

How To Proctor An Online Assessment

The responsibility of a proctor is to ensure the security of the Assessment and the testing environment.

Prior to administering the ATI Online assessment:

- In order to proctor an assessment, you must have an ATI Account with Proctor, Instructor, or Director Status. If you do not have an ATI account, you can create one by going to [.atitesting.com](http://atitesting.com) and clicking Create New Account. For security reasons, all new accounts are set as student accounts. Once you have created your account, you must contact ATI at 1-800-667-7531 to get proper status.
- Verify that you have your Assessment ID and Password for the exam you are planning to give. If you do not have your Assessment ID, contact ATI at 1-800-667-7531.

Checking Computer and Network Settings:

- Browser Settings: Confirm the browser on the computers to be used for testing or monitoring Assessments. ATI's system is most efficient with Internet Explorer 5.5 or higher. The following browsers are supported by ATI:
 - Internet Explorer 5.5 or Higher [://www.microsoft.com/downloads](http://www.microsoft.com/downloads)
 - Netscape 6.0+
 - Mozilla
 - Firefox

Ensure the browser has the following enabled/installed:

- Per session and persistent cookies
 - JavaScript
 - Adobe Acrobat Reader
 - Your popup blocker MUST allow pop-ups from *.atitesting.com
- Network Settings: If your network uses a proxy or caching server, set it to allow (not cache) traffic from our website or enter our domain, [.atitesting.com](http://atitesting.com), as an exception in the settings.

Insufficient bandwidth will cause potentially serious problems with system response.

- Workstation Settings: If you are using older WIN98 machines, please conduct a demo prior to testing to rule out potential problems.

If you are using content filtering of any kind, set up ATI's website to be an exception. Nursing content can potentially trigger such software.

Silverlight must be installed on all workstations accessing [.atitesting.com](http://atitesting.com).

If you have any questions regarding workstation or network configuration, please contact ATI tech support at 1-800-667-7531 or email @atitesting.com prior to testing.



YOU MAY BEGIN.

Testing After Hours:

Our office hours are 7am – 6pm Central Standard Time. If you are testing after our regular business hours or on Saturday, please call or email your Customer Account Manager 2 weeks prior to the test dates with the following information:

- School Name
- Assessment ID
- Date and time of the exam (be sure to mention your time zone)
- Name of person proctoring the exam
- Contact phone number of the person proctoring the exam

Time Allowed & Number of Questions:

- CMS (Content Mastery Series) Assessments: Forms A & B. The time limit for these Assessments is one minute per question, please see chart below for number of questions per Assessment:

Assessment Name	# of Questions/Minutes
Critical Thinking Entrance/Exit	40
RN Assessments	
RN Fundamentals 2007	65
RN Adult Medical Surgical 2007	95
RN Maternal Newborn 2007	65
RN Nursing Care of Children 2007	65
RN Mental Health 2007	65
RN Pharmacology 2007	65
RN Leadership 2007	65
RN Community Health 2007	55
RN Nutrition 2007	65
RN Comprehensive Predictor 2007	180
PN Assessments	
PN Fundamentals 2008	65
PN Adult Medical Surgical 2008	95
PN Maternal Newborn 2008	55
PN Nursing Care of Children 2008	65
PN Mental Health 2008	55
PN Pharmacology 2008	55
PN Management 2008	65
PN Comprehensive Predictor 2008	180

- **TEAS Assessment (all versions):** This is a four-part Assessment with subtests* in Reading, Mathematics, Science and English (in that order only). The total testing time for the TEAS is 3 hours and 29 minutes.

Each subtest has a separate time limit:

Subtest	Time Allocated	# of Questions
Reading	50 minutes	40
Mathematics	56 minutes	45
Science	38 minutes	30
English	65 minutes	55

* If you do not want to administer all four TEAS subtests, please advise your ATI Account Manager of which subtests you would like to administer when you order the Assessment.

