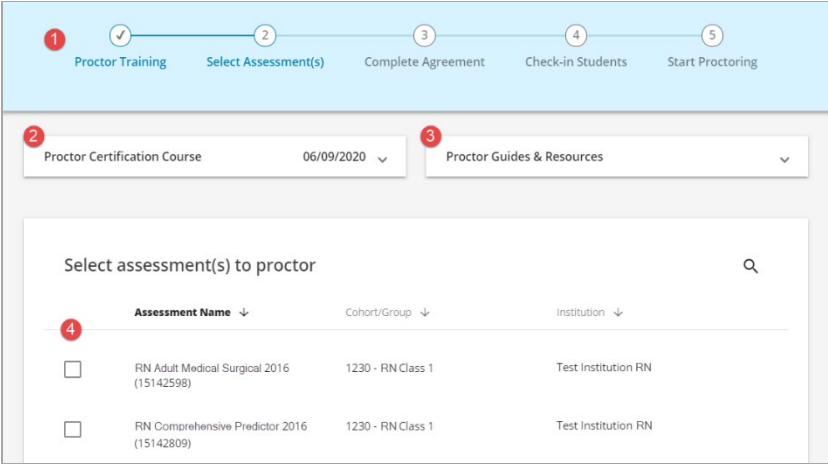
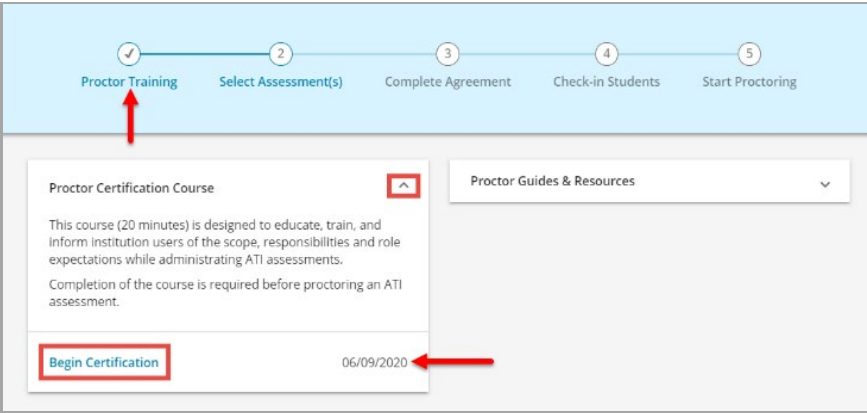


ATI PROCTORING – QUICK GUIDE

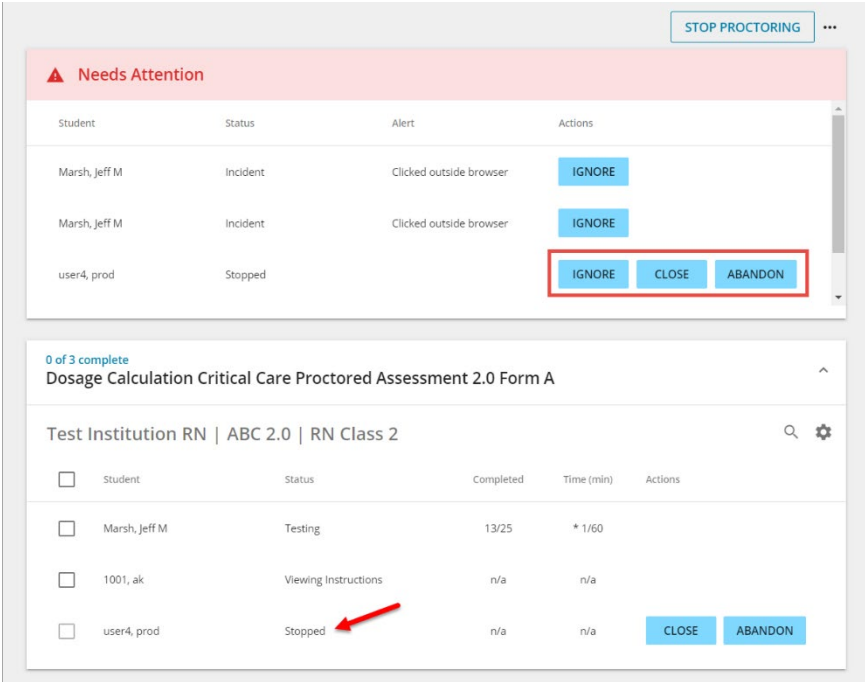
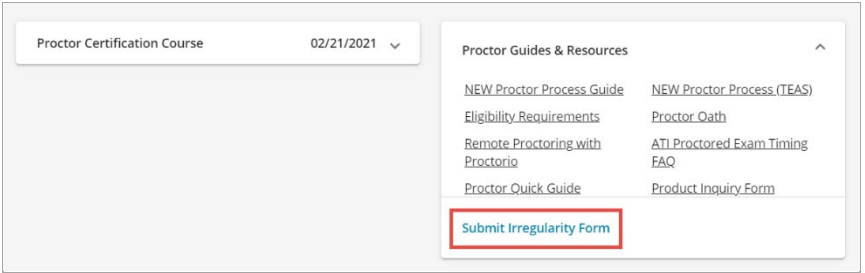
This guide provides an overview of the new ATI proctoring experience.

