ATI Proctor Process Guide
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STEP ONE: Before You Proctor

☐ Are you a proctor?

- Do you have your log-in information?
  - ATI Web site log-in information: your user name and password. (If needed, refer to FAQ 2: Logging in as a Proctor located in the back of this Quick Guide for specifics on logging in to proctor with a proctor role.)
  - ATI-provided batch ID and password: from ATI proctored assessment ID and password memo.
- Have you verified the roster?

☐ Are you testing after hours?

ATI’s regular office hours are Monday through Friday from 7 a.m. to 7 p.m. Central Time. ATI’s after hours phone number is 866-428-4837. If you are testing after ATI’s regular business hours or on Saturday, please call or e-mail your Customer Account Manager at least two weeks prior to the test date with the following information:

- Your name
- Your institution and state
- Assessment ID
- Name of proctor
- Proctor’s contact number
- Testing date
- Testing hour (Central Time)

☐ Check the room

- Are there enough workstations? Check the ATI ID and Password Memo for number of booklets.
- Are there any major distractions for examinees (e.g., construction, noise, etc.)?
☐ **Check the Equipment**
  - Are all computers and monitors plugged in and operational, have internet connection, etc.?  
  - Is all required software available on each computer? (For a list of required software, see FAQ 1: What are the PC Requirements for Online Testing?)  
  - Are all applications closed on each computer?

☐ **Number the scratch paper**
  - Create sequentially-numbered scratch paper sheets so two are available for each examinee?

☐ **Create a seating chart map**
  - Sketch the room and computer stations to make seat assignment quick and easy. See FAQ 4: How do I Create a Seating Chart? for extra information about this, if needed.

☐ **Log in to your proctoring session**
  - Go to www.atitesting.com and enter your user name and password.  
  - If you are not sure how to log in, see FAQ 2: Logging in as a Proctor.

☐ **Recommended Proctor-to-student ratio**
  - ATI recommends a 1:20 (or less) proctor to student ratio for the best proctoring capabilities.

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Turn the page for step two!
STEP TWO: Student Check In

☐ Authenticate each examinee’s identification

To deter exam misconduct and account abuse, it is imperative to verify each examinee’s identification during the exam check in process. Carefully checking identifications and dismissing individuals who fail the authentication process should be strictly enforced.

- The examinee should have an ID which is government-issued with a current photograph and examinee’s signature and permanent address.
- The following examinee information must be confirmed prior to testing:
  - **Exact name match.** First name, middle initial *(if applicable)*, last name spelling match to the presented government-issue ID.
  - **Photograph ID match.** Verified positive match to presented ID’s current photograph.

If either **DOES NOT MATCH**, the examinee **SHOULD NOT** be allowed to **TEST**.
- Have examinees sign in on a numbered sheet (roster).
- Distribute two sheets of scratch paper to each examinee.

☐ Reminders about personal items

- All personal belongings must be stored out of reach.
  - This includes coats, jackets, hats and sunglasses, with discretionary allowances for religious apparel.
- Students may bring two #2 pencils; students are not allowed to have any other personal materials at their testing station.
- Students may use the calculator that is available as a pop-up during the test and can be launched from the Web page.
- No personal electronic devices of any kind are allowed during testing. This includes, but is not limited to cell phones and personal calculators.
- Food and drink, unless predetermined as medically necessary, are not allowed in the exam room.
Announcements

- Advise students to use the restroom prior to the start of the exam.
- Students cannot leave the testing room without proctor approval.
- Students may go to the restroom during the assessment, but they will not be allowed to make up the time missed.

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STEP THREE: Starting the Exam

☐ Proctor – Instructing Examinees to Log in

- Instruct examinees to close any applications they might have opened.
- Direct examinees to open www.atitesting.com.
- Have examinees enter their ATI user name and password.
  - If an examinee does not have a user name and password, instruct them on how to create an account. (See FAQ 6: How do I Create a New Student Account?.)
  - If an examinee doesn't remember their password, look it up. See FAQ 12: Administering the Assessment -- Examinee Sign In for directions, if necessary.
- Once logged in, instruct examinees to:
  - Click the MY ATI tab at the top of the page and then click the TEST tab.
  - Click Add Product and enter the provided Assessment ID.
  - If necessary, you can filter and view only the Proctored Assessment cards, by selecting Proctored from the Type filter.
  - Locate the appropriate proctored assessment and then click BEGIN to open the Proctored Assessment Instruction page. (See FAQ 12: Administering the Assessment – Examinee Sign In.)

