

# LIVE REMOTE PROCTORED TEST ADMINISTRATION

Live remote proctored (LRP) test administration allows candidates to complete their examinations from their own computers via an internet connection at a time and place of their choosing. Testing sessions are available 24/7/365, based on seating availability.

Scantron uses its proprietary software, Scantron PASS™, to deliver examinations to candidates. Scantron partners with Examity for the online, real-time monitoring of testing candidates.

The candidate's computer must have webcam capability as well as a microphone and speakers, and the environment must be private and quiet to avoid distractions and to ensure that the online proctor can hear everything at the candidate's location.

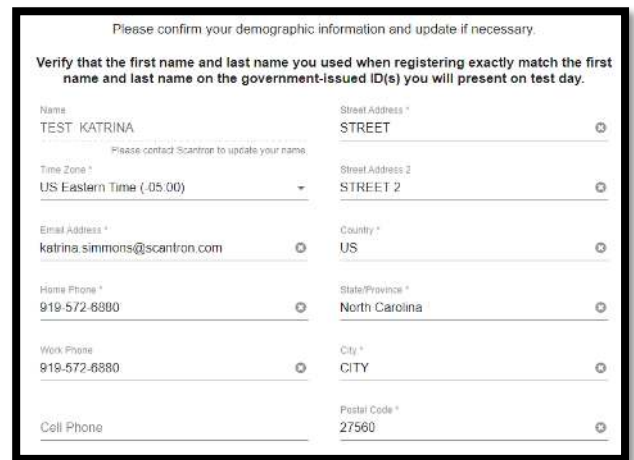
There are technical requirements, such as an adequate internet connection, to ensure that the proctor can access the candidate's computer and that the session can proceed without internet disruption. Candidates are informed of the computer specifications in advance of the testing session.

## Test Scheduling

Once the candidate is deemed eligible for testing, the candidate receives the Notice to Schedule email with instructions about how to use Scantron's online test scheduling system to schedule a testing appointment.

The email provides each eligible candidate with a username and password that allow him/her unique access to Scantron's scheduling system.

As part of the scheduling process, candidates first confirm their demographic information, attest to Scantron's privacy policy, and test their computer for both examination delivery and live proctoring system requirements. Scantron **strongly** encourages candidates to perform the system checks during testing appointment scheduling.



Please confirm your demographic information and update if necessary.

Verify that the first name and last name you used when registering exactly match the first name and last name on the government-issued ID(s) you will present on test day.

Name	TEST KATRINA	Street Address *	STREET
Please contact Scantron to update your name.			
Time Zone *	US Eastern Time (-05:00)	Street Address 2	STREET 2
Email Address *	katrina.simmons@scantron.com	Country *	US
Home Phone *	919-572-6980	State/Province *	North Carolina
Work Phone	919-572-6880	City *	CITY
Cell Phone		Postal Code *	27560

Figure 1: Scantron demographic updates



Figure 2: System check interface

Candidates whose computers fail the check of system requirements receive feedback on the hardware or software issues. The candidate must correct the issue, update the computer, or obtain another computer to complete the testing appointment.

The same system requirements check is included in the confirmation email, and candidates are reminded to perform the check prior to testing.

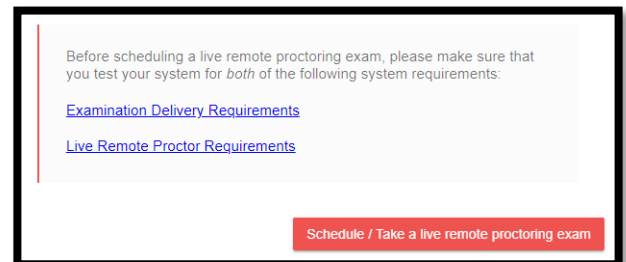


Figure 3: System check links and proceed to scheduling

Following these administrative tasks, the candidate selects "Schedule" to proceed to testing appointment scheduling.

The candidate is directed to Examity's dashboard and can select "Schedule Exam" to proceed. On the scheduling page, the candidate will select the exam program and exam name to schedule a testing appointment. Only exam programs and exam names for which the candidate is eligible will appear in the dropdown lists.

