Remote Live Online Proctoring Exam Guide
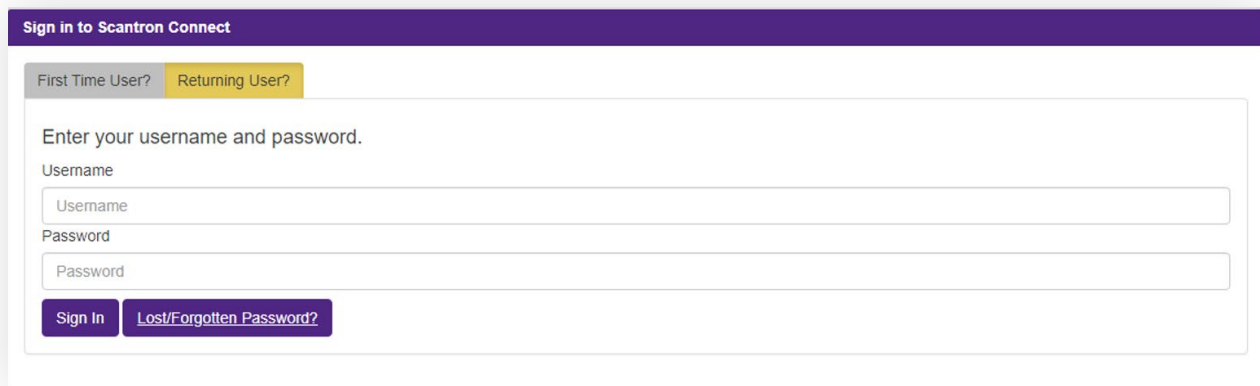
WHAT IS REMOTE LIVE ONLINE PROCTORING?

- Live Online Proctored Exams allow you the convenience of taking a NATE exam from your home or office using a computer, webcam, and stable internet connection.

- A trained remote proctor will monitor you remotely in real time using your webcam in order to ensure the integrity of the exam.

- Additionally, after the session is complete, a recording of the session is then reviewed.

- Trained professional remote proctors ensure that our remote testing is secure and trustworthy, while giving you the flexibility to take the exam in a location of your choice.

- The first step to using Live Online Proctoring (LOP) is to log on to the myNATE website, www.myNATE.org.

- If you already have an account, login using your existing username and password. If you do not have a myNATE account, please click on the "First Time User?" tab.

- After clicking on the First Time User tab, select your activation type as "Technician".

- Then select "No Exam" as your exam type.

- Then select "No" to the question of having an existing account.

- Complete the fields below, including selecting a username and password, to create your account

- You will receive an email to verify your email address. Click on the link in that email to finalize your account creation.

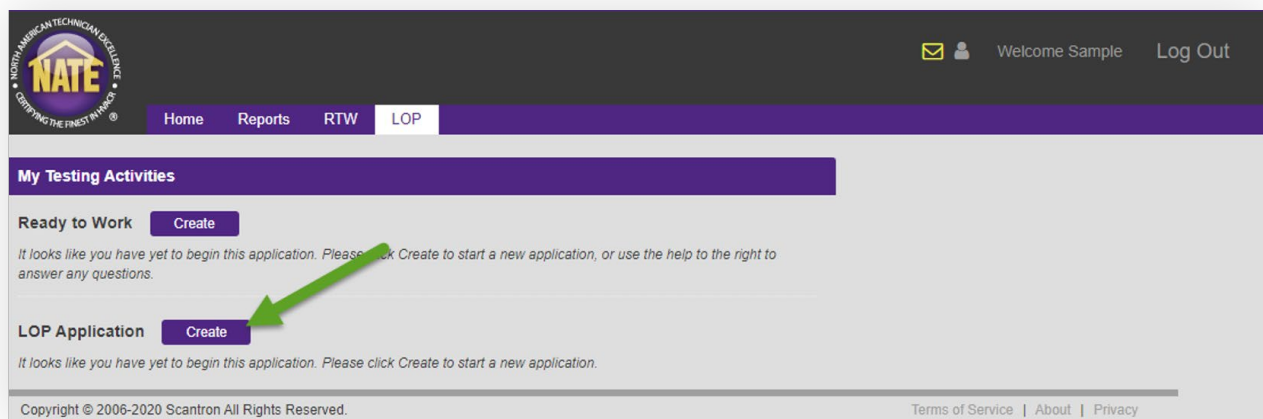- Reminder: If you have tested with NATE before and have an account, you can skip this step.