☐ Instructor/Director – Instructing Examinees to Log in

- Instruct examinees to close any applications they might have opened.
- Direct examinee to open www.atitesting.com
- Have students enter their ATI user name and password.
  - If an examinee does not have a user name and password, instruct them on how to create an account. (See FAQ 6: How do I Create a New Student Account?.)
  - If an examinee doesn’t remember their password, look it up. See FAQ 12: Administering the Assessment -- Examinee Sign In for directions, if necessary.
- Once logged in, instruct examinees to:
  - Click the MY ATI tab at the top of the page and then click the TEST tab.
  - From the Type filter, select Proctored to filter the product cards.
o Locate the appropriate proctored assessment and then click **BEGIN** to open the Proctored Assessment Instruction page. (See FAQ 12: Administering the Assessment – Examinee Sign In.)

☐ **Read the proctor script**

**See STEP 4 for the proctor script.**

- Read the greeting, copyright information, and instruction sections aloud to the examinees. Sections to be read aloud are indicated by *italicized text*.
- After reading the “instructions” and examinees select **I agree**, approve examinees by selecting the associated radio button on the proctor screen.

☐ **Starting the exam**

- After you have approved the examinees, continue and finish reading the Proctor Script section *Starting the Exam*.
- Examinees may now begin by clicking the **Start Test** button.

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**Turn the page for the proctor script!**
STEP FOUR: Read the Proctor Script

Read aloud the information below before approving examinees.

☐ Greeting

Good morning/afternoon. The TEAS exam you are about to participate in is a timed exam. If you leave the room for any reason, you will not be permitted to make up time missed. You may not access any of your personal belongings during the exam or the break. You may use the pop-up calculator that is available on the testing page. However, use of personal calculators and any other personal electronics is prohibited during the exam.

☐ Copyright information

Please listen as I read the following statement concerning the copyright of the TEAS exam. By continuing with this exam, you are agreeing that you understand and will adhere to the information contained in this statement.

All assessment questions are the copyrighted property of Assessment Technologies Institute®, LLC. Removing or attempting to remove questions or other assessment material from the test site is prohibited. It is forbidden under federal copyright law to copy, reproduce, record, distribute, or disclose these assessment questions by any means, in whole or in part. A violation of this type can result in civil and criminal penalties. This includes memorizing questions and options and discussing these questions before, during or after an ATI assessment.

ATI has and will continue to bring legal action against infringers, which has included criminal prosecution and arrest of students involved in this illegal activity. In addition, ATI may subpoena records of purchasers, so students who buy illegally obtained ATI tests may also be involved in legal proceedings, which may result in notice to the school, disciplinary measures, and could impact a student’s education and or licensure. Students should not participate in any way in this illegal activity.
Instructions

You should now see “Instructions” on the screen. Please read them silently while I read them aloud.

1. You are not allowed to eat, drink or have access to personal items or electronic devices during the exam.
2. Read the question and the options entirely before you answer. Unanswered questions are scored as incorrect.
3. No two exams have the same order of questions and answers
4. You will not be allowed to communicate with any other examinee during the exam. If you have a question or problem, raise your hand to alert the proctor. The proctor will not answer questions concerning the content of the exam.
5. If scratch paper is allowed for your exam, you may only use the scratch paper provided by the proctor, and the scratch paper must be turned in to the proctor before leaving.
6. You are not allowed to memorize, discuss or share questions on the exam in any way during or after the exam.
7. The exam must be monitored by a proctor who is physically present during the entirety of the administration. If the exam is not being proctored in this manner – any score received will be invalidated.
8. You understand and agree that any misconduct or fraudulent activity committed by you in connection with ATI exams may result in invalidation of your scores, immediate suspension or termination of your access to further ATI testing and ATI Products, and disciplinary action by your school or institution consistent with their policies. You understand and agree that ATI will report any suspected fraud or testing misconduct to your school or institution and/or to law enforcement authorities and will pursue any action reasonably necessary to protect student and school records and the integrity of the ATI test materials.

Please select the I agree box and wait for further instructions as I approve you for the exam.

Note: For more information about approving students, see FAQ 13: Administering the Assessment -- Monitoring the Test.
Starting the exam and exam directions

We can now move on to the exam.

- The ATI TEAS exam contains multiple-choice questions in four sections:
  - For the Reading section, you are allowed 64 minutes to answer 53 questions.
  - For the Math section, you are allowed 54 minutes to answer 36 questions.
  - For the Science section, you are allowed 63 minutes to answer 53 questions.
  - For the English section, you are allowed 28 minutes to answer 28 questions.

- For each section, you will see a timer at the top of your screen that displays the amount of time remaining for that section. Please be aware of the time you have remaining in each section – you will not be allowed to revisit any section once its time is finished.

- After you have completed the mathematics section, you may take a 10-minute break. During the break, you may not access any personal items. Please return quietly.

- You will resume your exam with the Science Assessment.

- After you have completed the English and Language Usage Assessment, you may leave the testing room. You must turn in your scratch paper to me before you leave.

- If you encounter an issue with exam content, provide the proctor with the question number only – not any part of the question – along with your name and type of issue on the scratch paper provided. Give this to the proctor at the end of the exam before leaving the room.