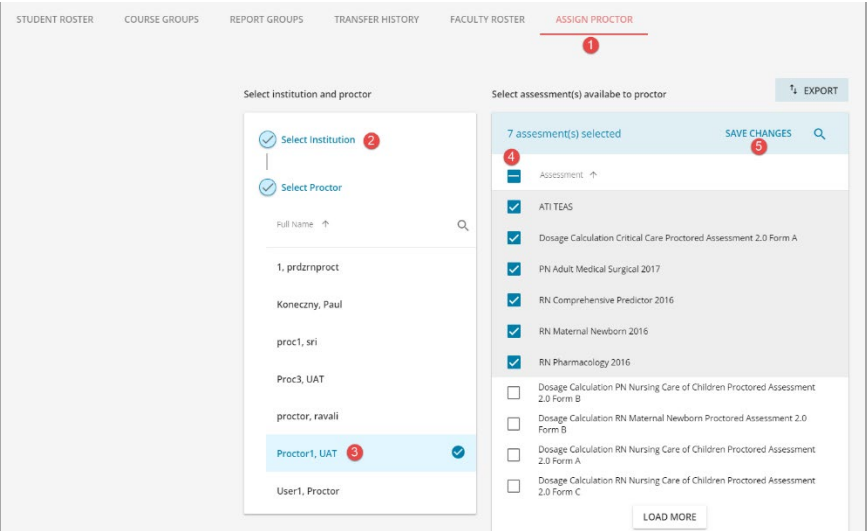
- [Understanding the Proctor Page](#)
- [Preparing to Proctor](#)
- [Proctoring an Assessment](#)
 - Adding Seats to an Assessment
 - Adding Examinees to a Proctored Assessment
 - Adding Assessments to your Proctor Session
 - Pausing/Stopping an Examinee's Assessment
 - Ending a Proctor Session
- [Monitoring Irregularities](#)
- [Submitting an ATI Report of Testing Irregularity Form](#)
- [Assigning Assessments to a Proctor \(Instructors and Directors only\)](#)

Description	Steps												
<p>Understanding the Proctor Page</p>	 <p>1 Proctoring Checklist. Five steps display across the top of the page. You must complete a step to progress to the next one. You can click a completed step to navigate to the step.</p> <p>2 Proctor Certification Course. Open Proctor Certification Course and click Begin Certification to access Proctor training.</p> <p>3 Proctor Guide & Resources. Proctor Resources are now available on the Proctor page, including the Report of Testing Irregularity form.</p> <p>4 Select assessment(s) to proctor.</p> <table border="1" data-bbox="596 971 1377 1214"> <thead> <tr> <th colspan="3">Select assessment(s) to proctor</th> </tr> <tr> <th>Assessment Name ↓</th> <th>Cohort/Group ↓</th> <th>Institution ↓</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> RN Adult Medical Surgical 2016 (15142598)</td> <td>1230 - RN Class 1</td> <td>Test Institution RN</td> </tr> <tr> <td><input type="checkbox"/> RN Comprehensive Predictor 2016 (15142809)</td> <td>1230 - RN Class 1</td> <td>Test Institution RN</td> </tr> </tbody> </table>	Select assessment(s) to proctor			Assessment Name ↓	Cohort/Group ↓	Institution ↓	<input type="checkbox"/> RN Adult Medical Surgical 2016 (15142598)	1230 - RN Class 1	Test Institution RN	<input type="checkbox"/> RN Comprehensive Predictor 2016 (15142809)	1230 - RN Class 1	Test Institution RN
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Description	Steps	
<p>Preparing to Proctor</p> <ul style="list-style-type: none"> ○ STEP 1: Proctor Training ○ STEP 2: Select Assessment(s) ○ STEP 3: Complete Agreement ○ STEP 4: Check in Students ○ STEP 5: Start Proctoring 		<ul style="list-style-type: none"> ○ Step 1: Proctor Training: You must complete the Proctor Certification course before you proctor. Click Begin Certification to access the course. You must retake the course every year; the date of your renewal displays in the lower right corner of the pane. ○ Step 2: Select Assessment(s): Select the assessment(s) you are proctoring and then click CONTINUE. ○ Step 3: Complete Agreement: Read and agree to the statements, sign your name, and then click I AGREE. ○ Step 4: Check in Students. Select student(s) to check in and then click CONTINUE. ○ Step 5: Start Proctoring. Read the entire Proctor Script to the students and then click START PROCTORING.