- Once you are logged on your myNATE account, you can access the LOP registration section by clicking on the LOP tab.
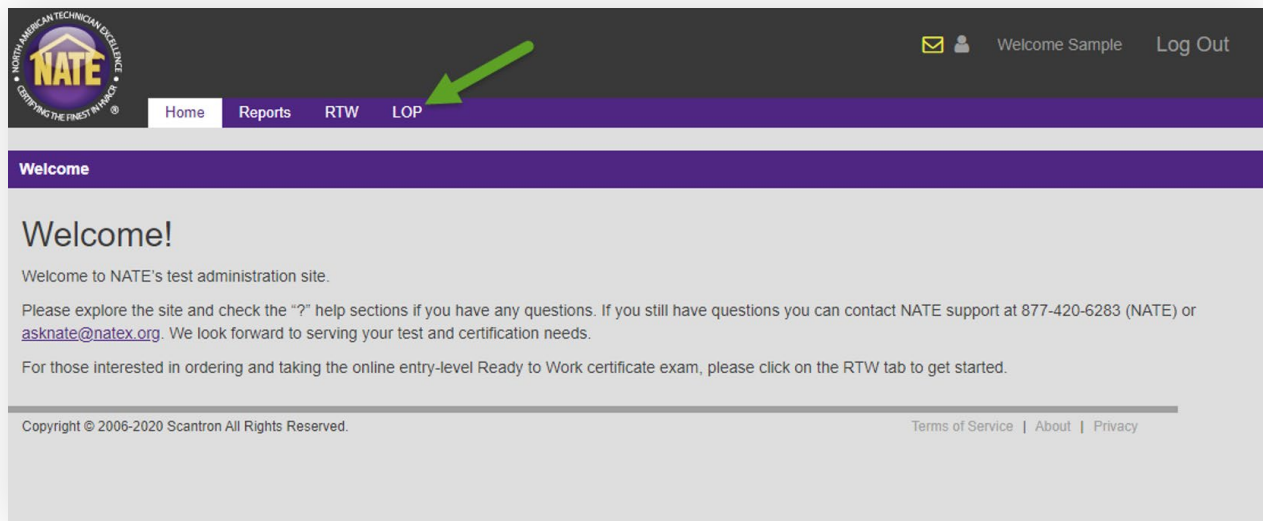
- Once you are on the LOP tab, click the "Create" button to the right of LOP Application under your "My Testing Activities" window.

- Enter your contact information. Fields highlighted in red are required.

- Select which exams you would like to take.

- You can choose exams one at a time if you do not want to register them all at once and complete this process multiple times.

• Click the checkbox to agree to the attestation.

• Verify all your information is complete and correct. Then click the "To Payment" button.

- The next screen will show you the exams you have ordered, the price per exam, and the total. Click the Pay by Credit button.

- Enter your credit card information and then click next.

- The next screen will ask you to review and verify your payment information.

- The final screen will give you a payment confirmation with the option to email a receipt to yourself or someone else, such as your employer.

- Once your payment has been submitted you will immediately receive a "Notice To Schedule" email.

- This email contains important information about LOP, as well as the link to the site to schedule your exam, and a login for that site.

  - **Please Note:** the username and password provided in this email are used for logging on to the scheduling and LOP testing site. Your myNATE username and password did not change.

- The next step to schedule your exam is to click the link, and log in with the provided username and password.

- **Please Note:** This email is sent immediately after you have submitted your payment. If you do not see this email, check your junk, clutter, or spam folders.

- The email is also copied in your myNATE inbox. Click the yellow envelope next to your name on your myNATE account to view your inbox.

LOP – NOTICE TO SCHEDULE EMAIL

- When you click the link and log in, it will ask you to confirm your demographic information.

- Please be sure to verify all your information is correct.

- **Please Note:** verify the name you provided matches your photo ID you plan to use during the session. If there is a problem with your name, please contact NATE before scheduling your exam.

- Your first and last name must match the first and last name on your identification exactly, nicknames will not be accepted.

