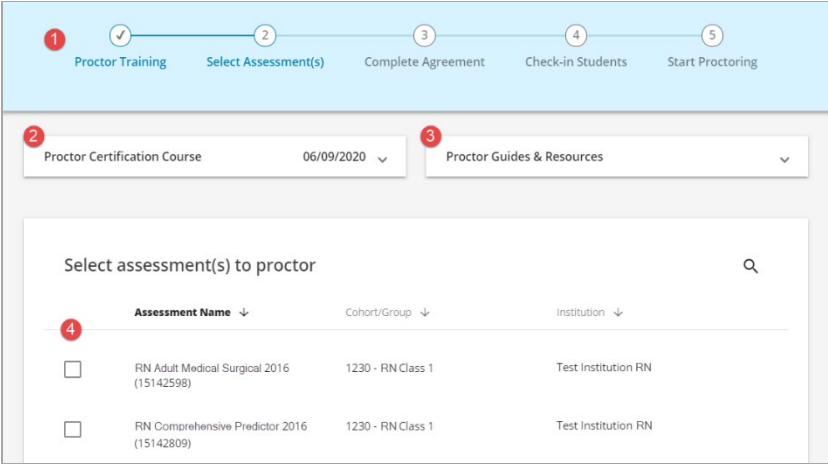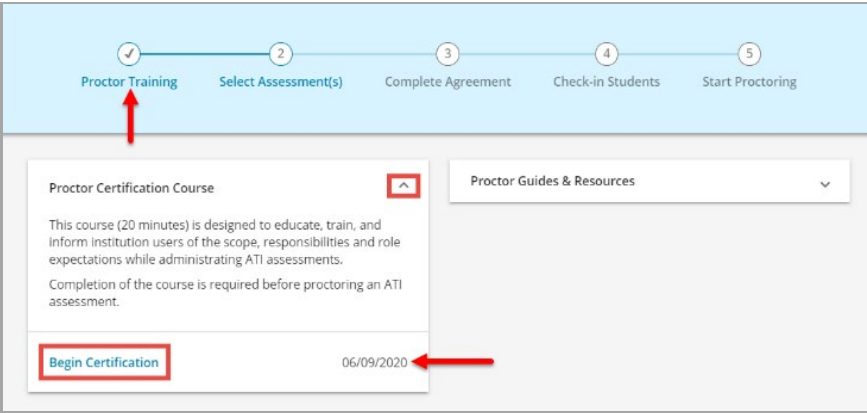# ATI PROCTORING – QUICK GUIDE
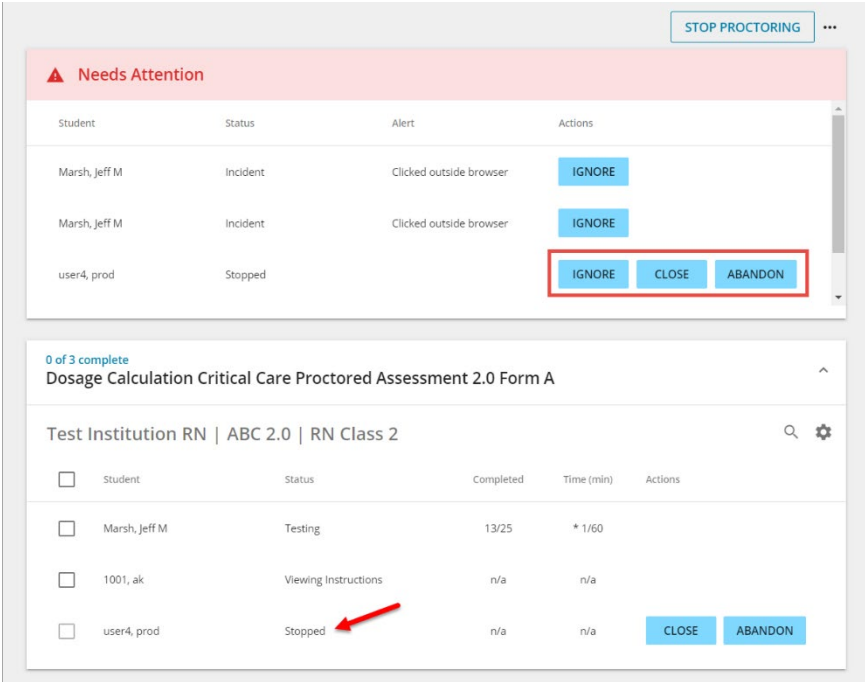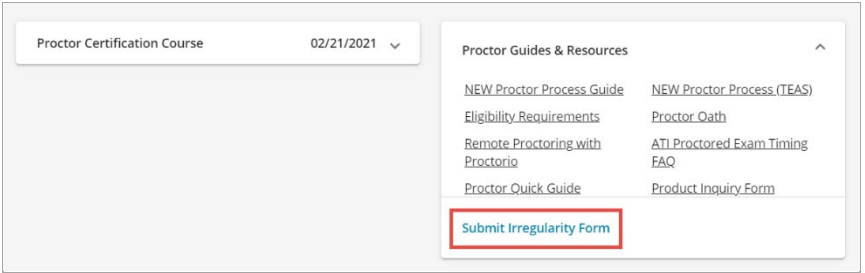
This guide provides an overview of the new ATI proctoring experience.
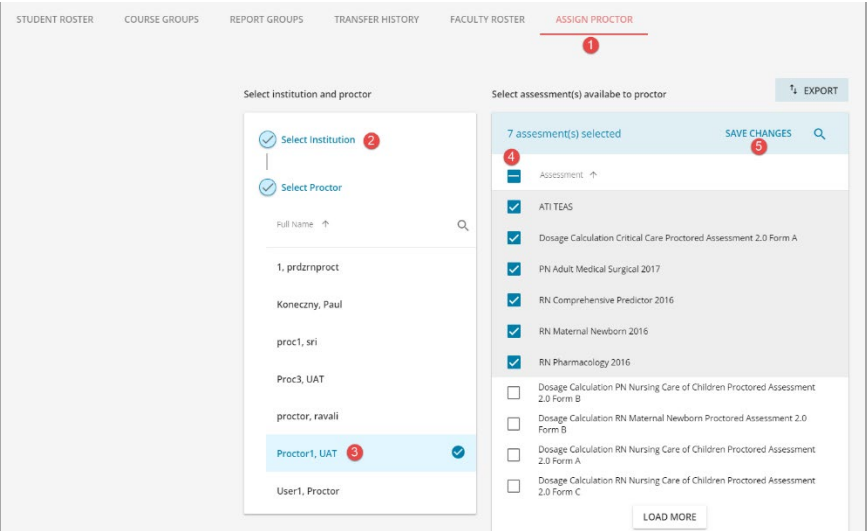
Description	Steps	
Understanding the Proctor Page		❶ **Proctoring Checklist.** Five steps display across the top of the page. You must complete a step to progress to the next one. You can click a completed step to navigate to the step. ❷ **Proctor Certification Course.** Open Proctor Certification Course and click Begin Certification to access Proctor training. ❸ **Proctor Guide & Resources.** Proctor Resources are now available on the Proctor page, including the Report of Testing Irregularity form. ❹ Select assessment(s) to proctor.

