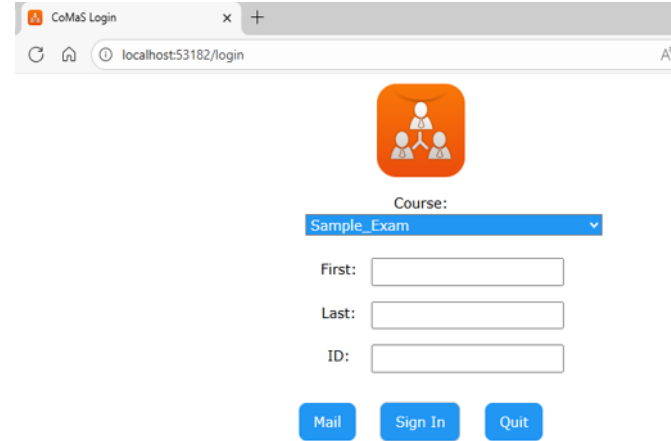
Select the correct course, then enter the first name, last name and student number provided in your invitation email.

Use Chrome:

The sign-in page opens in Google Chrome. Chrome is the supported browser for CoMaS.

If sign-in fails:

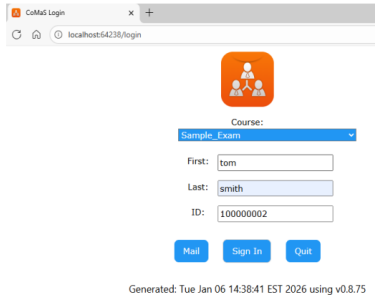
Check the course, activity, name, student number and passcode for spaces or typing errors.



The screenshot shows a web browser window with the title 'CoMaS Login' and the address bar displaying 'localhost:53182/login'. The page features an orange square icon with three white figures. Below the icon, the text 'Course:' is followed by a dropdown menu currently showing 'Sample_Exam'. Underneath the dropdown are three input fields labeled 'First:', 'Last:', and 'ID:'. At the bottom of the form are three buttons: 'Mail', 'Sign In', and 'Quit'.

Generated: Tue Jan 06 14:31:40 EST 2026 using v0.8.75
CoMaS sign-in page

Step 4: Test CoMaS before your exam



A screenshot of a web browser window titled 'CoMaS Login'. The address bar shows 'localhost:54238/login'. The page features an orange icon with three people. Below it is a 'Course:' dropdown menu with 'Sample Exam' selected. There are input fields for 'First:' (containing 'tom'), 'Last:' (containing 'smith'), and 'ID:' (containing '1000000002'). At the bottom are three buttons: 'Mail', 'Sign In', and 'Quit'. Below the buttons, it says 'Generated: Tue Jan 06 14:38:41 EST 2026 using v0.8.75'.



A screenshot of a web browser window showing the 'Activity' section. It features an orange icon with three people. Below it is an 'Activity:' dropdown menu with 'CoMaSTesting' selected. There is a 'Passcode:' label followed by a text input field. At the bottom are three buttons: 'Mail', 'Continue', and 'Quit'. Below the buttons, it says 'Generated: Mon Jan 05 13:04:28 EST 2026 using v0.8.75'.



Important timing

Test at least 3 business days
before the exam.
CoMaSTesting is available until
1 hour before the exam begins.



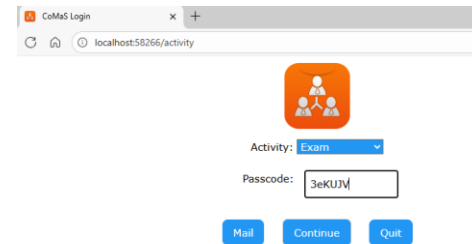
You may paste or type
the passcode. Make sure
there is no extra space
at the end.

Step 5: On exam day, choose the exam activity

- Select the exam activity shown for your scheduled exam.
- Enter the same CoMaS passcode provided in your invitation email.
- Click Continue and wait while CoMaS configures the session.
- Do not begin the exam until CoMaS setup is complete.



Generated: Fri Sep 18 12:07:43 EDT 2026 using v0.8.77



Generated: Tue Jan 06 14:44:16 EST 2026 using v0.8.75

Step 6: Allow permissions and verify your ID



macOS: allow Screen Recording for CoMaS

Accepted ID

Use your Carleton student ID or another government-issued photo ID. Do not use a health card.



