STEPS FOR ATI TEAS TESTING USING REMOTE PROCTORING "PROCTORIO"

1. Create an ATI account. Please follow the instructions step by step on the link below to create your username and password for your account. (If you already have an account, you may skip this step.)

   ATI Account Instructions https://atitesting.com/teas/register

2. TEAS Testing will be administered using the remote proctoring platform "Proctorio". During assessments, students will be monitored via webcam, microphone, and screen.
3. In order to take the proctored assessment, Google Chrome must be installed on your device. Proctorio **will not** work with any other browser.
4. In order to use "Proctorio" you must also install the Proctorio Chrome Extension. You will only need to do this the first time you take a proctored ATI assessment via Proctorio.
5. Step by step instructions concerning the installation of the Proctorio Chrome Extension and testing requirements can be found on the links below

https://sitefinity.atitesting.com/docs/default-source/proctoring/student_remoteproctoring_qsg_4-22-20.pdf?sfvrsn=2

https://link.videoplatform.limelight.com/media/?mediaId=1a864799c9c84deb9e5a0e2ab20e270f&width=540&height=321&playerForm=LVPPlayer&embedMode=html&htmlPlayerFilename=limelightjs-player.js

6. Please follow the instructions in these links carefully. You can also find these links on your ATI Student Site under the "Support" tab at the bottom of the ATI webpage.
7. **After completing steps 1-6**, email kimberly.fine@sccnc.edu to schedule your dry-run appointment.
8. A dry-run testing date will need to be scheduled prior to scheduling the TEAS test. Once your dry-run is scheduled, you will be emailed an ID number for this dry-run test. Information about the dry-run test can be viewed on the above video. This dry-run testing session will allow ample

time should there be any adjustments that need to be made to your computer prior to your TEAS testing date.

   a. You will be asked for a valid picture ID. Student ID or government issued ID. Please have this readily available.

9. **DAY OF DRY RUN**

   a. 15 to 20 minutes prior to your scheduled test time, log in to your ATI student account: My ATI tab → Test tab.

   b. You will be prompted to enter the dry-run test ID. This will be emailed to you on the morning of your schedule dry-run.

   c. Your testing area should be cleared of phones, books or any other items that may be perceived as items used in cheating.

   d. Once all students, who are scheduled to take the assessment are logged on and ready to begin, your proctor will start the test.

   e. Dry-run process only takes 10-15 minutes to complete unless you experience difficulties. Allow 30-60 minutes just to be on the safe side.

   f. After the dry-run is complete and successful, please email Kimberly.fine@sccnc.edu to schedule your actual TEAS test date.

10. **DAY OF TEAS TEST**

   a. 15 to 20 minutes prior to your scheduled test time, log in to your ATI student account: My ATI tab → Test tab.

   b. You will be prompted to enter the test ID. This will be emailed to you after your dry-run testing session.

   c. You will be prompted to pay $70 via credit or debit card. You must have the correct mailing address for the card.

   d. Once this is completed and the diagnostic /security checks can begin.

   e. Your testing area should be cleared of phones, books or any other items that may be perceived as items used in cheating.

   f. Once all students, who are scheduled to take the assessment are logged on and ready to begin, your proctor will start the test.

11. Other information

   a. The webcam verification test captures 5 images from the user's webcam. This test makes sure that the system will be able to track head and eye movements without reporting false negatives.

b. The key to passing this test is finding a comfortable position where the face is evenly lit and centered in the frame. The user will not be able to access the exam until their face is clearly visible to the software.

c. Properly framed – Check to make sure that all facial features (eyes, nose, mouth, chin and hairline) are clearly visible and unobstructed.

d. Visible lights – Check what the camera is framing. Overhead lamps or other visible lights in the background can take the focus off the camera. The user might seem clearly visible, but the camera may try to focus on the light.

e. Uneven lighting – Check for shadows. If a lamp or open window is on one side of the user, it may cause part of the face to be lit or shadowed unevenly. Try dimming these light sources or find a position in the room to enable the face to be evenly lit.

f. Back lit – Check the lighting directly behind the user. If it is too bright directly behind the user, it could cause the camera to focus on that lighting rather than the person. This is most commonly caused by windows but can also occur from very brightly colored walls or highly contrasted backgrounds. The user should try to adjust their position or the lighting of the room to make the lighting more even in front of and behind themselves.

g. Glare from Glasses – If the user's eyeglasses are reflecting a glare, the webcam image test can fail. The user does not need to remove their glasses. Glare can be avoided by dimming the computer screen or adjusting the angle of the webcam.

h. Sunglasses/tinted glasses – The user may not wear sunglasses or tinted glasses during the exam. If their prescription glasses have dark or tinted lenses for medical reasons, they must contact their professor, who might issue an override or ask that the glasses be removed temporarily to enable a retest.

i. Hat – Hats may not be worn during testing. Unless worn for religious purposes, the user must remove hats or head coverings that obscure the hair or hairline. Their full face must be visible, and the head covering must not cast any shadows on the face.

j. Things that might trigger a flag to ATI's Test Security team are:

       i.   Noise/talking

      ii.   Eyes moving off screen consistently

    iii.   Attempting to open an additional webpage

    iv.   Attempting to use copy/paste

     v.   Someone in the room with the test taker

k. Personal calculators are not permitted; a calculator is embedded within the test.