- If you have more than one last name listed on your ID, the same last names must match on your registration.

- If you have a hyphenated last name on your ID, it must be hyphenated on your registration.

- The next page will show you any of the exams you have registered but have not scheduled yet.

- Click the schedule link to schedule a date and time for that exam.

- The next page will provide you with links to test your device for compatibility with both the online testing platform and live online proctoring.

- Be sure to run both tests before scheduling your exam.

Your Unscheduled Exams

Exam Name

Core - LOP   Schedule

- Select "Schedule Exam" on the next page to select a date and time for your exam.

- The site may ask you to complete anything missing in your profile, most important of which is your time zone prior to scheduling.
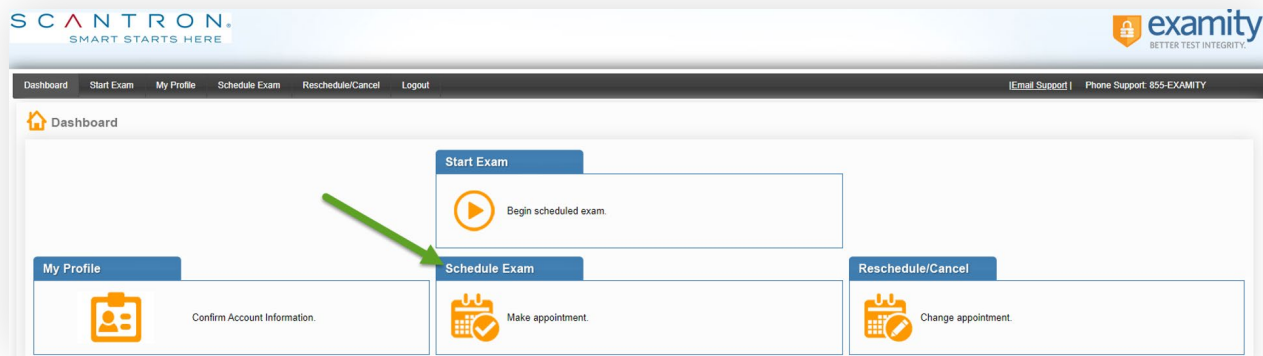
- The next page will have you select your date and time for the exam.

- First, select NATE from the drop-down menu under exam program.

- Then select the exam you want to schedule from the drop-menu under Exam Name.

- A calendar and a grid of time options will appear. First select a date, and then the available times on that date are displayed. Select your desired time from the grid.

- Grayed out times are no longer available and cannot be selected.

- Turn "On-Demand" scheduling off in the upper right-hand corner to select an option more than 24 hours out.

- If you need to reschedule or cancel your exam appointment, use the Reschedule/Cancel option on the dashboard.

- Exams can be rescheduled 24 hours prior to your original scheduled appointment.

- Exams can be canceled at least 24 hours prior to your original appointment.

- If you decide not to take the exam through LOP and require a refund:
    - If you have not yet scheduled the exam, please contact NATE to process your refund
    - If you have scheduled your exam, please cancel your appointment first, then contact NATE to process your refund
    - Cancellations less than 24 hours prior to your appointment cannot be refunded

- Once you have scheduled your exam you will receive two emails with instructions on what to do on your test day.

- The first will have instructions on how to login and a link to the testing site.

- You will also receive a password for the activation of that exam.

- The second will have more detailed information about your appointment and additional important information about LOP.

FIRST EMAIL - EXAM LOGIN INFORMATION

NATE Scheduling Confirmation Notice

candidatesupport@scantron.com
To Spagnoli, Anthony

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

IMPORTANT: You must read this entire document as it contains vital information regarding your examination.

Please note: This notice is more than one page. You must print all pages and bring them with you to the testing appointment.

This notice is to confirm that you have chosen to test via Live Online Proctoring (LOP). You will need the exam password contained below on your examination date; therefore, please keep a copy of this confirmation notice.

You will also receive a confirmation notice from Examity, Scantron's LOP partner. If you have not received the email within two business days, please contact 919-572-6880.

Your examination is: Core - LOP
Your exam password is: KQ5EBkR
Your examination date is: Please reference your Examity scheduling confirmation email for the exact date and time of your examination.