General Assessment Information:

- Scrambled versions of the Assessments are used to ensure test security.
- Any question that is not answered will be scored as incorrect.
- No communication is permitted between examinees while taking the Assessment.
- All examinees should begin testing at the same time.
- Proctors may not answer any questions concerning the content of the Assessment or any meaning of questions asked on the assessment.
- If you need to re-assess a student on a particular Assessment, contact ATI to receive a retake Assessment ID and password. **DO NOT ADMINISTER RETAKES UNDER THE ORIGINAL ASSESSMENT ID.**

Assessment Administration:

- It is important to identify the prospective examinee. Proper identification should be provided as evidence if the students are not known to the proctor.
 - Identification does not have to be a drivers license, but should include
 - A current photograph
 - Examinee's signature
 - A permanent address
 - If pre-registration is required by the institution, examinees should be checked against a roster provided by the school as they enter the testing room.
- The following items are **PERMITTED** during the Assessment:
 - Writing utensil
 - Scratch paper – provided by the proctor and must be collected and destroyed following the exam
 - Calculator (all exams except for the TEAS exam)

➤ The following items are PROHIBITED during the Assessment:

- Food or Drink
- Textbooks or reference books of any kind
- Sunglasses, hats or a hood
- Music (CD players, MP3 players, iPods, etc.)
- Communication (cell phones, pagers, PDA's, etc.)

Initiating and Proctoring an Assessment

- Log on to .atitesting.com by entering your Username and Password in the Sign-In box.
- Go to the Manage Assessments section and select the Proctor Assessment activity.

Faculty Home | Manage Assessments | Manage Tutorials | View Results | Manage User Access | Demos | C-MAP™ | My Professional Development

>> Control all aspects of assessments. [Show me more](#)

CHOOSE ACTIVITY:

View IDs/Passwords | **Proctor Assessments** | Close Assessments | Enable/Disable Features | Set Benchmarks | Build Assessments

To proctor an assessment now, enter an Assessment ID and Assessment Password below.

Proctor Assessments

Enter information below

ID: Password:

- Enter the Assessment ID and Assessment Password issued by ATI.
- Once you have entered the Assessment ID and Assessment Password, the Monitor screen will appear. Verify this is the correct Assessment and there are enough Assessments available.

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CHOOSE ACTIVITY:

- View IDs/Passwords
- Proctor Assessments**
- Close Assessments
- Enable/Disable Features
- Set Benchmarks

To proctor an assessment now, enter an Assessment ID and Assessment Password below.

Monitor Another Assessment [Manage Students](#)

Questions?
Chat with us live!
[CLICK HERE >>>](#)

Live chat by LivePerson

Institution:	Assessment ID:	Assessment:	Tests Completed:	Tests Purchased:	Students Testing:	Hide Results:
ATI	834768	RN Leadership 2007 Form B	0	5	0	<input type="checkbox"/>

[Refresh/Submit Now](#) Auto-Refresh / Submit every minute(s).

WARNING!
No warning message has been logged

STUDENT STATUS
There are no students to proctor

STOPPED ASSESSMENTS
There are no stopped Assessments

COMPLETED ASSESSMENTS
There are no completed Assessment

[Refresh/Submit Now](#) [Stop Monitoring](#)

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- If you prefer for the students to NOT get their results immediately, you can check the Hide Results button. This will allow you to release the results at a later date.
- You have now successfully opened the Assessment and the examinees can now begin logging on the Assessment.

Student Sign In

- Instruct the examinees to log on to .atitesting.com using their personal Username and Password. If they do not have a username, they need to click on Create New Account from the ATI home page.
 - If the examinee has an account but does not remember their username and password, click on Manage Students from the monitor screen.



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[Faculty Home](#) **Manage Assessments** | [Manage Tutorials](#) | [View Results](#) | [Manage User Access](#) | [Demos](#) | [My Professional Development](#)

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View
IDs/Passwords

Proctor
Assessments

Close
Assessments

Enable/Disable
Features

Set
Benchmarks

To proctor an assessment now, enter an Assessment ID and Assessment Password below.

