# 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<sup>™</sup>, 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.

Following these administrative tasks, the candidate selects

"Schedule" to proceed to testing appointment scheduling.

Please confirm your den	nographic i	nformation and update if neces	sary.			
Verify that the first name and last i name and last name on the go						
Name		Street Address *				
TEST KATRINA		STREET				
Please contact Scantron to update	your name.					
Time Zone *		Street Address 2				
US Eastern Time (-05:00)	~	STREET 2	0			
Email Address *		Country *				
katrina.simmons@scantron.com	0	US	٢			
Home Phone *		State/Province *				
919-572-6880	0	North Carolina				
Work Phone		City *				
919-572-6880	0	CITY	٢			
		Postal Code *				
Cell Phone		27560	8			

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.

Before scheduling a live remote p you test your system for <i>both</i> of th	roctoring exam, please make sure that ne following system requirements:
Examination Delivery Requirement	nts
Live Remote Proctor Requiremen	<u>ts</u>
	Schedule / Take a live remote proctoring exam

Figure 3: System check links and proceed to scheduling

Description of Live Remote Proctored Test Administration

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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.

Dashboard	Start Exam	My Profile	Schedule Exam	Reschedule/Cancel	Logout	IEmail Support	Phone Support: 855-EXAMITY
🏠 Dash	board						
			_				
			SI	tart Exam		7	
				Begin sch	eduled exam.		
My Prot	file		s	chedule Exam		Resched	ule/Cancel
	c.	onfirm Account Inf	ormation.	Make app	ointment.		Change appointment.
							1

Figure 4: LRP dashboard

		Sch	hedule											
Available Unava				-										
SCHEDULE an Exam:						То	RESCHEDULE 8	n Exam:			To CANCI	EL an Exam	11	
Select Exam Program and Exam Name.     Select Date and Time.     Olick: "Schedule "						Click "Reschedule Exam."     Select new Date and Time.     Click "Reschedule."			Click "Cancel Appointment."     Yes in pop-up message.					
<ul> <li>Click Schedule.</li> </ul>	Glick "Schedule."						Click "Reschedule."							
Exam Pro	aram					Exam Nam			Exam Duration					
	grani						e		Exam Duration			Schedu	le On or Before	
i i	igram	•				Exam Nam	e 		240 Minutes				le On or Before 22 11:59:59 PM	
3	gram	•				1	e •		240 Minutes					
1		•	Apri	1 2022	H	1	e 		240 Minutes	t Time				
1				We Th	Fr Si		-		240 Minutes		02:30 AM			
1	-	Мо				12:00	AM 12:30 AM		240 Minutes Selec	:t Time	02:30 AM 06:30 AM	4/27/20	22 11:59:59 PM	
	44 Su	Мо	Tu	We Th	Fr Si	12:00 04:00	AM 12:30 AM AM 04:30 AM	01:00 AM	240 Minutes Select 01:30 AM	ct Time 02:00 AM		4/27/202 03:00 AM	22 11:59:59 PM 03:30 AM	
)	44 Su 27	Mo 28 4	Tu	We Th 30 31	Fr Si 1	12:00 04:00 08:00	AM 12:30 AM AM 04:30 AM AM 08:30 AM	01:00 AM 05:00 AM	240 Minutes Seler 01:30 AM 05:30 AM	t Time 02:00 AM 06:00 AM	06:30 AM	4/27/202 03:00 AM 07:00 AM	22 11:59:59 PM 03:30 AM 07:30 AM	
	44 Su 27 3	Mo 28 4 11	Tu 29 5	We Th 30 31 6 7	Fr Si 1 : 8 9 15 16	12:00 04:00 08:00 12:00	AM 12:30 AM AM 04:30 AM AM 08:30 AM PM 12:30 PM	01:00 AM 05:00 AM 09:00 AM	240 Minutes Select 01:30 AM 05:30 AM 09:30 AM	2:00 AM 02:00 AM 06:00 AM 10:00 AM	06:30 AM 10:30 AM	4/27/202 03:00 AM 07:00 AM 11:00 AM	03:30 AM 07:30 AM 11:30 AM	

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.

Figure 5: LRP scheduling interface

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.

		Appointment sched	iled successfully.
Exam ID	2210349136	Student Name	TEST KATRINA
Exam Program		Exam Name	
Exam Date	04/01/2022	Exam Time	6:00 PM
Status	Scheduled		

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.

