

WSUTech Accuplacer Remote Testing Critical Information Sheet

Greetings from WSUTech Testing Services. You have signed up to Take an Accuplacer test using remote proctoring through Zoom. Here are instructions to help you be prepared for your testing appointment.

What You Will Need:

- Desk-top or Laptop Computer with a built in or external webcam, microphone and speakers
- Internet Connection
- Zoom app
- Picture ID (Driver's License, High School or Middle School ID, State or Federal Approved ID, College ID, Passport, Tribal ID Card, Naturalization Card or Certificate of Citizenship.
- Your Accuplacer Voucher Number (Available from the test proctor at the Test appointment).
- Your Zoom meeting invite number and password (From the invitation to meeting email you received).

Before Your Testing Appointment:

- Go to Zoom to download and install Zoom www.zoom.us
- Check Zoom set up at www.zoom.us/test. Please use the option to join the video.
- Check that your computer can run Accuplacer by clicking here:
<https://www.accuplacer.org/#/systemRequirement>.
- If you are required to pay a fee and this is a retest, you must contact the WSUTech Business Office and pay by phone. The number is: 316-677-9511.

Testing Day:

- You must be alone in a quiet room. No TV, Radio, cell phone or other outside distractions. You may have scrap paper and a pencil, no notes or calculator. The paper must be BLANK!
- Log into zoom and join your test meeting using the invitation number and password you received on your invitation email.
- Have your photo ID ready to show and your proctor will verify it through the camera.
- Your proctor will be having you visually verify your testing environment through your computer camera
- Open a web browser in Zoom and Go to www.accuplacer.org.
- At the bottom of the page, click the Start Test with Voucher/Use voucher.
- The Proctor will give you instructions and let you know when to start testing.
- When you have completed your test, the proctor will go over your scores with you.

Student Quick Guide

Taking the EdReady remotely at WSU Tech

What You Will Need:



- Desktop or laptop with a built-in or external webcam, microphone and speakers
- Internet connection
- Zoom app
- Picture I.D. (Driver's license, High School ID, Military ID, Middle School ID, State or federal approved ID, College ID, Passport, Tribal ID card, Naturalization card or certificate of citizenship)

Before the Test

Step 1: Schedule Exam

- Make an appointment with testing services at 316-677-1608 or by email at testing@wsutech.edu

Step 2: Create an EdReady Account (We can walk you through this on the phone)

- From Google Chrome go to WSU Tech's EdReady Account at <https://wsutech.edready.org/home>
- Click "Get Started" and enter your information, then click "Sign Up for EdReady."
- You will receive an e-mail request to confirm your account. Click on the blue link to confirm the account.
- When the account has been confirmed, you are ready for testing day. You may now close the browser.

Testing Rules

- You must test alone in a quiet room without disruptions.
- Scratch paper is allowed along with a calculator and pen/pencil. Note: You will be asked to show both sides of their scratch paper to the proctor at the beginning and end of your test session.
- The following are not allowed during testing: cell phone, secondary computer, digital devices.

Testing Day

Step 3: Connect to Proctor on Zoom

(We can walk you through this on the phone)

- The proctor will send you a meeting invite and you can login to Zoom and join the meeting.

Step 4: Authentication

- ID, testing materials and testing environment will be checked. See Testing Rules above.

Step 5: Begin Exam

- Student will log in to EdReady and be given password to take the test and the proctor will monitor testing through the Zoom app. Raise your hand if you need help.

Step 6: Test Complete and Instructions for Study Path

- When testing is completed, you will receive your score and be given instructions for working the study path at home so that you may level-up a math level.

Contact Us

Phone: 316-677-1608

Email: testing@wsutech.edu



ATI TEAS Exam 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.

- 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

Set yourself up for success

- Ensure you are using a fully charged laptop or desktop computer with a webcam and microphone.
- Install Google Chrome on your device. You **will not** be able to take the proctored assessment with any other browser.
- Have a school or government-issued ID card available.
- Find a well-lit space, and be ready for a room scan prior to the assessment.
- One piece of blank paper to be used during assessment. Please destroy the paper upon completion of the exam.