You may begin by clicking the **Start Test** button.
STEP FIVE: During the Exam

☐ **Maintain a presence**
- Maintain a physical presence and actively monitor the testing room at all times while the students are taking the ATI assessment.
- Viewing students from the back of the testing room can provide a unique point of view for student activity.

☐ **Communication inside the testing room**
- No communication is permitted among students while taking the assessment. Students are expected to work independently.
- As the proctor, you may not answer any questions concerning the content of the assessment.
- If the student has an issue with a question, the student should provide the proctor with the question number on scratch paper at the end of the exam. See the [FAQ 7: Challenges to Questions – Product Inquiry Process](#) for additional information.

☐ **Check your proctor station for suspicious activity**
- While monitoring the room for suspicious behavior, remember to check the proctor station for any notifications of students who have clicked off of the browser. See [FAQ 13: Administering the Assessment – Monitoring the Test](#) for more information on browser click-off procedures. (Also, review [FAQ 15: Test Misconduct and Testing Irregularities Guidelines](#) for other forms of misconduct.)
- When a student clicks outside the assessment window, they will receive a warning, as will the Proctor. The student should click Resume Test to close the warning window.

Moving outside the test area is strictly prohibited.
Your proctor has been notified and will stop your test if further incidents are detected.

Resume Test

The assessment may continue without any Proctor intervention for the first three occurrences. Each time the student is flagged for clicking off the
browser, investigate the student’s activity and inquire about their moving off of the exam.

- After a student has logged a total of 4 click off incidents, the system stops the assessment and the student will receive the message, “The Proctor has stopped you from continuing this test,” with a button to click to **Go Back to Main Page.** The student must click **Go Back to Main Page** to enable the proctor to resolve the issue.

![The proctor has stopped you from continuing this test.](image)

The proctor must investigate why the incidents have occurred and determine if the actions by the student were intentional and/or related to misconduct. The proctor can then take one of the following actions.

- **No Action** – You are enabling the student to resume the exam where they left off. The student must repeat the steps to access the exam and agree to the terms on the instruction page. The proctor must approve the student to resume the exam by selecting **Resume**.

- **Close** – This closes the student’s exam, completing the exam even if the examinee has not answered all questions. The examinee’s name will appear in the Completed Assessment Section with a score displayed as **Percent Correct.**

- **Abandon** – This option deletes the exam for the examinee. This will erase the examinee’s exam as if he/she never took it.

☐ **Restroom breaks and leaving the testing area during the exam**

- A student may be granted permission to use the restroom during the exam. However,
  - Time missed during the exam for a restroom break is lost and cannot be made up.
  - If there is only one proctor available, only one examinee may use the restroom at a time.
  - If more than one proctor is available, a second proctor may escort multiple examinees to the restroom at the same time during the exam.
  - The proctor should monitor the length of any unscheduled bathroom break and watch for suspicious behavior.
• If a student leaves during testing, ALL testing materials should be turned in to the proctor. Students may not take exam materials or any personal belongings outside of the room during an unscheduled break.

□ Restarting vs. Retaking Exam

• There may be times when an exam administration needs to be stopped or paused. See FAQ 8: Restarting vs. Retaking the Exam for guidelines on Restarting vs. Retaking.

□ Clicking outside the browser and an example of event log notification

• If an examinee navigates outside of the testing window, a warning will automatically log the occurrence in an event log. Speak to the student to see if it was accidental. If so, select Ignore. If there is suspected misconduct, select Stop Test and then click Refresh/Submit Now to discontinue the test. Excuse the examinee, and then report the event to your ATI representative.

• See FAQ 13: Administering the Assessment – Monitoring the Test for more detailed monitoring instructions.

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Turn the page for step six!
STEP SIX: After the Exam

☐ As students finish the exam...
  • Students may leave the room when they have completed the exam. The proctor should collect all testing materials, including scratch paper. All scratch paper should be accounted for and destroyed by the proctor.

☐ Clearing the room
  • After students have left the room, check individual stations to verify that the students logged out of their exams and that there are no other programs opened or left running.
  • If any station is found to have an unauthorized program open, refer to your station map for the student who occupied that station and complete a Report of Testing Irregularity, found in FAQ 16: ATI Irregularity Report Form of this guide.

☐ Stop Monitoring
  • After all students are finished with testing, the proctor should click Stop Monitoring at the bottom of the Proctor Screen.

☐ Report any irregularities from this exam administration
  • Any deviations or irregularities in the exam administration should be reported to ATI on the Report of Testing Irregularity found in FAQ 16: ATI Irregularity Report Form of this guide. Irregularities include, but are not limited to, the following:
    o Any incident resulting in students being unsupervised with exam materials.
    o Suspected misconduct.
    o Illness or medical emergencies during exam administration.
    o Any alert requiring evacuation during exam administration (e.g., fire, weather-related, security-related, etc.)
    o Any disruptive behavior by student (e.g., excessive coughing, etc.)
    o Problems with room temperature, excessive heat or extreme cool.
    o Any student who finishes an exam in an unusually short amount of time.
Report any product inquiries

- Any challenge or issues regarding the questions on the exam should be reported to ATI using the ATI Product Inquiry Submission form within 24 hours of test administration.
# Frequently Asked Questions (FAQs)

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*ATI Test Irregularity Reporting Form*
FAQ 1: What are the PC Requirements for Online Testing?