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Description	Steps	
Preparing to Proctor ○ STEP 1: Proctor Training ○ STEP 2: Select Assessment(s) ○ STEP 3: Complete Agreement ○ STEP 4: Check in Students ○ STEP 5: Start Proctoring		○ **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

| **Proctoring an Assessment**

The Proctor Monitors screen displays after you click **START PROCTORING**.

o Adding Examinees to a Proctored Assessment
o Adding Assessments to your Proctor Session
o Pausing/Stopping an Examinee's Assessment
o Ending a Proctor Session |
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.

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. | You have the following options and information:

❶ **Down Arrow** /**Up Arrow** – Opens or closes the assessment pane.

❷ **# of # Complete** – The number of examinees currently taking the assessment out of the total examinees approved.

❸ **Cog** – Opens the Assessment Options window, enabling you to add examinees to the assessment or stop the assessment.

❹ **Examinee List** – After examinees log on, they are listed in this section, displaying information about their progress.

❺ **Needs Attention** – Alerts you by displaying the examinees who have clicked outside the testing window during the assessment.

❻ **Three Ellipses** – Opens the Proctor Monitoring page options window, enabling you to add assessments to your proctoring session and to pause/stop assessments.

❼ **STOP PROCTORING** – Terminates all assessments and closes the Proctor Screen. Click this button when you are finished proctoring. |

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Description	Steps	
Monitoring Irregularities		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. After four (4) click-off incidents, the system stops the assessment and the Proctor can: ○ **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.
Submitting an ATI Report of Testing Irregularity Form		An online ATI Report of Testing Irregularity form is available in the Proctor Guides & Resources section. 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.

Description	Steps	
Assigning Assessments to a Proctor (Applies to Instructors and Directors only)		Directors and Instructors can assign available assessments to proctors. ❶ On the People page, click **ASSIGN PROCTOR**. ❷ (*Director of a consortium only*) Select your institution. ❸ Select a proctor from the list to display available assessments for that proctor. ❹ Select Assessments from the list to assign them to the proctor. ❺ Click **SAVE CHANGES**.

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