

Scantron's Live Online-Proctored Test Administration

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



Why LOP?

Live online-proctored (LOP) 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.

What's Needed?

The candidate's computer must have webcam capability as well as a microphone and speakers, and the environment should be 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.

Please confirm your demographic information and update if necessary.

Name TEST TEST	Street Address * STREET
Please contact Castle to update your name.	
Email Address * htiwari@castleworldwide.co	Street Address 2 STREET 2
Home Phone * 919-572-6880	Country * US
Work Phone 919-572-6880	State/Province * North Carolina
Cell Phone	City * CITY

 Webcam Not Ready!	 Microphone Not Ready!	 Operating System Windows 10 Ready
 Browser Chrome 67.0.3396.99 Ready	 Internet Speed	

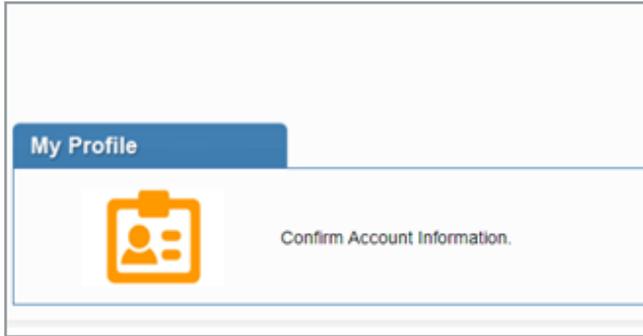
Notice to Schedule

Once the candidate is deemed eligible for testing by the exam sponsor, a Notice to Schedule (NTS) email is sent with instructions about how to use Scantron's online system to schedule a testing appointment.

The email provides the candidate with a username and password, allowing unique access to our scheduling system.

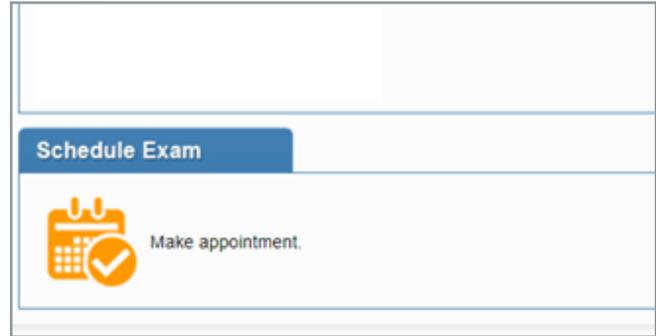
Pre-scheduling Activities

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. Computers that fail the check receive feedback on the issues that must be corrected by updating the computer or using another one.



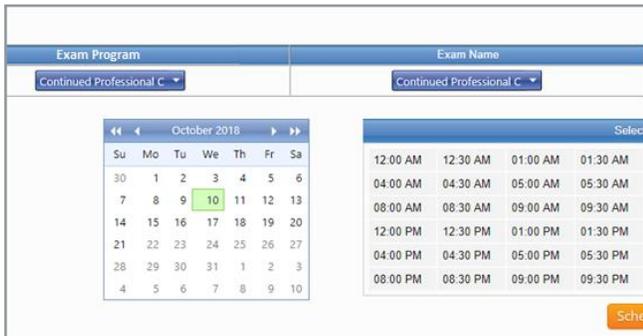
Scheduling Profile

Next the candidate selects “Schedule” and is directed to Exami’s dashboard, where he or she will complete “My Profile, “



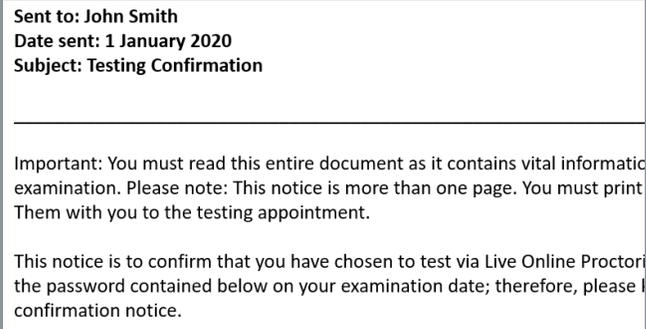
Scheduling Step 1

The candidate selects “Schedule Exam” to proceed and is directed to the scheduling page to select the exam program and exam name to schedule a testing appointment. Only exam programs and names for which the candidate is eligible will appear in the dropdown lists.