[Monitor Another Assessment](#) [Manage Students](#)



Live chat by LivePerson

Institution:	Assessment ID:	Assessment:	Tests Completed:	Tests Purchased:	Students Testing:	Hide Results:
ATI	834789	RN Leadership 2007 Form B	0	5	0	<input type="checkbox"/>

[Refresh/Submit Now](#) Auto-Refresh / Submit every minute(s).

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COMPLETED ASSESSMENTS

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[Refresh/Submit Now](#) [Stop Monitoring](#)

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- o Use the filter options to search for the examinee's name. Their Username will appear next to the examinee's name. Then click on the Display Password button to view the password.



YOU MAY BEGIN.



Manage users by filtering and choosing an activity below.

STEP 1 of 2 - Filter below.

Filter Results

Institution: ATI CNE **Class:** All Classes **Student Name Contains:** **Last Login Date (Greater than):** **Last Name Begins With:** All **Course:** All Courses

STEP 2 of 2 - Select an activity below.



Print To PDF **Manage Below**

Last Name:	First Name:	User Name:	Paper Pencil ID:	Class:	Institution:	Role:	Password:
000295325	fn295325	J00295325	A02953254	ATI CNE	ATI CNE	Student	<input type="button" value="Display Password"/>
000338825	fn338825	J00338825	A03388252	ATI CNE	ATI CNE	Student	<input type="button" value="Display Password"/>
000338828	fn338828	J00338828	A03388286	ATI CNE	ATI CNE	Student	<input type="button" value="Display Password"/>
000338830	fn338830	J00338830	A03388302	ATI CNE	ATI CNE	Student	<input type="button" value="Display Password"/>
000338833	fn338833	J00338833	A03388336	ATI CNE	ATI CNE	Student	<input type="button" value="Display Password"/>
000338964	fn338964	J00338964	A03389649	ATI CNE	ATI CNE	Student	<input type="button" value="Display Password"/>
000338976	fn338976	J00338976	A03389763	ATI CNE	ATI CNE	Student	<input type="button" value="Display Password"/>
000339051	fn339051	J00339051	A03390514	ATI CNE	ATI CNE	Student	<input type="button" value="Display Password"/>
000339067	fn339067	J00339067	A03390670	ATI CNE	ATI CNE	Student	<input type="button" value="Display Password"/>

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- o If the examinee's name does not appear on the list, you will need to call ATI to retrieve the information.



YOU MAY BEGIN.

- Once the examinee has successfully entered into the website, they go to the My eLearning section. They enter the Assessment ID information into the Take Assessments area of the Access Center and press the Submit button. The examinee is NOT required to enter a password for the proctored Assessment.

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Student Home | My eLearning | My Results & Remediation | Payments | Demos

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Access Center **Take Assessments** **Access Tutorials** **Join A Course**

Assessment ID: Tutorial ID: Tutorial Password: Course Activation Code:

My Assessments My Tutorials

My Assessments (In Progress) To refresh the list of assessments, press the "Refresh Proctor Availability" button.

Assessment Name:	Assessment ID:	Date Taken:	Proctor Available:

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- The examinee will then see an instructional page prior to the start of the Assessment. They are required to read over these instructions while waiting to be approved for the Assessment.

Monitoring an Assessment

- As the examinees enter the Assessment ID and are reading the instructions, their names will begin showing up on the monitor screen under Student Status section.
- Select the Approve button to the left of each name. Then click the Refresh/Submit Now button.



Live chat by LivePerson

Institution:	Assessment ID:	Assessment:	Tests Completed:	Tests Purchased:	Students Testing:	Hide Results:
A & D SOPN	126558	Test of Essential Academic Skills 2.0	0	6	0	<input type="checkbox"/>

[Refresh/Submit Now](#) Auto-Refresh / Submit every minute(s).

