



# ATI Remote Proctoring with Proctorio

## Purpose

ATI is partnering with Proctorio to virtually proctor assessments. Proctorio is a remote proctoring platform that uses machine learning to proctor students from wherever they may be. Proctorio offers a variety of secure exam settings including video, audio, and screen recording designed to maintain the integrity of the assessment and ensure uncompromised exam results.

## Technical requirements

Find a full list of ATI's technical requirements at [atitesting.com/technical-requirements](https://atitesting.com/technical-requirements).

- Microphone: Any microphone, either internal or external
- Webcam: 320x240 VGA resolution (minimum) internal or external
- Desktop or laptop computer (**NO iPads, tablets, or phones are to be used**) with the ability to download Google Chrome. To update your version of Chrome visit <https://support.google.com/chrome/answer/95414>

## Set yourself up for success

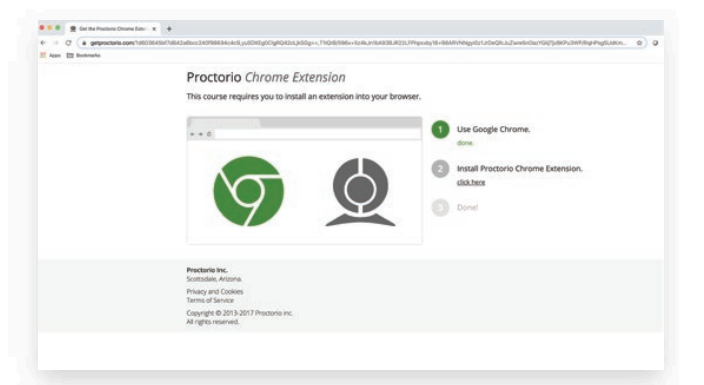
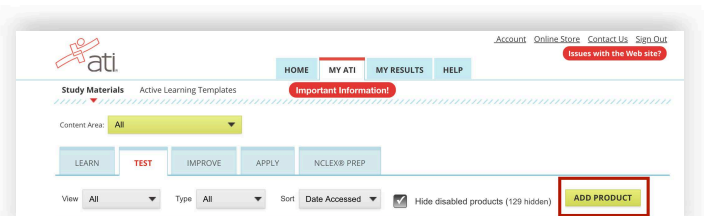
- Ensure you are using a fully charged laptop or desktop computer.
- Install Google Chrome on your device by visiting <https://www.google.com/chrome/>. You **will not** be able to take the proctored assessment with any other browser.
- Check to see if your camera works in Chrome using <https://webcamtests.com/>.
- Check your microphone works in Chrome using [https://www.onlinemictest.com](https://www.onlinemictest.com/).
- Ensure your internet speed is between 0.5 - 1 Mbps. You can test your internet speed using [www.speedtest.net](http://www.speedtest.net)
- Have a school or government-issued ID card available.
- Find a well-lit space, and be ready for a desk scan prior to the assessment.
- One piece of blank paper to be used during assessment. Please destroy the paper upon completion of the exam.

## Before your exam

To ensure you are comfortable with Remote Proctoring with Proctorio, you should complete a dry-run assessment prior to exam day. You can find this dry-run assessment via the student portal > Test tab > Remote Proctoring Dry-Run. **IMPORTANT:** Take this dry-run exam at least one or two days prior to the ATI assessment in order to allow time to troubleshoot any issues. Ensure that you are taking the dry run on the same device in which you will be taking the ATI proctored assessment.

## Ready to take the assessment?

1. Begin by opening Google Chrome. Log into your ATI student account: My ATI tab > Test tab.
2. The available proctored assessment will show. Click *Begin*.
3. You will be sent to the [getproctorio.com](https://getproctorio.com) webpage. Here, you will be prompted to install the Proctorio Chrome Extension. (You will only need to do this the first time you take a proctored assessment via Proctorio.)



4. This will send you to the Proctorio page within the Chrome Web Store. Click Add to Chrome > Add extension.

5. Once the extension is installed, navigate back to the [getproctorio.com](https://getproctorio.com) webpage. You will see a list of instructions, restrictions, and data collected during the assessment. **IMPORTANT:** At the bottom of the page, you may encounter warnings.