Below are the PC requirements for ATI Online Testing. For an optimal testing experience we recommend a wired network connection, minimum screen resolution of 1024 x 600, and javascript and cookies enabled within the browser, and the preferred browser listed below.

**System Requirements:**

**Browser:**
- Preferred: Mozilla Firefox 36.0 or later
- Google Chrome 41.0 or later
- Internet Explorer 11 or later
- Safari 6.2.7 or later

*Note:* Some browsers may require users to enable tabbing. Also, some content may only be accessible by disabling your browser’s pop-up blocker.

**Operating System:**
- PC: Windows 7, 8, and 8.1
- Mac: OS X 10.9 (Leopard) or later

**Other Software:** (see the ATI Web site (The ATI Web site https://www.atitesting.com/home.aspx contains links to download these applications.)
- Silverlight 4 or higher (download)
- Adobe Acrobat Reader X or higher
- Adobe Flash Player 11 or higher

**Session Timeout Counter:**
The browser you use must allow status bar updates via script. Otherwise, a session timeout counter will not be visible for you.

**Satellite ISPs:**
The ATI Web site functionality depends on direct connections to our Web site and databases in order to accurately display content. Because many satellite ISPs cache Web pages rather than allowing connection to the originating Web site, we are not able to guarantee performance of our Web site over a satellite connection.
Network Settings:
- If your network uses a proxy or caching server, set it to allow (not cache) traffic from our Web site or enter our domain, www.atitesting.com, as an exception in the settings.
- Insufficient bandwidth will cause potentially serious problems with system response.
- If you are using content filtering of any kind, set up ATI’s Web site to be an exception. Nursing content can potentially trigger such software.

For Assistance:
If you have any issues, contact Client Care at 1-800-667-7531 for assistance.
FAQ 2: Logging in as a Proctor

1. Log In to [www.atitesting.com](http://www.atitesting.com) by entering your ATI Proctor User Name and Password.

2. Click the **Products** tab.

Then select **Manage Products** from the **Select Activity** drop-down list.

3. In the Proctor Assessments sign on fields, enter the ID and Password that have been provided to you and then click **Submit**.

4. Read the Proctor agreement.
   Sign the agreement by entering your name in the **Electronic Signature** field and the current date in the **Date** field in mm/dd/yyyy format.
   When you are finished entering your information, click **Proceed**.
To proctor an ATI assessment, you must first agree to the following statement:

Assessment ID: 817296
Assessment Name: ATI TEAS

As the proctor for this assessment, I will adhere to, abide by, and agree to the following statements:

- I will follow - and read aloud - the script for this exam administration that is provided in ATI's Proctor Process Guide.
- I will diligently observe the examinee/examining environment by being physically present at all times during testing.
- I will enforce the rules to ensure consistent testing conditions.
- I will not allow any form of misconduct. When I witness misconduct, I will stop the administration of the exam and document the incident on an irregularity form.
- I will treat all confidential information as ATI's sole property and take all necessary steps to ensure confidentiality.

These rules are required to protect the integrity of the test and the intellectual property of ATI. I also understand that in the event that I do not abide by these rules, I will not only be prevented from proctoring future exams, but will also jeopardize the school's approved status as a testing site. In addition, I may be personally liable for any intentional violations of these rules.

Electronic Signature: [Type your full name here]
Date/Exam/At/Expiry: [Enter today's date]
FAQ 3: How do I monitor students?

1. In the *Auto-Refresh/Submit every* box, change the 3 minutes refresh time to 1 minute and then click **Update Time**.

2. For each student listed in the *Student Status* section, select **Approve**. Then click **Refresh/Submit New**.

3. When a student finishes their assessment and submits it for scoring, the student’s name displays in the *Completed Assessments* section.
FAQ 4: How do I Create a Seating Chart?

Prior to the exam administration, create a numbered sign in sheet. As examinees come into the exam room, have them sign in on the sheet and then direct them to sit at the corresponding station. By assigning the seating, you will know which examinee is sitting at which station in case you need to investigate a browser click off or find, after an examinee has left, that an unauthorized program was open.

<table>
<thead>
<tr>
<th>Examinee Name</th>
<th>Scratch Paper Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Charlie Smith</td>
<td>1, 2</td>
</tr>
<tr>
<td>2. John Doe</td>
<td>3, 4</td>
</tr>
<tr>
<td>3. Sally Jones</td>
<td>5, 6</td>
</tr>
</tbody>
</table>

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FAQ 5: How do I Account for the Scratch Paper?