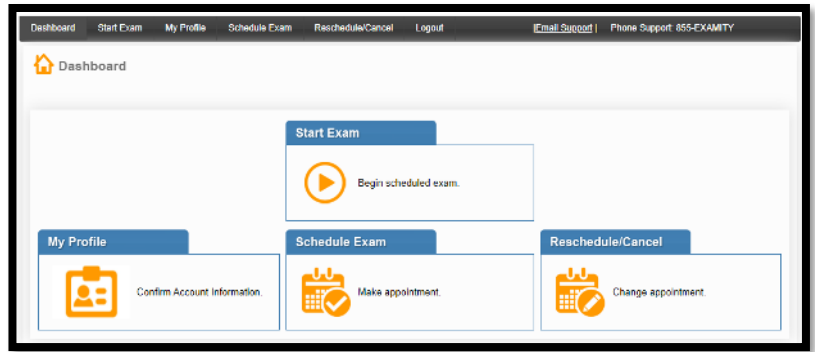


Figure 4: LRP dashboard

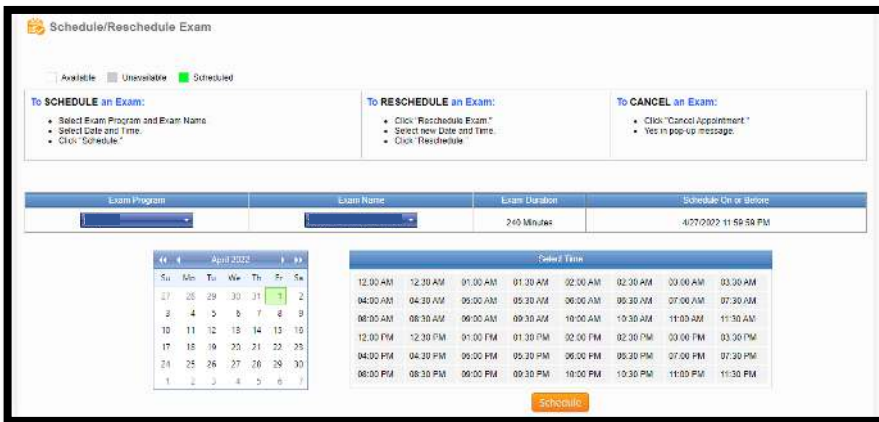


Figure 5: LRP scheduling interface

Once the candidate selects the exam program and exam name, the exam duration and the scheduling window are displayed. Available testing appointments are displayed based on the selection of a date on the calendar. The select time notes the start time for the testing appointment. Once the candidate selects a date on the calendar and a time on the time grid, he/she selects "Schedule" to confirm the testing appointment specifics.

Once the candidate confirms the testing appointment, the successful scheduling is noted on the screen. Candidates also receive a confirmation notice with their testing details.

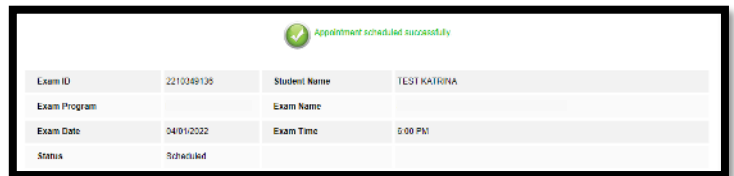


Figure 6: LRP successful scheduling notice

### Confirmation Notice

Scheduled candidates immediately receive two confirmation notice emails with the testing appointment details (date and time) and directions as well as a URL link to initiate the testing appointment at the appropriate time.

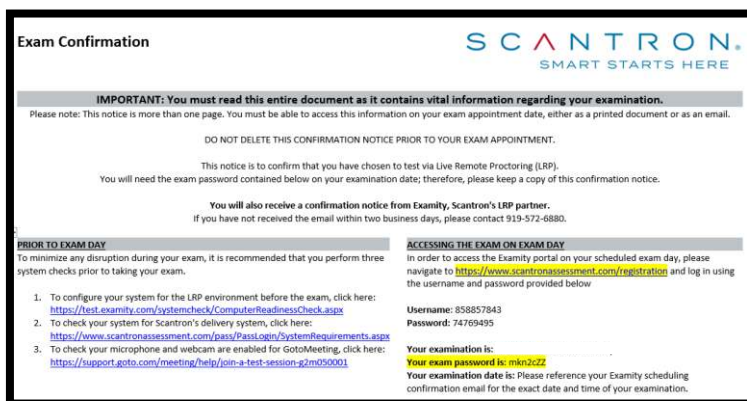


Figure 7: Scantron confirmation email

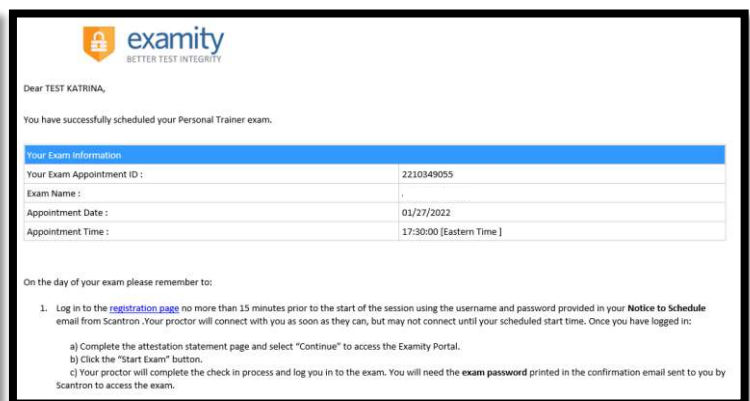


Figure 8: Examity confirmation email

In addition, the testing appointment is noted on the Examity LRP dashboard.