Description	Steps
<p>Proctoring an Assessment</p> <p>The Proctor Monitors screen displays after you click START PROCTORING.</p> <ul style="list-style-type: none"> ○ Adding Examinees to a Proctored Assessment ○ Adding Assessments to your Proctor Session ○ Pausing/Stopping an Examinee's Assessment ○ Ending a Proctor Session 	<div data-bbox="556 228 1415 750"> <p>The screenshot shows the Proctoring interface. At the top right is a 'STOP PROCTORING' button (7). Below it is a red 'Needs Attention' alert bar (5). Underneath is a table with columns: Student, Status, Alert, and Actions. The table shows 0 of 6 complete for '*RN Proctored Assessment Test 1 (4687590)'. Below the table is a section for 'zzCAB 2.0 Test Institution RN CAB 2.0 RN Class 2' with a search icon (3) and a settings icon (1). A table lists examinees: Stoesz, Rana and Mazuo, Leshia, both with 'Not Accessed' status. A 'Cog' icon (3) is also present. At the bottom right, there are buttons for 'Add students' and 'End session' (3). A 'STOP PROCTORING' button (7) is also visible at the bottom right of the interface.</p> </div> <p>Note: The Proctor Monitor screen will time out after 30 minutes of inactivity as an additional test security measure to ensure that proctors are actively monitoring the screen during testing.</p> <p>Ten minutes before the timeout, a message displays with a countdown. You must click Keep Proctoring to keep your proctoring session open. Otherwise, if the timeout occurs, your proctoring session ends, and all active student exams stop.</p>
	<p>You have the following options and information:</p> <ol style="list-style-type: none"> 1 Down Arrow / Up Arrow – Opens or closes the assessment pane. 2 # of # Complete – The number of examinees currently taking the assessment out of the total examinees approved. 3 Cog – Opens the Assessment Options window, enabling you to add examinees to the assessment or stop the assessment. 4 Examinee List <input type="checkbox"/> Student – After examinees log on, they are listed in this section, displaying information about their progress. 5 Needs Attention Needs Attention – Alerts you by displaying the examinees who have clicked outside the testing window during the assessment. 6 Three Ellipses – Opens the Proctor Monitoring page options window, enabling you to add assessments to your proctoring session and to pause/stop assessments. 7 STOP PROCTORING – Terminates all assessments and closes the Proctor Screen. Click this button when you are finished proctoring.