Every examinee is allowed two sheets of scratch paper. For audit purposes, hand out numbered sheets of paper in an order corresponding to the sign-in sheet. The first name on the sheet will have scratch papers #1 and #2, the second name will have #3 and #4, continuing through the last examinee.

When the exam is complete, verify that all scratch paper is returned. If any sheets are missing, refer to the sign-in sheet to see which student did not return his or her scratch paper.

Additional Best Practice Hints:

• Institutions may use a word processing program to print numbers on the bottom of sheets and print them.

• Institutions may use different colors of paper to easily distinguish between those which were handed out by the institution and others that the student may have brought in from the outside.

Note: If colored paper is used, institutions should frequently change the color so examinees retaking the exam don’t try to bring the same color from outside.

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FAQ 6: How do I Create a New Student Account?

If a student needs to create a new student account, follow these steps:


2. Click the Create Account link, located in the upper right corner.

3. On the Sign In Info page, enter the account information that you will use to sign in to your account or to recover your account.

   **Note:** You must enter valid information into all the fields marked with a red asterisk (*) before you can proceed. If your entry is not accepted, an error message similar to this will display:

   ![Error message](image)

   Reenter your information. When your entry is accepted, the message will disappear.

   ![Sign In Info](image)

After you have entered all your account information, click **Continue** to go to the Security Questions page.
4. Select three different security questions, one from each list, and enter your answer for each. Click **CONTINUE** to enter your personal info.

5. On the Personal Info page, enter your contact information, then click **CONTINUE**. All fields marked with a red asterisk (*) are required.

6. On the Institution Info page, select an Institution from the list and if you are seeking a degree, enter a date in *Expected Graduation Date*. All other fields are optional. Then click **CONTINUE** to enter your demographic info.
7. On the Demographic Info page, enter your Gender, Birth Date, Race, and Primary Language information. Only Birth Date is required. Then click Continue to go to Subscription, Updates & Notes.

8. On the Subscription, Updates & Notes page, read the Subscription, Updates & Notes information and if you agree to allow ATI to share your information under the terms presented on this screen, select the Yes, I consent check box. Then click Continue to go to User Terms and Conditions.
9. Read all of the information in the top text box on the User Terms and Conditions page. Then select the **Yes, I Agree** check box to acknowledge that you have read the ATI User Terms and Conditions and agree to be bound by them.
Click Previous if you want to change any of the information you have entered for your new account.

Click Register when you are finished creating your account.

10. The Sign On window displays and your new Username is filled in for you. Enter your Password and click GO to launch the Student Home page.
FAQ 7: Challenges to Questions – Product Inquiry Process

If a student has a challenge to the content of a question or to the answer to the question, they may submit the question number to you after the completion of the test, before leaving test room facility.

- Inquiry must be submitted to you on scratch paper provided.
- The question number – not any part of the questions, student’s name and type of issue must be provided on the scratch paper.
- The proctor or administrator designated to submit requests (TSPOC) to ATI will populate the form below and send to ATI Test Security at testadmin@ascendlearning.com within 24 hours of the test administration.
- ATI Test Security will submit the Product Inquiry to ATI R&D for research. Please note, ATI will not discuss proctored content; they will research and take action if needed.

**ATI Product Inquiry Submission**

**Institution Inquiries for Proctored Assessments**

1) Date Assessment was Administered: ____________________________
2) Submitted By (name and title of faculty): ________________________
3) Institution Name: ____________________________________________
4) Assessment Name: ___________________________________________
5) ATI Batch ID: _______________________________________________
6) Examinee First and Last Name: _________________________________
7) Item Number (Question Number) and Error Type for Inquiry (do not replicate any part of the question):

Submit all inquiries to testadmin@ascendlearning.com within 24 hours of test administration; ATI research will be completed within 72 hours of receipt.

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FAQ 8: Restarting vs. Retaking Exam

There may be times when an exam administration needs to be stopped or paused. The proctor should ask themselves the following questions and use the chart below to determine whether restarting the exam or ending the exam and administering a retake on a different date is appropriate.

Note: Administering a retake requires the initial test to be abandoned and any scores invalidated.

- Has the exam been stopped long enough to interrupt a “standard administration”?
- Would this administration be similar to another’s experience (length of time, stress of finishing in allocated time)?
- Have students been allowed access to materials to review or have they continued to study?

<table>
<thead>
<tr>
<th></th>
<th>Student Illness</th>
<th>Other Student Emergency (requires student to leave the proctored environment unsupervised)</th>
<th>Fire/Severe Weather Drill (with no access to materials or conversation)</th>
<th>Connectivity Issues During an Exam (without access to materials or conversation)</th>
<th>Extended Break in exam where students will have access to materials or conversation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restart the Exam</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Invalidate Scores</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Retake the Exam</td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

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FAQ 9: Bring Your Own Device (BYOD) Best Practices

There are times when Institutions request the ability to allow students to bring their own computers to test facilities in order to take ATI exams. When students bring their own device (BYOD), there is a set of risks that the administrator of the assessment must be aware of and extra precautions that must be taken to ensure valid results.