Generated: Mon Nov 13 14:23:45 EST 2023 using v0.8.27

Hold your ID and face in view

Remote exams

Students writing remotely, including Distance Exam students, must have a working webcam.



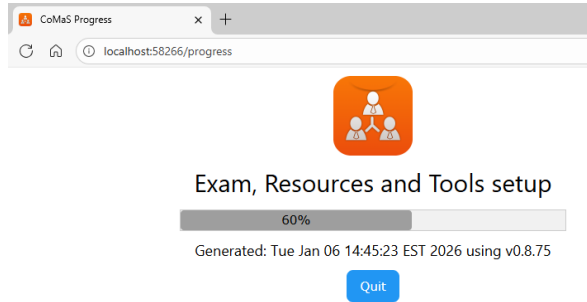
Generated: Mon Nov 13 14:23:45 EST 2023 using v0.8.27

Select Save ID

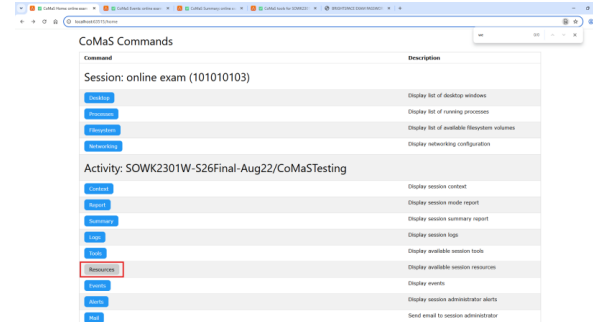
Chrome permissions

If the webcam is blank, allow camera access for the CoMaS page in Chrome settings.

Step 7: Confirm CoMaS is running



Wait for setup to reach 100%



CoMaS Home / Resources page

Check the CoMaS pages

The CoMaS pages should load properly in Chrome.

Check screenshots

You can confirm screenshots are being created in the CoMaS folder on your Desktop.

Keep CoMaS open

Do not start the exam unless CoMaS is running correctly.

During the Exam



Close unauthorized documents, apps, messaging tools and unnecessary webpages.



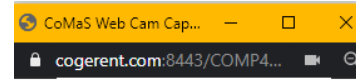
Do not use a phone, headphones or other devices unless your instructor allows them.



If internet drops, leave CoMaS running. It reconnects when the connection returns.



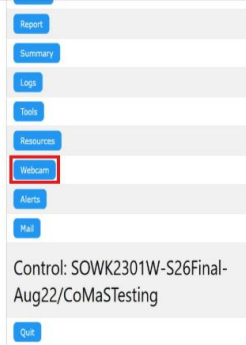
If CoMaS closes unexpectedly, restart it and accept the overwrite prompt if it appears.



Keep the webcam page open when required



Resources can reopen the Webcam page



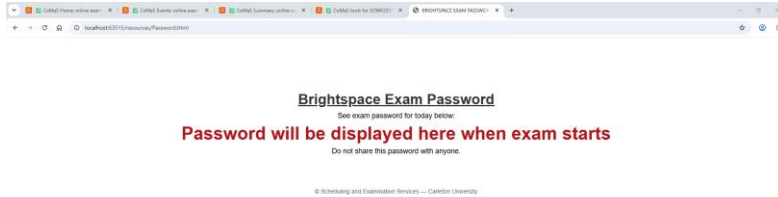
SELECT	SCENARIO DESCRIPTION
☐	Washroom Break
☐	Accommodated Break
☐	Personal Emergency
☐	Technical Issue
☐	Scanning Documents
☐	
☐	