Description	Steps																																					
<h3>Monitoring Irregularities</h3>	 <p>The screenshot shows a 'Needs Attention' section with a table of incidents:</p> <table border="1"> <thead> <tr> <th>Student</th> <th>Status</th> <th>Alert</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Marsh, Jeff M</td> <td>Incident</td> <td>Clicked outside browser</td> <td>IGNORE</td> </tr> <tr> <td>Marsh, Jeff M</td> <td>Incident</td> <td>Clicked outside browser</td> <td>IGNORE</td> </tr> <tr> <td>user4, prod</td> <td>Stopped</td> <td></td> <td>IGNORE CLOSE ABANDON</td> </tr> </tbody> </table> <p>Below this is a section for 'Dosage Calculation Critical Care Proctored Assessment 2.0 Form A' with a table of student progress:</p> <table border="1"> <thead> <tr> <th>Student</th> <th>Status</th> <th>Completed</th> <th>Time (min)</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Marsh, Jeff M</td> <td>Testing</td> <td>13/25</td> <td>* 1/60</td> <td></td> </tr> <tr> <td>1001, ak</td> <td>Viewing Instructions</td> <td>n/a</td> <td>n/a</td> <td></td> </tr> <tr> <td>user4, prod</td> <td>Stopped</td> <td>n/a</td> <td>n/a</td> <td>CLOSE ABANDON</td> </tr> </tbody> </table> <p>A red arrow points to the 'Stopped' status in the second table.</p>	Student	Status	Alert	Actions	Marsh, Jeff M	Incident	Clicked outside browser	IGNORE	Marsh, Jeff M	Incident	Clicked outside browser	IGNORE	user4, prod	Stopped		IGNORE CLOSE ABANDON	Student	Status	Completed	Time (min)	Actions	Marsh, Jeff M	Testing	13/25	* 1/60		1001, ak	Viewing Instructions	n/a	n/a		user4, prod	Stopped	n/a	n/a	CLOSE ABANDON	<p>When an examinee clicks outside the assessment window, an IGNORE incident displays in the Needs Attention section. Clicking IGNORE removes the incident from the screen without affecting examinee testing.</p> <p>After four (4) click-off incidents, the system stops the assessment and the Proctor can:</p> <ul style="list-style-type: none"> ○ IGNORE – If the actions were accidental, click IGNORE to enable the examinee to resume the assessment. The examinee must access the assessment again. The proctor must approve the student to resume the exam by selecting RESUME. ○ CLOSE – If there is suspected misconduct, click CLOSE to discontinue/close the examinee’s assessment, completing the assessment even if the examinee has not answered all questions. Submit an ATI Report of Testing Irregularity. ○ ABANDON – Deletes the exam as if the examinee never took it. Use this option if an assessment will be scheduled for a retake.
Student	Status	Alert	Actions																																			
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<h3>Submitting an ATI Report of Testing Irregularity Form</h3>	 <p>The screenshot shows the 'Proctor Guides & Resources' section with a list of links:</p> <ul style="list-style-type: none"> NEW Proctor Process Guide Eligibility Requirements Remote Proctoring with Proctorio Proctor Quick Guide Submit Irregularity Form NEW Proctor Process (TEAS) Proctor Oath ATI Proctored Exam Timing FAQ Product Inquiry Form <p>The 'Submit Irregularity Form' link is highlighted with a red box.</p>	<p>An online ATI Report of Testing Irregularity form is available in the Proctor Guides & Resources section.</p> <p>If any form of test misconduct is suspected, the proctor should document the information, notify the appropriate faculty, and file this report with ATI within 24 hours.</p>																																				

Description	Steps	
<p>Assigning Assessments to a Proctor</p> <p>(Applies to Instructors and Directors only)</p>	 <p>The screenshot shows the 'ASSIGN PROCTOR' interface. It is divided into two main sections: 'Select institution and proctor' and 'Select assessment(s) available to proctor'. In the first section, 'Select Institution' is marked with a red 2, and 'Select Proctor' is marked with a red 3. The proctor list includes 'Proctor1, UAT' which is selected with a blue checkmark. In the second section, '7 assessment(s) selected' is shown at the top, with a red 4 next to the 'Assessment' header. A 'SAVE CHANGES' button is marked with a red 5. The list of assessments includes 'ATI TEAS', 'Dosage Calculation Critical Care Proctored Assessment 2.0 Form A', 'PN Adult Medical Surgical 2017', 'RN Comprehensive Predictor 2016', 'RN Maternal Newborn 2016', and 'RN Pharmacology 2016', all of which are checked. There are also several unchecked items related to 'Dosage Calculation PN Nursing Care of Children Proctored Assessment 2.0' in various forms (A, B, C). A 'LOAD MORE' button is at the bottom of the list.</p>	<p>Directors and Instructors can assign available assessments to proctors.</p> <ol style="list-style-type: none"> 1 On the People page, click ASSIGN PROCTOR. 2 (<i>Director of a consortium only</i>) Select your institution. 3 Select a proctor from the list to display available assessments for that proctor. 4 Select Assessments from the list to assign them to the proctor. 5 Click SAVE CHANGES.

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