All proctors are responsible for learning and following the steps outlined in ATI’s Proctor Process Guides, including reading the Proctor Script and reminding students of the Institution’s own misconduct rules and guidelines.

Before Exam Administration – The following steps pertain to BYOD administration and must be performed prior to STEP THREE: Starting the Exam in this guide.

- There must be two proctors available to monitor every 5 to 10 students
- The proctor screen must be set to refresh every 30 seconds instead of the 3 minute default setting.
- The proctors must ensure that all students log out of all programs with no programs left open in the background, and then monitor as everyone powers off at the same time.
  - At least one of the proctors must be familiar with a computer task manager, so they can review and ensure that no programs are running.
  - If any program or task is running, it must be closed before restart.
- After powering off, all students must then start their computers at the same time. The proctors must monitor the screens at start to make sure no programs open and run automatically.
  - If a program opens, it must be closed before testing continues.

During Exam Administration – The following steps pertain to BYOD administration and must be performed in conjunction with STEP THREE: Starting the Exam and STEP FOUR: During the Exam in the Proctor Process Guides.

- One proctor must then watch the Proctor Monitor screen and authorize students as they log on to atitesting.com, while the other proctor monitors student’s computer screens to make sure no programs are opened during launch.
- Once the students are approved:
  - The Proctor that is monitoring the ATI Proctor Monitor screen can detect if any student tries to launch an application by “clicking off the browser.” If the Proctor detects a click off, the proctor must stop the exam for the student in question and investigate.
  - The other proctor must monitor student behavior for misconduct.

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FAQ 10: Format of the Exam and How the Exam is Scored

- The ATI online TEAS assessment contains multiple-choice items in four sections:

<table>
<thead>
<tr>
<th>Exam Section</th>
<th>ATI TEAS Items</th>
<th>ATI TEAS Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>53</td>
<td>64 minutes</td>
</tr>
<tr>
<td>Math</td>
<td>36</td>
<td>54 minutes</td>
</tr>
<tr>
<td>Science</td>
<td>53</td>
<td>63 minutes</td>
</tr>
<tr>
<td>English</td>
<td>28</td>
<td>28 minutes</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>170</strong></td>
<td><strong>209 minutes</strong></td>
</tr>
</tbody>
</table>

*Note: Totals include 20 unscored pretest items.

Below are the detailed content subsections for each section of the TEAS:

- Scrambled versions of the assessment are used to ensure test security.
- There is no penalty for guessing.
- Any question that is not answered will be scored as incorrect.
FAQ 11: Accommodations for Examinees with Disabilities

Pursuant to the Americans with Disabilities Act, each testing institution must provide reasonable accommodations to individuals with a documented disability that hinders their ability to take any ATI assessment under standard conditions. It is the responsibility of each administering institution to determine how the disability will be reasonably accommodated in the testing process and for the proctor to ensure that the approved accommodation is in place.

Allowed Accommodations

Examples of requests for testing accommodations that may be provided include, but are not limited to, the following:

- Modification of seating or the physical arrangements in the testing facility
- Providing the examination to be taken in an accessible location
- Use of an electronic reader.
- Providing for a reasonable extension of testing time. Please note that, while time extensions may be permitted, the total allocated time must never be split over more than one day.

No accommodation should be provided that would compromise the security or integrity of the exam or require the testing institution or proctor to violate any of ATI’s test administration requirements.

Prohibited Accommodations

The following accommodations are prohibited:

- Use of a camera or any other recording device.
- Providing verbal or other clues or prompts.
- Permitting the use of any electronic device except a proctor-issued calculator (no phones, iPads, etc.).

Note: The exam is written and administered in the English language, and a lack of facility with the English language is not considered a disability. Interpreters should not be permitted inside the exam room for purposes of translating the test from English into another language for an examinee.

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FAQ 12: Administering the Assessment – Examinee Sign In

- Instruct the examinees to log on to www.atitesting.com using their personal Username and Password. If they do not have a username, they need to click Create New Account from the ATI home page.
  - If the examinee has an account but does not remember the username and password, click Manage Students on the Monitor Assessment screen and use the filter options to search for the examinee’s name. The username will appear next to the examinee’s name. Then click the Display Password icon.
  - If the examinee’s name does not appear on the list, call customer service at 800-667-7531 or click the CLICK HERE link to use the live chat option to retrieve the information.
• After examinees have successfully accessed the Web site, the Proctored Assessments available to them are located on the MY ATI > TEST tab. Also, Proctored Assessments the student has already accessed within the last 30 days can be launched from the Student Home page in the Recent Activity section. They appear with a top light green border and Test, their location on the MY ATI page, displaying in the lower right corner.