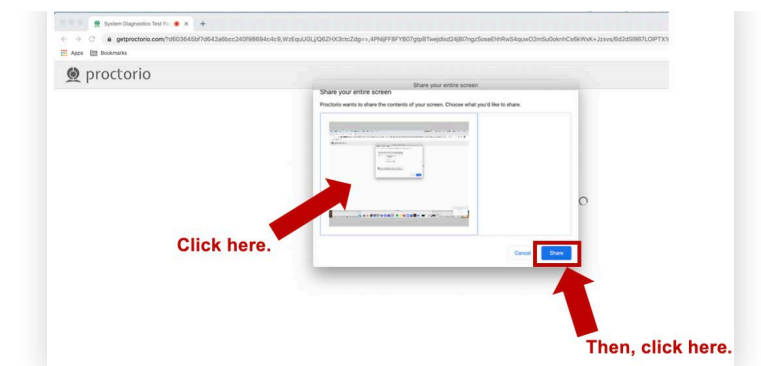
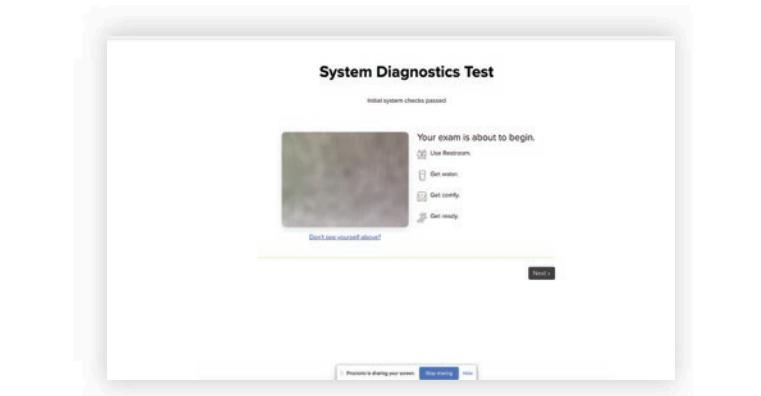
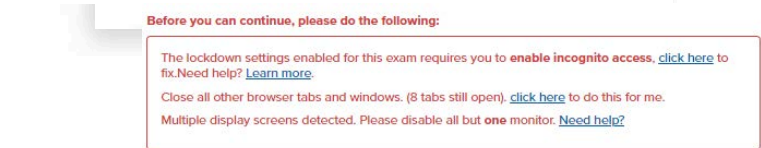
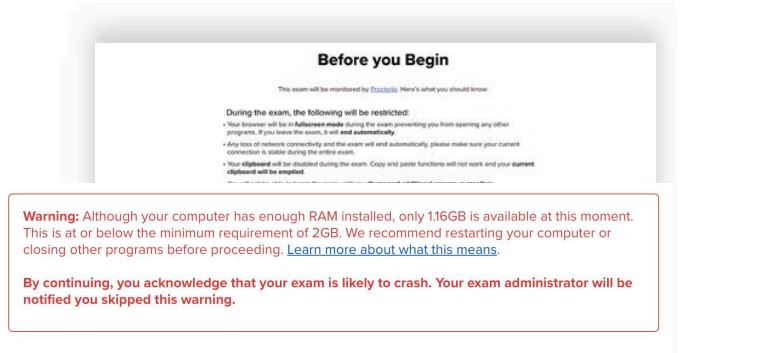
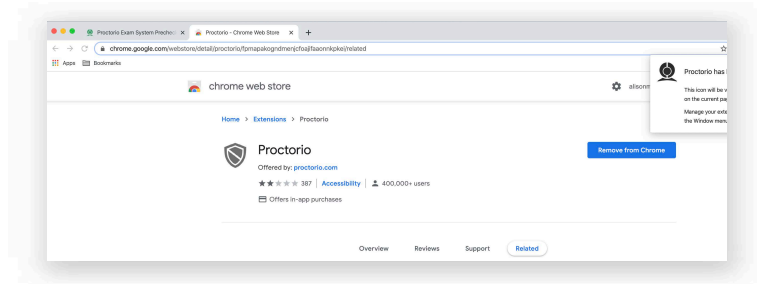
- **RAM:** We recommend closing all other systems or windows. You should be able to move forward to the exam pre-checks regardless of this error.
- **Incognito:** You may be prompted to enable incognito. Follow the instructions provided. Once it's enabled, you should proceed with the remaining pre-checks.
- **Second monitor:** Unplug any additional monitors you may have.