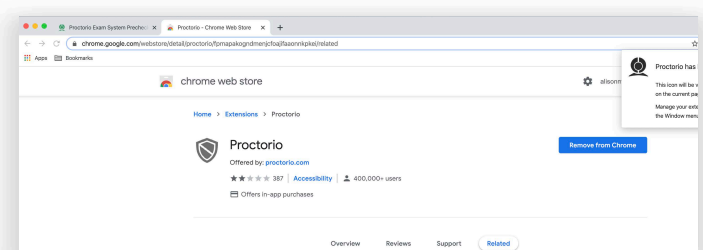
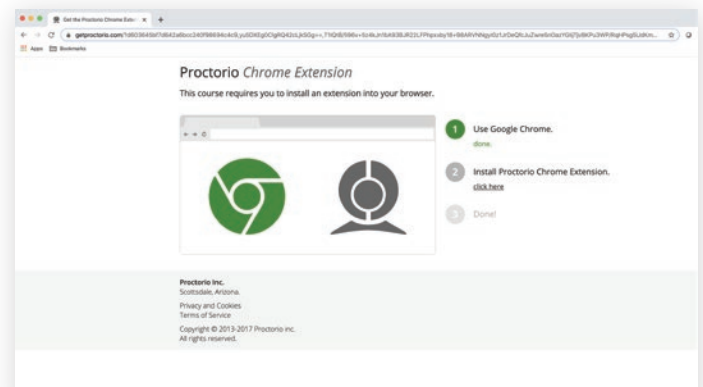
Ready to take the assessment?

It is essential you follow the entirety of the following steps.

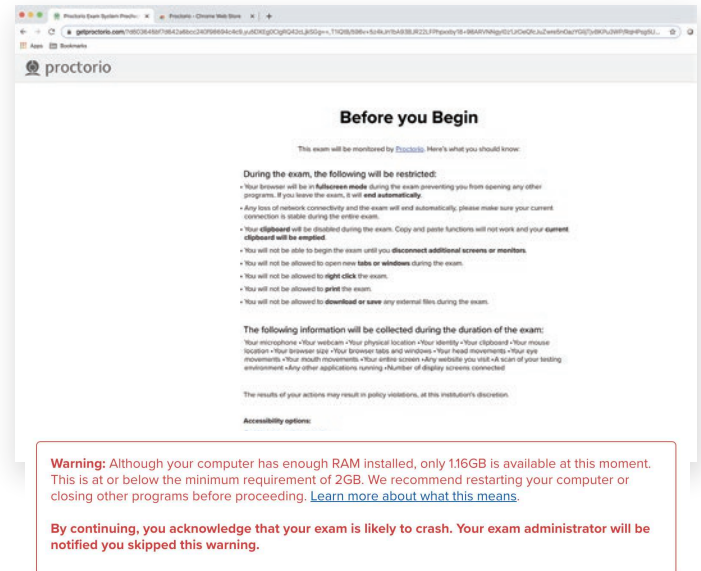
Begin by opening Google Chrome. Log into your ATI student account: My ATI tab > Test tab. Click the Add Product button and enter the assessment ID that was provided by the proctor. Click *Begin*.

You will be sent to the 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.

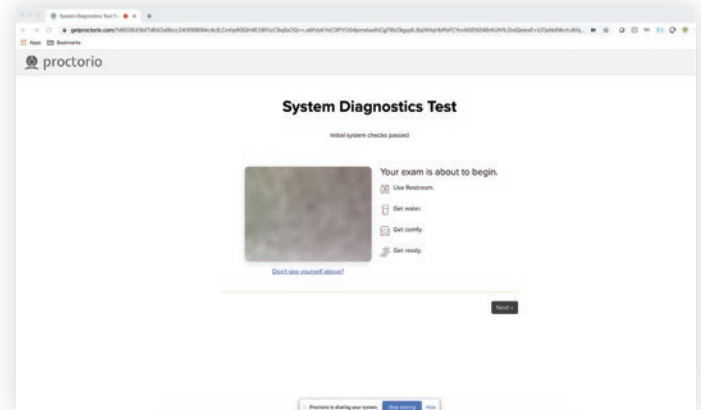
This will send you to the Proctorio page within the Chrome Web Store. Click *Add to Chrome* > *Add extension*.