WARNING!
No warning message has been logged

STUDENT STATUS

Proctor Action	Student Name	Status	Current Section	Questions Completed	Time Taken (min)
<input type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> No Action	Reynolds, Megan	Waiting For Proctor	NA	/	NA

STOPPED ASSESSMENTS
There are no stopped Assessments

COMPLETED ASSESSMENTS
There are no completed Assessment

[Refresh/Submit Now](#) [Stop Monitoring](#)

- Shortly after you click Approve the examinee will be prompted by a Start button. Once they begin the assessment, you can monitor the examinees progress in the Student Status section.

Monitor Another Assessment Manage Students

Chat with us live! [CLICK HERE](#)
Live chat by LivePerson

Institution:	Assessment ID:	Assessment:	Tests Completed:	Tests Purchased:	Students Testing:	Hide Results:
A & D SOPN	126558	Test of Essential Academic Skills 2.0	0	6	1	<input type="checkbox"/>

[Refresh/Submit Now](#) Auto-Refresh / Submit every minute(s).

WARNING!
No warning message has been logged

STUDENT STATUS

Proctor Action	Student Name	Status	Current Section	Questions Completed	Time Taken (min)
<input type="checkbox"/> Stop Test	Reynolds, Megan	Testing	1/4	6/40	1/50

STOPPED ASSESSMENTS
There are no stopped Assessments

COMPLETED ASSESSMENTS
There are no completed Assessment

[Refresh/Submit Now](#) [Stop Monitoring](#)

Warning Section

- If an examinee attempts to click outside of the testing window, the action will appear in the Warning Section. This feature is designed to prevent examinees from accessing other information during the assessment. As the Proctor, you have the option to Log or Ignore the incident. Data is not recorded if the ignore button is selected. All warnings on the proctor screen will have a corresponding warning message on the examinees screen.

Monitor Another Assessment Manage Students

Questions? Chat with us live! CLICK HERE
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Institution:	Assessment ID:	Assessment:	Tests Completed:	Tests Purchased:	Students Testing:	Hide Results:
A & D SOPN	126558	Test of Essential Academic Skills 2.0	0	6	1	<input type="checkbox"/>

Refresh/Submit Now Auto-Refresh / Submit every 1 minute(s).

WARNING!

Proctor Action	Student Name	Message
<input type="radio"/> Log <input type="radio"/> Ignore	Reynolds, Megan	Clicked outside of the browser.

STUDENT STATUS

Proctor Action	Student Name	Status	Current Section	Questions Completed	Time Taken (min)
<input type="checkbox"/> Stop Test	Reynolds, Megan	Testing	1/4	6/40	1/50

STOPPED ASSESSMENTS
There are no stopped Assessments

COMPLETED ASSESSMENTS
There are no completed Assessment

Stopped Assessment Section

- The Stopped Assessments section registers examinees whose Assessments have been stopped. The answers already submitted will be saved and the time will stop progressing.

Monitor Another Assessment Manage Students

Questions? Chat with us live! CLICK HERE >>>
Live chat by LivePerson

Institution:	Assessment ID:	Assessment:	Tests Completed:	Tests Purchased:	Students Testing:	Hide Results:
A & D SOPN	126558	Test of Essential Academic Skills 2.0	0	6	0	<input type="checkbox"/>

Refresh/Submit Now Auto-Refresh / Submit every 1 minute(s).

WARNING!
No warning message has been logged

STUDENT STATUS
There are no students to proctor

STOPPED ASSESSMENTS

Proctor Action	Student Name
<input type="radio"/> Close <input type="radio"/> Abandon <input type="radio"/> No Action	Reynolds, Megan

Note: If a student listed under Stopped Assessments wishes to resume the test, DO NOT choose either Close or Abandon. Instruct the student to select Take an Assessment from his/her menu and then click on the appropriate assessment showing under Stopped Assessments on the next screen. The student's name will then appear on the proctor screen under the main Student Status section with an option to Resume the assessment. Choose Resume and then click the Refresh/Submit now button to allow the student to resume.