• To help locate the correct Proctored TEAS Assessment, the examinee can filter by Type and select Proctored.

Note: If examinees do not see the assessment listed, they should click Add Product and enter the appropriate Product ID and password. The assessment associated with the ID the student entered should appear in the list of assessments.

• The examinees should then click the green BEGIN button on the Proctored Assessment card to take the assessment. A set of instructions displays before the start of the assessment. The examinees are required to read these instructions to continue with their test.
• The examinee must select the I Agree check box to verify that they have read the instructions and that they agree to the copyright statement indicated in bold on the screen.

• After the examinee agrees to the proprietary statement, they should notify you that they are ready to test. At this point, after you approve them on the Monitor Assessments screen, the START TEST button displays for the examinee at the bottom of the instructions.

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FAQ 13: Administering the Assessment – Monitoring the Test
After an examinee has logged on to begin the assessment he/she will appear in the Student Status Section of the Monitor Assessment screen. You must approve the examinee before they can proceed with the test.

- To approve, select the Approve radio button associated with the examinee and then click Refresh/Submit Now.

**Note:** Each action requires you to click the Refresh/Submit button to apply the action.

- After the examinee is approved, the examinee can begin the exam. The proctor screen now displays the following information for each student in the STUDENT STATUS section:
  - The current Status is Testing
  - The examinee’s current section
  - The number of questions completed in the current section
  - The amount of time expended in minutes out of the total for the exam.

- The only available action for the Proctor is to stop the exam. (See FAQ 9: Restarting vs. Retaking the Exam for more information about deciding when to stop an exam.)
• If an examinee navigates outside of the testing window, a warning automatically logs the occurrence in an event log.

  o To remove the instance from the Warning Section, select the Ignore radio button.

  o To view the event log for the test, click **Event Log** to view a PDF report of the occurrences. This report records the number of times examinees navigated away from the assessment window and may be used to determine if further investigation of the incident(s) is warranted.

    ![Event Log Example]

    The following events have been recorded for this assessment:

    | Date/Time       | Student Name                | Event                        |
    |-----------------|-----------------------------|------------------------------|
    | 10/19/2015 10:10:00 AM | ATI TEST SECURITY Student, Karen | Clicked outside of the browser |
    | 10/19/2015 10:10:00 AM | ATI TEST SECURITY Student, Karen | Clicked outside of the browser |
    | 10/19/2015 10:22:00 AM | ATI TEST SECURITY Student, Karen | Clicked outside of the browser |
    | 10/19/2015 10:22:00 AM | ATI TEST SECURITY Student, Karen | Clicked outside of the browser |

• To stop an examinee’s exam, select the associated **Stop Test** check box next to the examinee’s name. The examinee’s status now moves to the Stopped Assessment section.

  ![Stop Test Example]
Note: Stopping an exam does not end or complete the exam, but merely pauses it. The examinee will be able to continue, starting after the last question completed.

- When an exam has been stopped, you can choose **No Action**, **Close**, or **Abandon**.

  - **No Action** – Select this option to take no action on the click offs and to allow the examinee to resume the exam. To resume the exam, the examinee must go through the access process again by navigating to the MY ATI > TEST tab, locating the assessment product card, clicking **BEGIN**, and agreeing again to the terms and conditions. The examinee will then appear in the Student Status Section, and you must select **Resume** and click **Refresh/Submit Now** to approve the examinee to resume the exam.

  - **Close** – Select this option to close the assessment. This will complete the exam even if the examinee has not answered all questions.
Click **View Completed Assessments** to open a window that lists the closed assessments and the score of each displayed as percent correct.

- **Abandon** – Select this option to delete the exam for the examinee. This will erase the examinee’s exam as if he/she never took it.

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FAQ 14: Retrieving Assessment Results (via Quick Report)

You must have Director or Instructor access to retrieve assessment results.

- Log on to www.atitesting.com and click the Results tab.
- Enter the Assessment ID next to the type of report you want to run and click Build:

  - **Group Report** – provides statistics for the entire group of testers plus a list of all testers and their scores.
  - **Individual Report** – provides a detailed diagnostic report for each examinee.

- More information about generating reports is available. From the Faculty Home page, click the How To tab and then click Product Training to view additional How to Retrieve Results documents.

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FAQ 15: Test Misconduct and Testing Irregularities Guidelines

Awareness of Test Misconduct

The primary role of a proctor is to conduct a fair test administration and to maintain the security of the assessment materials. To ensure fair testing, proctors need to be aware of the methods examinees may use to gain an unfair advantage on the test. If a proctor suspects an examinee of misconduct, the proctor should observe the examinee closely and ensure that he or she does not remove any information on the test from the testing room. If it is believed that any form of test misconduct has occurred, the proctor should document the information, notify the appropriate faculty, and file a testing irregularity report within 24 hours with ATI. (See FAQ 16: ATI Irregularity Report Form.) In addition, a proctor reserves the right and responsibility to stop an examinee’s test if there is clear and unambiguous evidence of misconduct.