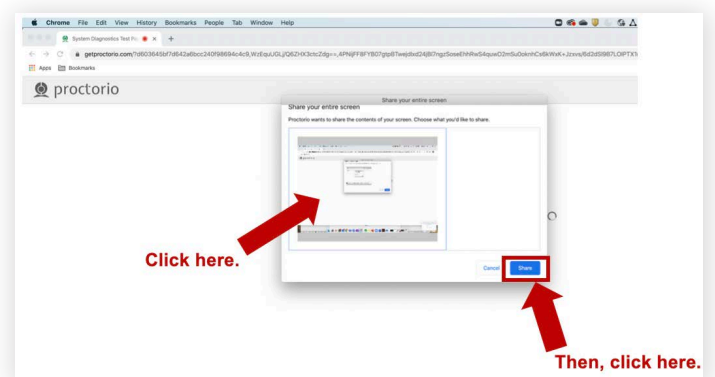
Once the extension is installed, navigate back to the getproctorio.com webpage. You will see a list of instructions, restrictions, and data collected during the assessment. **IMPORTANT:** At the bottom of the page, you may encounter a warning regarding RAM. We recommend closing all other systems or windows. You should be able to move forward to the exam pre-checks regardless of this error.



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.



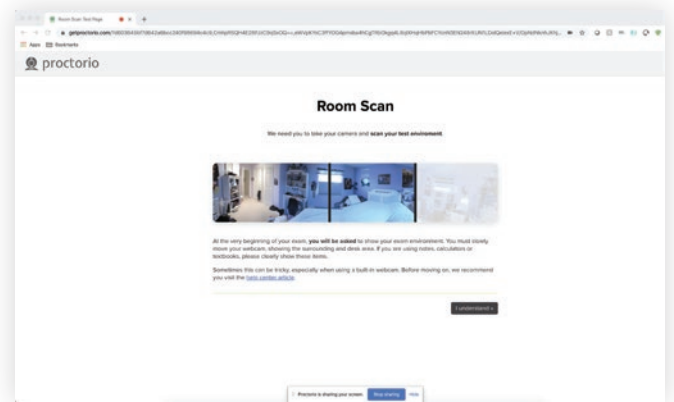
You'll be prompted to allow screen share. **IMPORTANT:** You will need to click on the screen within the prompt, which will change the 'Share' button to blue. Once the system has completed its checks click *Next* at the bottom of the screen.



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

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.

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

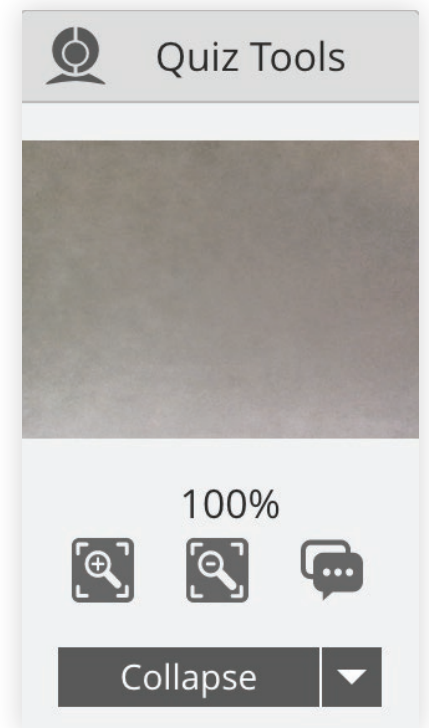


Finally, you'll be asked to sign the test taker agreement. Click *Start test*. **IMPORTANT:** You may have to move the screen sharing banner bar at the bottom of the screen. Once your instructor approves your admission into the exam, the system will automatically launch your test. **Do not hit refresh.**

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.

Once you complete the assessment, your Proctorio session will end, and your results will be available to you and your school.



SUPPORT

If you experience issues when installing the Proctorio Chrome extension, please contact ATI Support at 1.800.667.7531. If you experience technical issues during your assessment, contact Proctorio directly via the chat option in the Quiz Tools window.