Generated: Wed Oct 25 11:59:36 EDT 2023 using v0.8.27

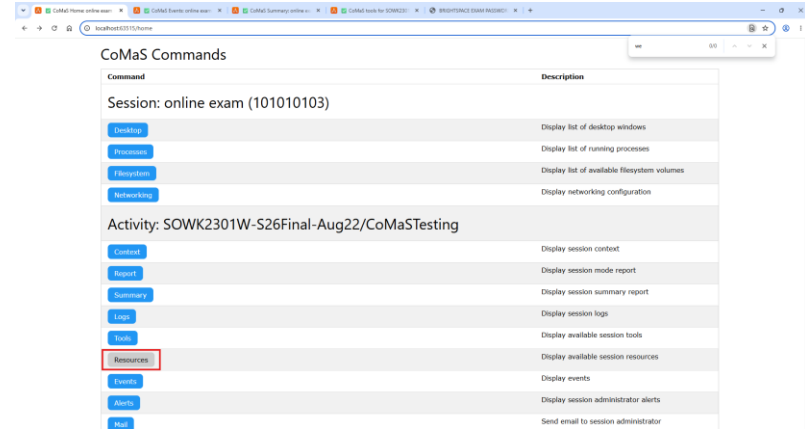
Quit

Use the Events page when taking a break

Brightspace Password



The Brightspace exam password appears after CoMaS starts



If needed: Home → Resources → Password

Do not confuse the two passwords

- The Brightspace exam password is different from the CoMaS passcode used to start your CoMaS session.

Ending a Regular / Standard CoMaS session



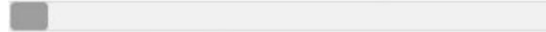
Session is now terminating. Please close all applications and save files

[Cancel](#) [Confirm](#)

Generated: Wed Oct 25 12:00:32 EDT 2023 using v0.8.27

CoMaS begins the shutdown process

Session ending



Generated: Wed Oct 25 11:08:55 EDT 2023 using v0.8.27

[Quit](#)

Wait until the session finishes closing



Submit your exam first.



Click Quit on any CoMaS page and select Confirm.



Wait for the shutdown process to finish — it may take a couple of minutes.



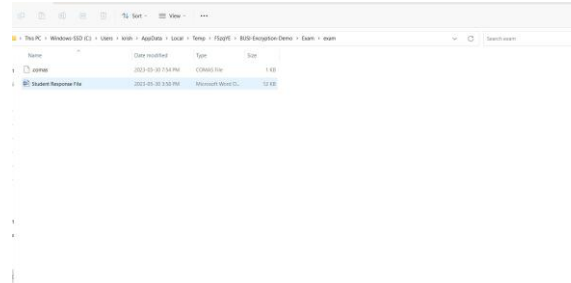
Google Chrome may close automatically. Once CoMaS has closed, exam-session capture has ended.

Hybrid CoMaS - start and work on the exam

CoMaS Commands

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Control: BUSI-Encryption-Demo/Exam	
Quit	Quit the current session

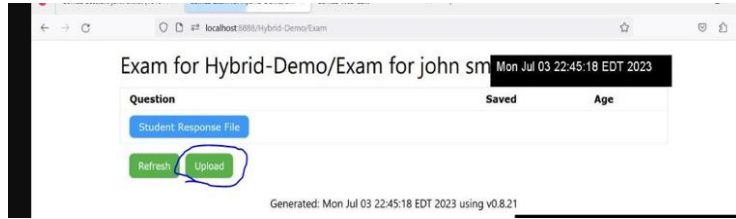
Hybrid CoMaS Activity page



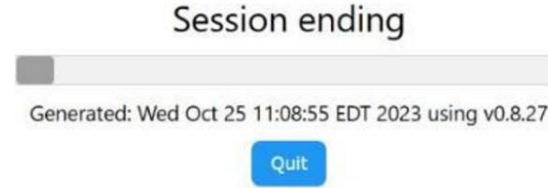
Exam files open in File Explorer or Finder

- Run CoMaS as an administrator. Windows: right-click → Run as administrator. macOS: enter your administrator password when prompted.
- Use only approved websites and the exam files opened by CoMaS.
- Do not rename, move or save the exam file outside the CoMaS exam folder.
- Save your work regularly while you write.

Hybrid CoMaS - submit and close



Use Upload when your exam instructions require it



Wait until CoMaS finishes closing

- Save your Word/Excel exam file and make sure any required upload is complete.
- Close Word/Excel completely. On macOS, fully quit the application.
- Click Quit on a CoMaS page and select Confirm.
- Wait until the session ends before closing anything else.

Need Help?



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



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



Visit the [CoMaS instructional video](#) playlist.