

Proctor's Quick Start Guide

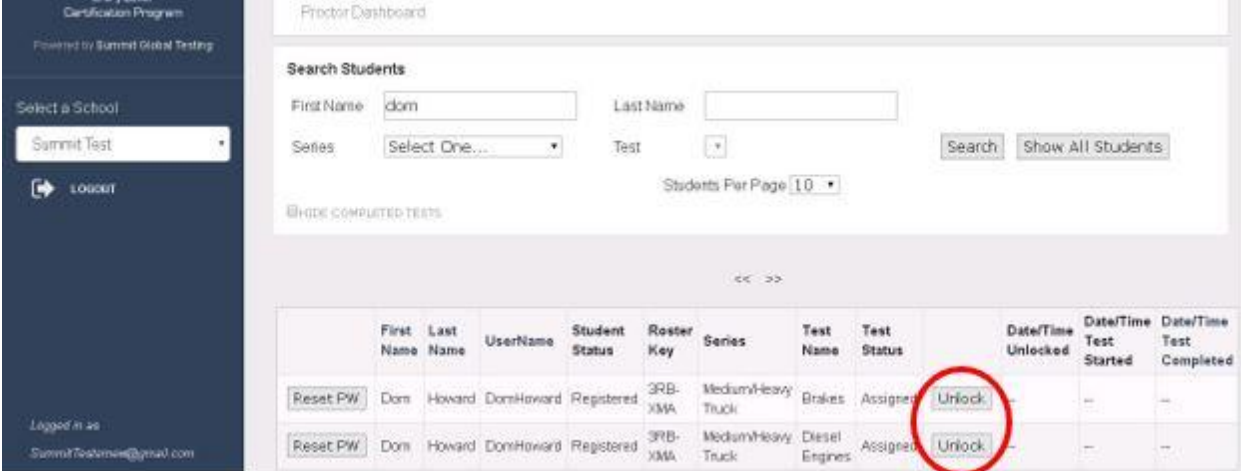
The Summit Test Delivery System requires minimal setup to begin delivering tests. This start up guide covers everything you will need to know to Proctor a test.

Accept Role

You will receive an email with instructions on how to accept your role as a Proctor. You will only need to do this step one time.

Proctor the Test

When you are assigned to Proctor the test, arrive at the testing location. You will need to verify the test-taker's identification via a government-issued ID card. Sign into the system and locate the test-taker's name. Click the "Unlock" button next to the appropriate test for the test-taker (note that there may be more than one test assigned to that individual, so verify you are unlocking the correct test).



The screenshot shows the ProctorDashboard interface. On the left is a dark sidebar with 'Summit Test' selected and a 'Logout' button. The main area has a search form with fields for First Name (filled with 'dom'), Last Name, Series (dropdown), and Test (dropdown). Below the search form is a table with columns: First Name, Last Name, UserName, Student Status, Roster Key, Series, Test Name, Test Status, Date/Time Unlocked, Date/Time Test Started, and Date/Time Test Completed. Two rows are visible, both for 'Dom Howard'. The 'Unlock' button in the second row is circled in red.

	First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status	Date/Time Unlocked	Date/Time Test Started	Date/Time Test Completed
Reset PW	Dom	Howard	DomHoward	Registered	SRB-XMA	Medium-heavy Truck	Brakes	Assigned	Unlock	--	--
Reset PW	Dom	Howard	DomHoward	Registered	SRB-XMA	Medium-heavy Truck	Diesel Engines	Assigned	Unlock	--	--

The test-taker will have 15 minutes to begin taking the test. If the test-taker does not begin taking the test within 15 minutes, the Proctor will need to log in and unlock the exam again.

Proctor's Responsibility

The Proctor is responsible for verifying the candidate's identity, enabling the computer-based test for the test-taker, and providing general oversight of the student during the testing session. This includes ensuring that there is no cheating of any kind, including giving or receiving help, using books or notes, etc.