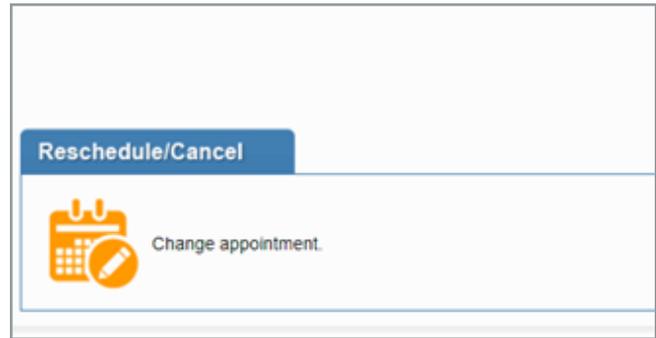
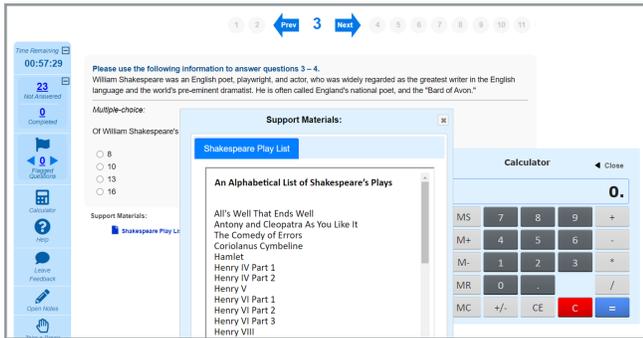
Scheduling Step 2

Once the selection is made, the exam duration and scheduling window are displayed. Available testing appointments are displayed based on the selected date. The times listed are testing appointment start times. 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.



Confirmation Notice

The candidate confirms the testing appointment and the successful scheduling is noted on the screen. Scheduled candidates also immediately receive two confirmation notice emails with the testing appointment details (date and time) and directions, as well as a password specific to that testing appointment and the URL link to initiate the testing appointment at the appropriate time. The testing appointment is also noted on the Exami LOP dashboard.



Sample Test

Candidates can take a sample test within Scantron's testing platform, Proctored Assessment System (Scantron PASS™). They 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 via Scantron's website: <https://www.scantron.com/preparing-for-your-test/>.

Rescheduling & Cancellation

Candidates may cancel or reschedule their exam up to 24 hours prior to the scheduled date and time of the testing appointment. Please reference the NTS email for specific policies concerning rescheduling and canceling.

Use the link in the confirmation notice email and login with the username and password provided in the NTS email. From the Examity LOP dashboard, select "Reschedule/Cancel" to proceed to the scheduling page. Select the exam program and name to reschedule or cancel.

For rescheduling, select a new date and time and click "Reschedule" to confirm the updated appointment. A new confirmation notice will be sent.

To cancel, select "Cancel Appointment." The cancellation will be noted on the screen.

Dear John Smith,

You have successfully scheduled your assessment examination.

Your Examination Information
Your Exam Appointment ID: BYE4UME
Exam Name: ABC Certificate Examination
Appointment Date is: 1/20/2020
Appointment Time: 8:00 a.m.

On the day of your exam please remember to:

1. Log in to the registration page 15 minutes prior to the start of the session using the Username and password provided in your Notice to Schedule email from Scantron. Once you have logged in:
 - a) Complete the attestation statement page and select "Continue" to access the Examity Portal.
 - b) Click the "Start Exam" button.
2. Please have your ID ready to show before you start your exam.



Testing Appointment

At the scheduled appointment, the candidate uses the link provided in the confirmation email and enters the username and password from that email to return to the LOP dashboard. From the dashboard, the candidate selects "Start Exam" to begin the testing appointment. A system requirement check is conducted and must be passed to test.

If the candidate is more than 30 minutes late to the appointment start time, the appointment must be rescheduled.

Checking in with the Proctor

The candidate is then connected to the proctor, who verifies the candidate's identity by examining the candidate's government-issued ID.

The two parties communicate via a chat feature within the LOP launch site or the computer's microphone. If needed, the two may speak by telephone.

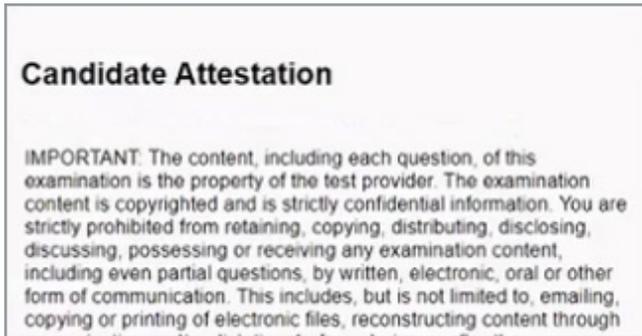


Proctor Authority

The candidate gives the proctor access to the computer to monitor for unauthorized activities, such as accessing other software applications, using multiple monitors, or having someone else take the examination remotely. The candidate must also verbally agree to any rules set by the test sponsor. The proctor can terminate the testing appointment for integrity reasons at any time.

Environmental Scan

The candidate shows the proctor a 360-degree view of his or her environment, including the top of and underneath the desk, by holding and moving the webcam or laptop webcam as directed by the proctor. The proctor then enables the monitoring software for watching and recording the candidate. Once this is complete, the candidate clicks a link to launch the examination login process.



Pre-Test Login Activities

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™.

Taking the Test

The candidate is now able to take his or her test. Once finished, the candidate selects the “Submit Exam” button and confirms that they are ready to submit the examination.

Depending on the exam, a thank-you message or an immediate score report is presented to candidates. Candidates should print this message/report.

The proctor will then inform the candidate that he or she is free to log out of the portal and disconnect from the proctor.