The confirmation notice email also provides information regarding an online tutorial of Scantron's test delivery system, Proctored Assessment System (Scantron PASS™). Through the online tutorial, candidates can simulate use of the mouse and keyboard, enter responses, and become familiar with the process for reviewing items and changing responses. This tutorial is provided free of charge.

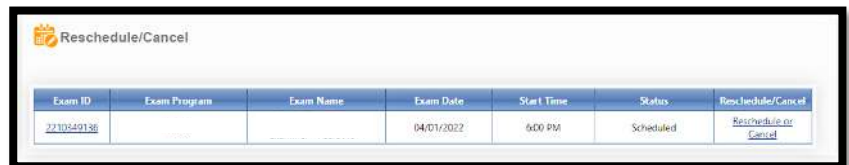
Candidates can view a sample test and testing instructions via Scantron's website:

<https://www.scantron.com/preparing-for-your-test/>.

## Test Rescheduling and Cancellation

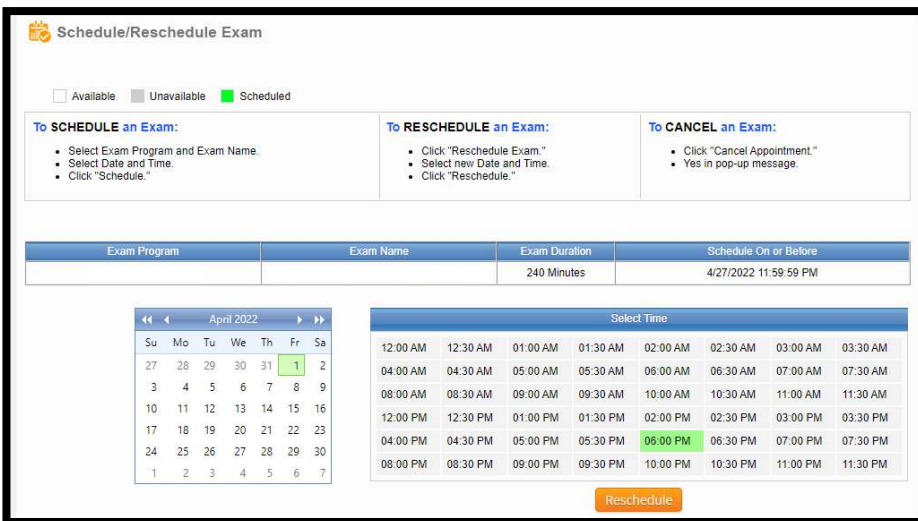
Candidates may cancel or reschedule their testing appointments up to 24 hours prior to the scheduled date and time of the testing appointment. Candidates must cancel or reschedule their testing appointments by accessing the online scheduling system and should refer to their Notice to Schedule email for the specific policies concerning rescheduling and canceling. To reschedule, use the link in the confirmation email and login with the username and password provided in the Notice to Schedule email.

From the Examity LRP dashboard, the candidate should select "Reschedule/Cancel" to proceed. The candidate is directed to a page listing all currently scheduled appointments. The candidate should select "Reschedule or Cancel" for the appointment they wish to modify.



Exam ID	Exam Program	Exam Name	Exam Date	Start Time	Status	Reschedule/Cancel
2710549138			04/01/2022	6:00 PM	Scheduled	<a href="#">Reschedule or Cancel</a>

Figure 9: LRP reschedule/cancel interface



**Schedule/Reschedule Exam**

Available  Unavailable  Scheduled

**To SCHEDULE an Exam:**

- Select Exam Program and Exam Name.
- Select Date and Time.
- Click "Schedule."

**To RESCHEDULE an Exam:**

- Click "Reschedule Exam."
- Select new Date and Time.
- Click "Reschedule."

**To CANCEL an Exam:**

- Click "Cancel Appointment."
- Yes in pop-up message.

Exam Program	Exam Name	Exam Duration	Schedule On or Before
		240 Minutes	4/27/2022 11:59:59 PM

Calendar: April 2022 (1st highlighted)

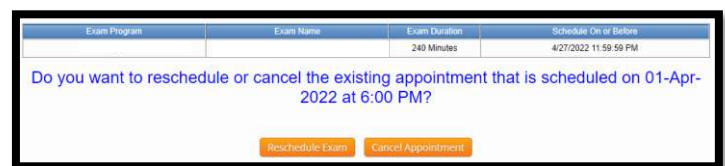
Select Time Grid:

