

STUDENT QUICK START GUIDE

ATI Remote Proctoring 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.
- Ensure your internet speed is between 0.092 0.244 Mbps. You can test your internet speed using www.speedtest.net

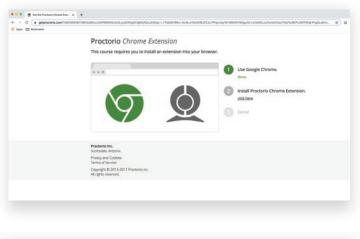
Ready to take the assessment?

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. The available proctored assessment will show. 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.

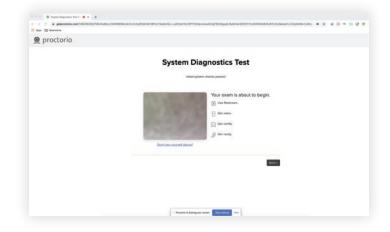


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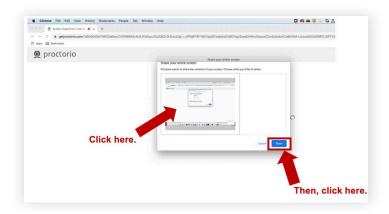
Once the extension is installed, navigate back to the getproctorio.com webpage. You will see a list of instructions, restrictions, and data collected during the assessment. **IMPORTANT:** At the bottom of the page, you may encounter a warning regarding RAM. We recommend closing all other systems or windows.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

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	Before you Begin
	This exam will be monitored by Proceeds. Here's what you should know:
	During the exam, the following will be restricted:
	 Your browser will be in fullecreen mode during the exam preventing you from opening any other program. If you leave the exam, it will end automatically.
	 Any loss of network connectivity and the exam will end automatically, please make sure your current, connection is stable during the entire exam.
	 Your clipboard will be disabled during the exam. Copy and paste functions will not work and your current, clipboard will be emploid.
	 You will not be able to begin the exam until you disconnect additional screens or monitors.
	 You will not be allowed to open new tabs or windows during the exam.
	 You will not be allowed to right click the exam.
	 You will not be allowed to print the exam.
	- You will not be allowed to download or save any internal files during the man.
	The following information will be collected during the duration of the exam:
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	The results of your actions may result in policy violations, at this institution's discretion.
	Accessibility options:
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	our computer has enough RAM installed, only 1.16GB is available at this moment.
This is at or below th	e minimum requirement of 2GB. We recommend restarting your computer or
closing other program	ms before proceeding. Learn more about what this means.

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.



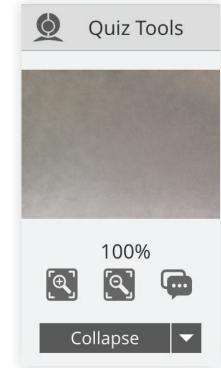
Next, you will be asked to show a photo ID to the camera. This is used to validate your identity. Click *Next.*

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.

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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.

If your browser freezes during the exam, please exit out of the browser immediately to prevent losing time. Reopen the browser and navigate back to the Test tab. If this doesn't resolve the issue, please contact your proctor so they can troubleshoot with ATI Support.

Once you complete the assessment, your Proctorio session will end, and your results will be available to your instructor and the student portal (if enabled by your institution).

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.