COMPLETED ASSESSMENTS
There are no completed Assessment

Refresh/Submit Now Stop Monitoring


- Select the Close or Abandon ONLY if the examinee will not be finishing the assessment as these options will lock the assessment:

- Close – will score the assessment and include the test results in the class test statistics. Any unanswered questions will be scored as incorrect.
- Abandon – will not include the scores in the statistics and the examinee will not receive a score for the assessment.
- If the examinee is going to resume the test where they left off. Do not select any of the options under Stopped Assessments. The examinee needs to sign back on to .atitesting.com and click on Take an Assessment. The test will show up on the examinees screen as a stopped Assessment. They need to click on the name of the Assessment they want to resume.
- Once they click on the Assessment name, the examinees name will return to the Student Status section on the Monitor screen. You will then click Resume to the left of the examinees name to let them back into the Assessment.

Completed Assessments Section (Instructor & Director Status)

- The Completed Assessments section lists the examinees that have completed the Assessment and their percentage correct score.
- By clicking on the examinees name, you can see the complete individual score report.
- Once all examinees have finished the Assessment, the proctor should click the Stop Monitoring button. This completes the monitoring process.

Monitor Another Assessment
Manage Students



Questions?
Chat with us live!
[CLICK HERE](#)

Live chat by LivePerson

Institution:	Assessment ID:	Assessment:	Tests Completed:	Tests Purchased:	Students Testing:	Hide Results:
A & D SOPN	126558	Test of Essential Academic Skills 2.0	1	6	0	<input type="checkbox"/>

Refresh/Submit Now
 Auto-Refresh / Submit every minute(s).

WARNING!
No warning message has been logged

STUDENT STATUS
There are no students to proctor

STOPPED ASSESSMENTS
There are no stopped Assessments

COMPLETED ASSESSMENTS	
Student Name:	% Correct
Reynolds, Megan	100%

Refresh/Submit Now
Stop Monitoring

NOTE: When the designated time for the Assessment has expired, the Assessment will automatically close and calculate the score for the examinee.

Retrieving the Assessment Results Online (via Quick Report):

- You must have Director or Instructor Access in order to pull Assessment results.
- Log on to .atitesting.com and click on View Results.
- Enter the Assessment ID next to the type of report you wish to run and click Build:
 - Group Report will give you statistics for the entire group of testers plus a list of all testers and their scores
 - Individual Report will give you a detailed diagnostic report for each examinee.

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Quick Reports | Report Wizard | Custom Reports | Data Extract | Focused Review

Quick Reports offers the ability to generate the reports listed in three clicks or less whenever possible. To generate an Assessment Report, enter an Assessment ID and click "Build". To generate a Tutorial Report, enter a Tutorial ID, click "Enter", make a module selection, and click "Build".

Select Assessment Report to Build:
Rollover report below to view description.

	Assessment ID:	Build Reports Below
Group Report	<input type="text"/>	<input type="button" value="Build"/>
Individual Report	<input type="text"/>	<input type="button" value="Build"/>
Combined Group/Individual Report	<input type="text"/>	<input type="button" value="Build"/>
TEAS Report	<input type="text"/>	<input type="button" value="Build"/>
Question Analysis	<input type="text"/>	<input type="button" value="Build"/>
Critical Thinking Analysis Report	<input type="text"/>	<input type="button" value="Build"/>
Individual Transcript	<input type="text"/>	<input type="button" value="Build"/>
NET/HOBET Report	<input type="text"/>	<input type="button" value="Build"/>

Select Tutorial Report to Build:
Rollover report below to view description.

Group Report	Tutorial ID: <input type="text"/>	<input type="button" value="Enter"/>
Individual Report	Tutorial ID: <input type="text"/>	<input type="button" value="Enter"/>
Combined Group/Individual Report	Tutorial ID: <input type="text"/>	<input type="button" value="Enter"/>
Individual Transcript	Tutorial ID: <input type="text"/>	<input type="button" value="Enter"/>

- For more information or questions about pulling reports, contact your ATI Sales Representative or your ATI Account Manager.