

TEST.COM Proctor Information

There are 2 simple steps to proctoring exams on Test.Com.

Step 1: Have all students log into Test.Com using the shortcut on the desktop. If a **student** doesn't know if they've registered, or can't remember their login username or password, you can look them up. Here are the steps to do this. (*note: you do not have access to another proctors password*)

1) Click on Manage on the bar across the top

2)

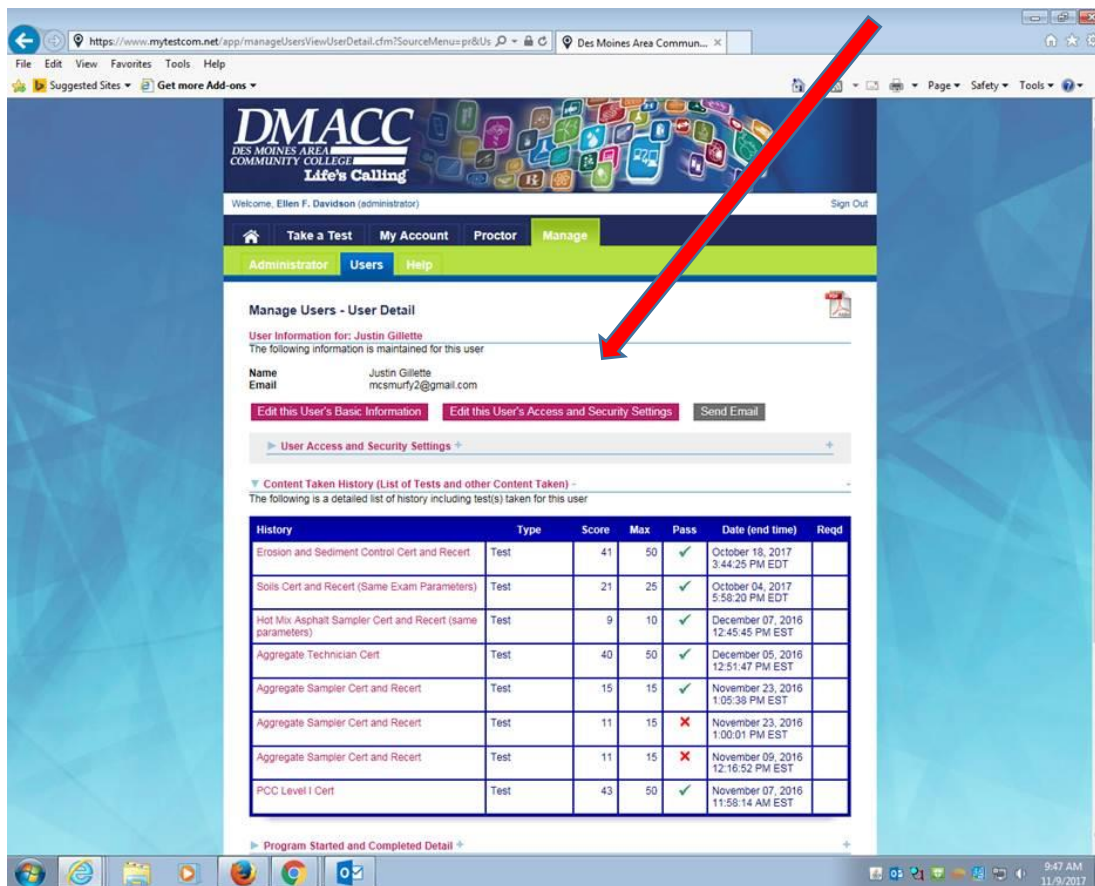


Open or
Edit

3) Type in Students first or last name, and then "quick search"

4) Select the correct person from the available people with that name. If they're not listed, that means the person has not registered yet.

5) Below is a screenshot where you can access the login username and password information.



The screenshot shows the 'Manage Users - User Detail' page for Justin Gillette. The user's email is mcsmurfy2@gmail.com. A red arrow points to the 'Edit this User's Access and Security Settings' button. Below this is a table of 'Content Taken History'.

| History | Type | Score | Max | Pass | Date (end time) | Reqd |
|---|------|-------|-----|------|--------------------------------------|------|
| Erosion and Sediment Control Cert and Recert | Test | 41 | 50 | ✓ | October 18, 2017 3:44:25 PM EDT | |
| Soils Cert and Recert (Same Exam Parameters) | Test | 21 | 25 | ✓ | October 04, 2017 5:58:20 PM EDT | |
| Hot Mix Asphalt Sampler Cert and Recert (same parameters) | Test | 9 | 10 | ✓ | December 07, 2016 12:45:45 PM EST | |
| Aggregate Technician Cert | Test | 40 | 50 | ✓ | December 05, 2016 12:51:47 PM EST | |
| Aggregate Sampler Cert and Recert | Test | 15 | 15 | ✓ | November 23, 2016 1:05:38 PM EST | |
| Aggregate Sampler Cert and Recert | Test | 11 | 15 | ✗ | November 23, 2016 1:00:01 PM EST | |
| Aggregate Sampler Cert and Recert | Test | 11 | 15 | ✗ | November 09, 2016 12:16:52 PM EST | |
| PCC Level I Cert | Test | 43 | 50 | ✓ | November 07, 2016 11:58:14 AM EST | |

Step 2: Once all students are logged in, have them click on “Take a Test”. They will choose their exam from a list of folders. Ask them to verify that they are in the correct test.

Students will get the “Proctor Required” message shown below. Give them the day’s proctor validation code found at www.iowattcpinstructors.com

Proctor Required message:

The screenshot shows a web browser window with the URL <https://www.mytestcom.net/app/myTakeatestStartForm.cfm?TestCategoryID=49268&C...>. The page header includes the DMACC logo and the text "DES MOINES AREA COMMUNITY COLLEGE Life's Calling". Below the header, there is a navigation bar with "Take a Test" and "My Account" buttons. The main content area is titled "Start - Test" and displays the following information:

| | |
|--------------------|-----------------------------------|
| Name | Aggregate Sampler Cert and Recert |
| Description | Aggregate Level I |
| Questions | 15 (number of questions) |
| Time Limit | 60 (minutes) |

Below the table, a red box highlights the "Proctor Required" message:

Proctor Required
You cannot continue. This test is configured to require a proctor to be present while this test is being taken.
The proctor is required to have logged in (using the proctor's login and password) on this computer OR some other computer within the last 60 minutes. Press the Check for Proctor Validation button to check if the proctor logged in, or use the back button to cancel and try again later.

Below the red box, there is a section for "Proctor Validation Required" with a note: "NOTE TO THE PROCTOR: Enter your login and password in the following fields and Press the Proctor Validation button to satisfy the necessary validation requirements for this test taker to continue, or use the back button to cancel." A button labeled "Check for Proctor Validation" is located at the bottom of this section.

Once the student has typed in the Validation code they will click on the “Check for Proctor Validation” button and will then have access to the exam.