Virtual Proctoring the INACE

Setting up for the exam: The Proctor's monitoring screen

The Proctor may Show and Hide the list of candidates, Lock and Unlock individual candidates or the entire class's access to the exam, Refresh the data displayed during the exam administration, review the data, etc.

> Open www.nurseaidetesting.com
> Click the **Exam Registration** link under **Popular links.**
> The Sign In screen appears.
> Log in using the Proctor's Login and Password.
> Find the appropriate administration.
> Click the **Show/Hide Students** button to display the list of candidates in the administration.
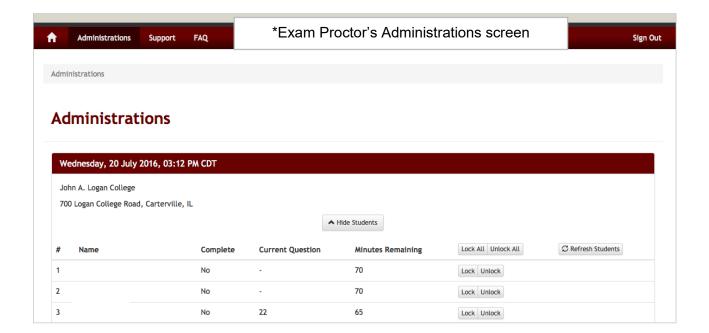
You will see the candidate's name, whether or not they have completed and scored the exam, the number of the question they are on, and the number of minutes remaining for the candidate to complete the exam.

> Click **Lock** to 'freeze' a candidate's exam and timer.
> Click **Unlock** to allow the exam to resume.
> Click **Lock All** and **Unlock All** to freeze and resume the entire session.
> Click **Refresh Students** to update the display.

☰	Administrations Support FAQ	*Exam Proctor's Administrations screen			Sign Out

Administrations

Administrations

Wednesday, 20 July 2016, 03:12 PM CDT

John A. Logan College

700 Logan College Road, Carterville, IL

⌃ Hide Students

#	Name	Complete	Current Question	Minutes Remaining	Lock All Unlock All	⟳ Refresh Students
1		No	-	70	Lock Unlock	
2		No	-	70	Lock Unlock	
3		No	22	65	Lock Unlock	

Admission Directions

Only those candidates on your official testing roster shall be admitted. Sign in with your

proctor credentials and lock all exams prior to the exam start time. This will prevent students from accessing and beginning the exam before they are checked in. NO CANDIDATES WILL BE ADMITTED INTO THE ZOOM ROOM AFTER THE EXAM HAS STARTED. All candidates must present a valid photo I.D. with signature.

   The following forms of identification are acceptable:
   Valid driver's license
   Illinois Secretary of State identification card
   Passport
   School identification card

Candidates lacking valid **photo identification** will be denied testing. These individuals must reschedule through the INAT website.

'Alert! Session Deactivated' message

The exam is delivered online and is subject to fluctuations in internet connectivity. Some candidates have reported being 'kicked out' of the exam. A message appears 'Alert! Session deactivated' and 'LOCKED' appears on the candidate's Home screen. When a candidate is locked:

- Click the Lock button associated with that candidate. (You DO NOT need to click the Refresh Students button.)
- A gold box appears to the candidate when they click on the screen after the Lock button is activated. The gold box reads "Your exam has been locked. See your proctor for more details". The gold box has a single OK button.
- The candidate clicks the OK button.
- The gold box is replaced by a grey box reading, "Your exam is complete!" The grey box has a single Close button.
- The candidate clicks the Close button.
- The candidate's Home screen appears. (Lockdown Browser does not close.)
- The candidate's exam data box now includes a Locked link.
- If circumstances allow, the proctor can allow the candidate to resume the exam.
- The proctor clicks the Unlock button associated with that candidate. (You DO NOT need to click the Refresh Students button.)
- Nothing appears to change on the candidate's Home screen.
- The candidate clicks the Home icon. The Home screen updates and a Resume link appears in the candidate's exam data box.
- The candidate clicks the Resume link to resume the exam at the question that was visible when the exam locked.