6. At the bottom of the page click *Start exam pre-checks*. You will be prompted to allow Proctorio to access your camera, microphone, and screen. Once the system has completed its checks click *Next* at the bottom of the screen.

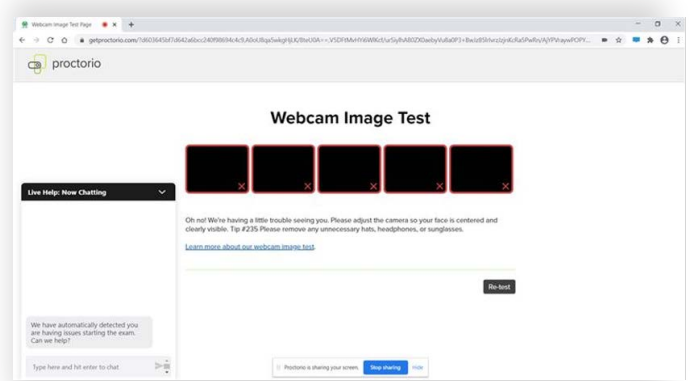
7. You'll be prompted to allow screen share. **IMPORTANT:** You will need to click on the screen within the prompt, which will change the 'Share' button to blue. Once the system has completed its checks click *Next* at the bottom of the screen.

*If you're using macOS Catalina - version 10.15 or later - or, any version of Big Sur you may experience an error when attempting to share screen. Take browser out of full-screen mode before sharing. To do this, move mouse cursor to the upper-left corner of browser window, exposing the green browser button. Click it.*

8. Next, you will be asked to show a photo ID to the camera. This is used to validate your identity. Click *Next*.



9. The site will then conduct a webcam image test. The system will take five photos to verify that your webcam is working correctly. Click *Begin camera test*. **IMPORTANT:** If you are not in a well-lit room, your camera may not be recognized, and you will not be able to move forward. If you experience issues during the webcam test, click on the Proctorio Support chat for assistance. This can be found in the bottom, left corner of the screen.



10. Next, you will be asked to show your exam environment by using your device's camera to scan the desk where you will be testing. Click *I understand*.

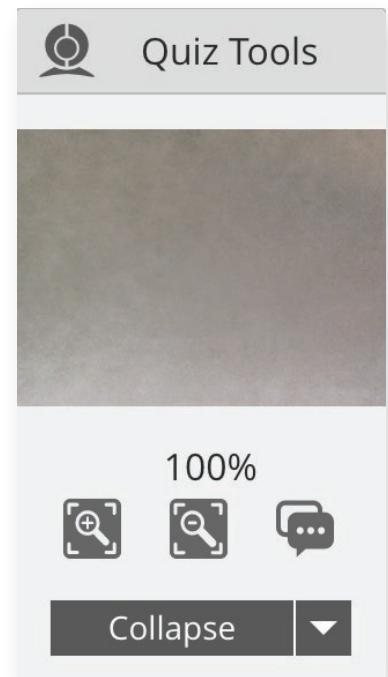
11. Finally, you'll be asked to sign the test taker agreement. Click *Start test*. **IMPORTANT:** You may have to move the screen sharing banner bar at the bottom of the screen. Once your instructor approves your admission into the exam, the system will automatically launch your test. **Do not hit refresh.**

### During the test

While taking your assessment, there will be a box labeled Quiz Tools available to you on the screen. With Quiz Tools, you can zoom in/out. If you experience any issues with the system, you can begin a live chat with a Proctorio employee. This will not connect you with your instructor.

If your browser freezes during the exam, please exit out of the browser immediately to prevent losing time. Reopen the browser and navigate back to the Test tab. If this doesn't resolve the issue, please contact your proctor so they can troubleshoot with ATI Support.

Once you complete the assessment, your Proctorio session will end, and your results will be available to your instructor and the student portal (if enabled by your institution).



If you experience issues when installing the Proctorio Chrome extension, refer to the Support icon within the student portal. If you experience technical issues during your assessment, contact Proctorio directly via the chat option in the Quiz Tools window.