To raise awareness, a list of possible misconduct or suspicious behaviors is provided. These misconduct behaviors may be observed in a computer-administered test, a paper and pencil test, or both.

- In order to copy from another examinee’s paper, examinees may attempt to do the following:
  - Sit next to or behind the person from whom they want to copy.
  - Try to sit in a ‘V’ formation to facilitate viewing other student’s work.
  - Drop a paper on the floor to allow someone else to look at it.
  - Approach the proctor to ask a question and look at other examinees’ tests on the way to the front of the room.

- Examinees may attempt to use “cheat sheets” or “crib sheets.” Potential uses of these include the following:
  - Writing answers/questions on surfaces of the tables, desks, or chairs in the testing room.
  - Copying answers/questions on food or drink labels (e.g., on the inside of a soda or water bottle label or chewing gum wrapper).
  - Using body parts to document answers, such as writing on hands, arms, legs, ankles, etc.
  - Attaching written answers to their clothing (e.g., inside a sock, skirt, shirt, shoes, hat) or on the underside of a bandage.

- Examples of inappropriate uses of technology for the purpose of misconduct include:
  - Setting a phone to vibrate and receiving text messages with assistance for answering the questions.
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- Using the screen on MP3 players to record notes for the test under the guise of song titles.
- Wearing a headset while seemingly listening to music, when actually listening to recorded answers.
- Using camera phones or other small cameras to capture pictures of test questions for later distribution.

- Ways that examinees may attempt to assist one another include:
  - Asking the proctor questions to provide enough of a distraction so other examinees can look at another examinee’s screen or test book or take another examinee’s answer sheet (for paper-pencil exams).
  - Having someone take the test in place of the examinee (proxy tester).
  - Leaving the testing room for a bathroom break and either checking textbooks/answers or receiving assistance from an outside person.
  - More than one examinee leaving the testing room for a bathroom break and, when returning, switching testing stations.
  - Communicating answers to others through foot tapping, pencil tapping, food consumption (e.g., red candy = A, blue candy = B, etc.).
  - Inserting a drive into a computer to capture screen shots.
  - Congregating during breaks or after the exam to attempt to reconstruct the exam with other examinees (brain dumping).

Testing Irregularities

In the event that a testing irregularity occurs, a proctor should be aware of the appropriate action to be taken. A testing irregularity or suspected irregularity must be reported within 24 hours of the test administration. A Testing Irregularity form is provided in FAQ 16: ATI Irregularity Report Form. In order to provide clarity, a list of potential test irregularities has been provided. Examples of testing irregularities include, but are not limited to, the following:

- Any occurrence resulting in examinees being unsupervised with access to secure test materials
- Giving examinees access to or instruction related to the concepts measured by the tests at any time before or during the test administration
- Paraphrasing, omitting, revising, or rewriting the script or any directions to be given with the test
- Suspected misconduct
- Illness or medical emergencies during the test administration
• Tampering with examinee response records
• Fire alarm or any alert requiring evacuation of examinees during the test
• Any examinee disruption, e.g., excessive coughing
• Problems with room temperature, excessive heat or extreme cool
• An examinee finishing an assessment too quickly

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FAQ 16: ATI Irregularity Report Form

Report of Testing Irregularity

An electronic version of this form is available at [www.atitesting.com](http://www.atitesting.com) under Product Training/How to Proctor/Eform. For your convenience, it can be completed electronically, saved, and e-mailed. Irregularity reports should be filed within 24 hours of the exam administration at testsecurity@atitesting.com.

**Note:** If you are experiencing connectivity or technical issues, please contact Client Care for immediate assistance at 1-800-667-7531.

Institution Name: __________________________ Exam Date: ________________

Assessment Name: __________________________ Assessment ID: ____________

Proctor’s Name: ____________________________

Please provide a detailed description of the incident:
(Attach pertinent documentation or further description, if necessary.)

If specific examinees were involved, please provide a list of examinees’ names and identification numbers (if available).

As the proctor for the exam described above, I believe I have witnessed a testing irregularity during this exam administration.

E-Signature of Exam Proctor: __________________________ Date: ____________

Please retain a copy of this report for the school’s records. ATI will acknowledge receipt of your report within 48 hours. ATI Test Security will investigate the reported irregularity, which may involve follow up with the submitter of this report, an examination of suspect exam results, and/or other actions as warranted. If an irregularity has affected exam results, ATI will notify the administering institution. ATI has the right to invalidate test results and/or to take other action deemed necessary by ATI to resolve issues and prevent future incidents. Please direct all inquiries to testsecurity@atitesting.com.

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