The test administration may be reopened if conditions change before the Latest Exam Start Time passes. The exams will have to be unlocked by a proctor when testing resumes. Candidates will have the same amount of time to complete the exam as they had remaining when the exam was locked. Test administrations cannot be opened after the Latest Exam Start Time passes.
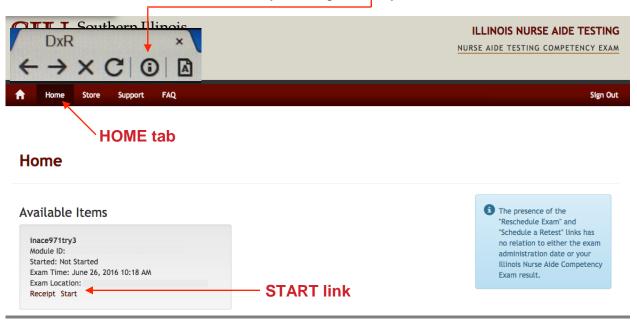
Check-In Procedure

A. Remind each candidate that s/he will need his/her login and password to access the exam.
B. Ask the candidate for his/her photo identification card and compare the candidate's identification card information with the name on the official testing roster. Verify that the photo on the identification card looks like the person presenting the card.
C. If the individual's name is not on the official testing roster, they are not eligible to test.
D. After checking the candidate's identification, ask him/her to show you the front and back of the sheet of scratch paper. Remind them that information about specific questions must not be documented and they will have to show their scratch paper (front and back) at the completion of the test.

Candidate Directions

From the INACE log in page, click the "Launch Lockdown Browser link" from the bottom right hand corner of the page. DxR should appear in the top left hand corner of your screen. Log in with your account login ID and password. The Home screen will open and your exam will be displayed in a grey box. DO NOT start the exam until you are told to do so.

When all the candidates are logged on, verify all candidates can see their Home screen and their grey exam box.
> Note: The Start link will not be available until after the official Exam Start Time. Text size can be increased by clicking the ⓘ symbol on the Lockdown tab.

HOME tab

Home

Available Items

inace971try3
Module ID:
Started: Not Started
Exam Time: June 26, 2016 10:18 AM
Exam Location:
Receipt Start ← **START link**

ⓘ The presence of the "Reschedule Exam" and "Schedule a Retest" links has no relation to either the exam administration date or your Illinois Nurse Aide Competency Exam result.

Start the session by presenting the following verbal instructions:

Please say:

You may have a scratch sheet of paper and a writing utensil on the desk during the test. Perform any calculations or notations on the scratch paper only. When you complete the exam, you must show the front and back of this scratch paper to the online proctor. DO NOT WRITE ANY TEST QUESTIONS OR VOCABULARY WORDS ON THE SCRATCH PAPER. Any notations of actual test questions will cause your test to be scored as FAILED.

Any use of any personal electronic device for any purpose other than the zoom proctor meeting will result in your examination becoming void with a failed result.

You will have 90 minutes to complete this exam. A countdown timer will start when you open your exam and press "Start Exam". If you do not complete the exam within 90 minutes, your exam will be closed and scored automatically.

This exam is delivered in a secure browser that prevents the user from accessing other resources while the exam is in progress. Do not attempt to close the secure browser once the exam begins as your exam will be locked.

If you access other computer resources, your exam will be reported as Failed.

This exam contains 85 multiple-choice questions. Each question has four possible answers. Only one answer is correct. Read each question and answer choice carefully. Click your answer choice to select it.

Review and re-answer any question as often as needed. Click your answer to select it. Click the next or previous buttons to navigate through the questions.

This online exam provides an option to bookmark an item for later review. When you wish to review bookmarked questions, click the item review button to find and open your bookmarked questions

Please be respectful of your fellow testers. Do not talk at any point during this testing session. Pets and other persons must be prevented from entering the room in which you are testing for the duration of your exam. You must not leave the camera view or the room during testing. Your cell phone mic must be active during the exam so distractions in your environment must be minimized. There is no talking during testing.

When you have answered all questions, click the "score exam" button on the lower right of the screen and sign out of the INACE account. You must show your scratch paper front and back to the proctor before your exam will be scored.

ARE THERE ANY QUESTIONS BEFORE WE CONTINUE?

Answer any questions the candidates have.

On your proctoring screen, UNLOCK each testing candidate that has gone through the admission and ID verification process. Anyone who is not participating in the zoom meeting should remain locked so that he/she is unable to complete this test administration.

YOU MAY NOW REFRESH YOUR BROWSERS. CLICK THE 'HOME' TAB AT THE UPPER LEFT.

A 'START' LINK SHOULD APPEAR IN YOUR EXAM BOX.

Confirm that all applicants see the **Start** link.

CLICK THE 'START' LINK.

A GOLD BOX SHOULD APPEAR.

Confirm that all applicants see the gold box.

CLICK THE 'START' BUTTON TO OPEN AND BEGIN THE EXAM.

—- End of verbal instructions to begin exam. —-