To minimize any disruption during your exam, it is recommended that you perform two system checks prior to taking your exam.
1. To configure your system for the LOP environment before the exam, **click here:** https://test.examity.com/systemcheck/ComputerReadinessCheck.aspx
2. To check your system for Scantron's delivery system, **click here:** https://www.scantronassessment.com/pass/PassLogin/SystemRequirements.aspx

ACCESSING THE EXAM ON EXAM DAY

In order to access the Examity portal on your scheduled exam day, please navigate to https://www.scantronassessment.com/registration and log in using the username and password provided below.

Username: aspagnoli

Password: ▮▮▮▮▮▮▮

Once you have logged in:

- Complete the attestation statement page and select "Continue" to access the Examity Portal.
- Click the **"Start Exam"** button to begin connecting with your proctor.
- Your proctor will complete the check in process and log you in to the exam. You will need the following **exam password** to access the exam:
  - **Your exam password is: KQ5EBkR**

SECOND EMAIL – APPOINTMENT AND LOP INFORMATION

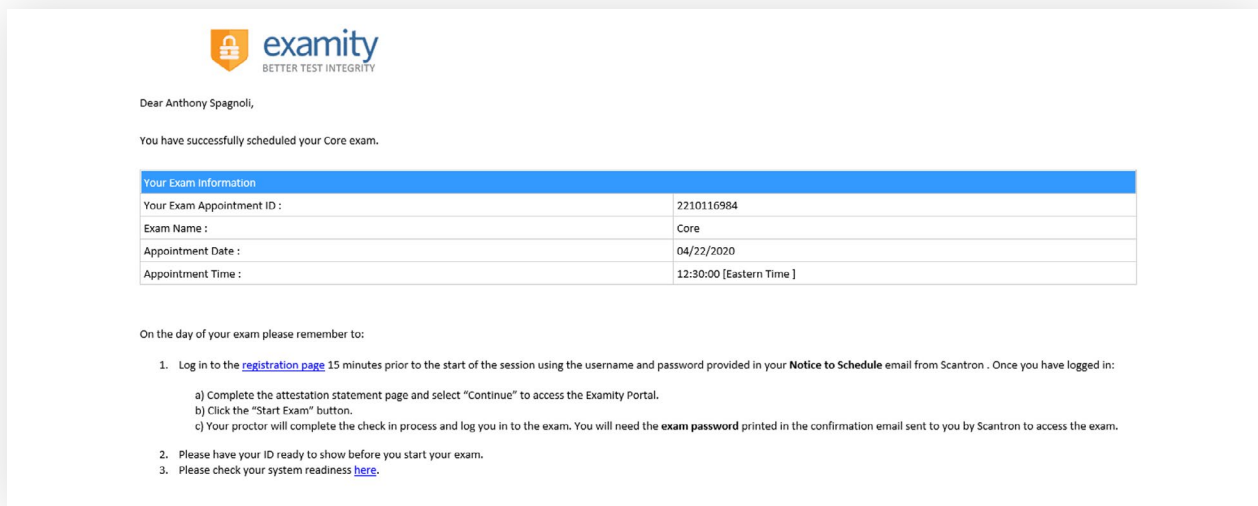- 15 minutes prior to your scheduled test time, please click the link provided in your confirmation email and log in with the username and password provided.

- Once you have logged in:
    - Complete the attestation statement page and select "Continue" to access the Examity Portal.
    - Click the Start Exam button to begin connecting with your proctor.
    - Your proctor will complete the check in process and log you in to the exam.
    - Reminder: You will need your exam password from the confirmation email.

LOP - GUIDELINES

- Below are a list of rules during your LOP session. These are included in your confirmation email:

  - You must be alone in the room
  - Your desk or workspace must be clear of everything except two sheets of scratch paper
  - If using a laptop, it needs to be connected to a power source
  - No phones or headphones
  - No dual monitors or a second device
  - Once the exam begins, you cannot leave your seat until the exam is completed
  - Your webcam, speakers, microphone must remain on throughout the exam
  - The proctor must be able to see you for the duration of the exam
  - No physical calculator. An online calculator can be accessed through the exam platform
  - Any used scratch paper must be destroyed after the sessions is submitted.

LOP - RESULTS

- Once you finish your exam, your results will be provided to you immediately.

- Your results will also available on your myNATE account.