12:00 AM	12:30 AM	01:00 AM	01:30 AM	02:00 AM	02:30 AM	03:00 AM	03:30 AM
04:00 AM	04:30 AM	05:00 AM	05:30 AM	06:00 AM	06:30 AM	07:00 AM	07:30 AM
08:00 AM	08:30 AM	09:00 AM	09:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	01:00 PM	01:30 PM	02:00 PM	02:30 PM	03:00 PM	03:30 PM
04:00 PM	04:30 PM	05:00 PM	05:30 PM	06:00 PM	06:30 PM	07:00 PM	07:30 PM
08:00 PM	08:30 PM	09:00 PM	09:30 PM	10:00 PM	10:30 PM	11:00 PM	11:30 PM

Figure 10: LRP reschedule interface

For rescheduling, the candidate will be directed to a page showing the currently scheduled appointment as well as available appointments for scheduling. Once candidate selects a date on the calendar and a time on the time grid, he/she selects "Reschedule" to confirm the new testing appointment specifics. Once the candidate confirms the testing appointment, the successful scheduling is noted on the screen. Candidates also receive an updated confirmation notice with their testing details.

For cancellation, the candidate selects "Cancel Appointment" and indicates "Yes" in the pop-up message that appears on screen. The successful cancellation is noted on the screen.



Exam Program	Exam Name	Exam Duration	Schedule On or Before
		240 Minutes	4/27/2022 11:59:59 PM

Do you want to reschedule or cancel the existing appointment that is scheduled on 01-Apr-2022 at 6:00 PM?

Figure 11: LRP cancellation interface

**Please note: If the candidate is more than 15 minutes late to the scheduled testing appointment start time, the candidate will be considered a no-show.**

## Live Remote Proctored Test Delivery

When the candidate checks in for the appointment, the process may take approximately 20 minutes to complete the check-in process which includes security checks, ID verification, attestation statements, etc.

On the date and time of the candidate's scheduled testing appointment, the candidate clicks on the link provided in the confirmation notice email, entering his/her username and password from the Notice to Schedule email to return to the LRP dashboard. From the dashboard, the candidate selects "Start Exam" to begin the testing appointment.



Figure 12: LRP Start Exam Interface

Please remember: the candidate whose computer fails the check of system requirements must correct or update the issue or obtain another computer to complete the testing appointment; candidates are required to pass the system requirements check prior to testing.

After the system requirements check, the proctor verifies the identity of the candidate by examining the candidate's government-issued ID. The candidate may communicate with the proctor via chat features available within the live online-proctoring launch site. If directed by the proctor, or in case of technical difficulties, the candidate may contact the proctor by telephone or chat.

The proctor has complete access to the candidate's computer to monitor for unauthorized activities, such as accessing other software applications, using multiple monitors, or having someone else take the examination remotely. The proctor can terminate the testing appointment for integrity reasons at any time.

As part of the login process, the candidate shows the proctor a 360-degree view of his or her environment, including the desk, by holding and moving the webcam or laptop with a webcam as directed by the proctor. After the environment check, the proctor enables the monitoring software, which allows the proctor to watch the candidate via the candidate's webcam and record video and audio during the testing appointment. When the proctor has completed the necessary steps to ensure monitoring, the candidate clicks a link to launch the examination login process.

During the examination login process, the proctor and candidate complete a dual login in which the candidate verifies his or her information, completes the candidate attestation statement, and reviews the testing rules and policies. In addition, prior to launching the examination, the candidate can review the online tutorial of Scantron PASS™.

Testing time for candidates begins when the examination is launched. When candidates complete their examination, they click the "Submit Exam" button and confirm that they are ready to submit the examination. Depending on the examination, a thank-you message or an immediate score report is presented to candidates. Candidates should print this message/report.

## Scantron PASS™ Technical Specifications for Secure LRP Test Administration

### Hardware

- You must use a computer with admin access
- 2 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 2 GB RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available disk space (32-bit) or 20 GB (64-bit) – just for the OS, not applications or data files
- Audio output capability
- Webcam and microphone
- Screen resolution:
  - For best experience, use 1920 x 1080 or higher
  - Minimal acceptable is 1024 x 768
- Optional: Printer (to print candidate score report)

### Software

- Minimum Windows 8 or MAC OS X v10.6
- Latest version of Google Chrome

### Telecommunications:

- High-speed Internet connection (minimum 2 Mbps upload & download, preferred 10 Mbps)
- Browser must:
  - Accept cookies from Scantron's site
  - Allow popup windows
  - Support JavaScript and have it enabled
- Browser must be able to load the following:
  - jQuery, a javascript library (ajax.googleapis.com)
  - AJAX Content (ajax.aspnetcdn.com)
  - MathJax (cdn.mathjax.org)
  - CDN (castlecdn.blob.core.windows.net)
- [www.scantronassessment.com](http://www.scantronassessment.com) should be made a trusted site on all computers used for testing. A trusted site is a Web site that you trust not to damage your computer.