Exam Confirmation	S C A N T R O N. SMART STARTS HERE	ECTER YEST INTEGRITY				
		Dear TEST KATRINA,				
IMPORTANT: You must read this entire document as it cor						
Please note: This notice is more than one page. You must be able to access this informati	on on your exam appointment date, either as a printed document or as an email.	You have successfully scheduled your Personal Trainer exam.				
DO NOT DELETE THIS CONFIRMATION NOTICE	PRIOR TO YOUR EXAM APPOINTMENT.					
		Your Exam Information				
This notice is to confirm that you have chosen t You will need the exam password contained below on your examination		Your Exam Appointment ID :	2210349055			
		Exam Name :				
You will also receive a confirmation notice for If you have not received the email within two bus		Appointment Date :	01/27/2022			
If you have not received the email within two bus	iness days, please contact 919-572-6880.	Appointment Time :	17:30:00 [Eastern Time ]			
PRIOR TO EXAM DAY	ACCESSING THE EXAM ON EXAM DAY					
To minimize any disruption during your exam, it is recommended that you perform three	In order to access the Examity portal on your scheduled exam day, please					
system checks prior to taking your exam.	navigate to https://www.scantronassessment.com/registration and log in using					
	the username and password provided below	On the day of your exam please remember to:				
<ol> <li>To configure your system for the LRP environment before the exam, click here: https://test.examity.com/systemcheck/ComputerReadinessCheck.aspx</li> </ol>	Username: 858857843	1. Log in to the registration page no more than 15 minutes prior to the start of the se	assion using the username and password provided in your Notice to Schedule			
To check your system for Scantron's delivery system, click here:	Password: 74769495	email from Scantron .Your proctor will connect with you as soon as they can, but r				
https://www.scantronassessment.com/pass/PassLogin/SystemRequirements.aspx	Fushional 747 05455					
3. To check your microphone and webcam are enabled for GotoMeeting, click here:	Your examination is:	a) Complete the attestation statement page and select "Continue" to access the	e Examity Portal.			
https://support.goto.com/meeting/help/join-a-test-session-g2m050001	Your exam password is: mkn2cZZ	b) Click the "Start Exam" button.				
	Your examination date is: Please reference your Examity scheduling		You will need the exam password printed in the confirmation email sent to you by			
	confirmation email for the exact date and time of your examination.	Scantron to access the exam.				

Figure 8: Examity confirmation email

Description of Live Remote Proctored Test Administration

Figure 7: Scantron confirmation email

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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<sup>™</sup>). 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.

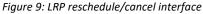
Candidates can view a sample test and testing instructions via Scantron's website: <u>https://www.scantron.com/preparing-for-your-test/</u>.

### 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.

	ule/Cancel					
5 10	5 0	<i>c</i>	<b>5 3 1</b>	0 T	<i>6</i>	D 1 1 1 10
Exam ID	Exam Program	Exam Name	Exam Date	Start Time	Status	Reschedule/Cance
2210349136			04/01/2022	6:00 PM	Scheduled	Reschedule or Cancel



<ul> <li>SCHEDULE al</li> <li>Select Exam</li> <li>Select Date a</li> <li>Click "Schedu</li> </ul>	Progra Ind Tim	m and	Exan	n Name	э.				Clic     Sel	HEDULE a k "Reschedu ect new Date k "Reschedu	le Exam." and Time.		• Clic	EL an Exar k "Cancel Ap in pop-up me	pointment."	
Exam	n Progr	am						Exam I	Name		Exam Dur 240 Minu			Schedule O 4/27/2022 1		
	••	(	Ap	oril 202.	2	•	••					Sele	ct Time			
	<b>۱۱</b> Su	( Mo	Ap Tu	ril 202 We	2 Th		₩ Sa		12:00 AM	12:30 AM	01:00 AM	Sele 01:30 AM	ct Time 02:00 AM	02:30 AM	03:00 AM	03:30 AN
	_						_		12:00 AM 04:00 AM	12:30 AM 04:30 AM	01:00 AM 05:00 AM			02:30 AM 06:30 AM	03:00 AM 07:00 AM	03:30 AN 07:30 AN
	Su 27 3	Мо	Tu	We	Th	Fr 1 8	Sa 2 9					01:30 AM	02:00 AM			
	Su 27 3 10	Mo 28 4 11	Tu 29 5 12	We 30 6 13	Th 31 7 14	Fr 1 8 15	Sa 2 9 16		04:00 AM	04:30 AM	05:00 AM	01:30 AM 05:30 AM	02:00 AM 06:00 AM	06:30 AM	07:00 AM	07:30 AN
	Su 27 3	Mo 28 4	Tu 29 5	We 30 6	Th 31 7	Fr 1 8	Sa 2 9		04:00 AM 08:00 AM	04:30 AM 08:30 AM	05:00 AM 09:00 AM	01:30 AM 05:30 AM 09:30 AM	02:00 AM 06:00 AM 10:00 AM	06:30 AM 10:30 AM	07:00 AM 11:00 AM	07:30 AN 11:30 AN

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.

Page 3

Figure 10: LRP reschedule interface

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.



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.

Description of Live Remote Proctored Test Administration

## Live Remote Proctored Test Delivery

With LRP, the candidate to proctor ratio is low; there are only up to 4 candidates to each proctor. 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.

S	Start Exam											
	Please turn OFF pop-up blocker on your browser before you start exam.											
		is already installed. Please proceed to s	step 2 and click on 🍙									
ſ	Step 2											
	Exam ID	Course Name	Exam Name	Exam Date	Exam Time	Connect to Proctoring						
	2210349055			01/27/2022	5:30 PM	۲						

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 onlineproctoring 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.

Description of Live Remote Proctored Test Administration

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

#### <u>Hardware</u>

- 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
  - o Minimal acceptable is 1024 x 768
- Optional: Printer (to print candidate score report)

#### <u>Software</u>

- 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:
    - o jQuery, a javascript library (ajax.googleapis.com)
    - AJAX Content (ajax.aspnetcdn.com)
    - MathJax (cdn.mathjax.org)
    - CDN (castlecdn.blob.core.windows.net)
- <u>www.scantronassessment.com</u> 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.

Description of Live Remote Proctored Test Administration

Page 5