Proctor Checklist for Computer Testing

Prior to Exam Day Checklist

At least one (1) day prior to the exam date:

_____ Ensure there are enough computers for all registered candidates.

_____ Check each computer against system requirements.

        _____ Ensure the screen resolution is 1024 x 768+

        _____ Ensure the current version of Adobe Flash Plug-in is installed (9.0.115+)

        _____ Confirm that the browser is a current version of Mozilla Firefox, Google Chrome, Apple Safari, and/or Microsoft Edge with JavaScript and cookies enabled

_____ Make sure each computer can access: https://app.fasttestweb.com/testing/pr/20/2

_____ Check your email for messages from the CPOC or CPMO regarding any additional information for the exam day, checking in candidates, or setting up the computers.

_____ Select space for candidates' belongings.

_____ Print and review the Sign-In List.

_____ Prepare paper/sticky note with the Unique Candidate Exam Code for each candidate.

Test Day Checklist

_____ Meet candidates at the door of the exam room as they arrive. Use the Sign-In List to check the candidates in.

_____ Confirm the U.S. citizenship of each candidate by checking either a U.S. passport, or a birth certificate and a government-issued photo ID: driver's license (MN and MO licenses are not accepted), military ID card, or another ID card issued by a federal, state, or local government agency as long as it contains a photograph or information such as name, date of birth, gender, height, eye color and address.

_____ Add proctor mark indicating U.S. citizenship has been checked to Sign-In sheet.

_____ Check candidate ID against the registered name. If there are inconsistencies, the candidate will not be allowed to test.

_____ Have each candidate sign into the exam session by adding their signature next to their name on the Sign-In form.

_____ Ensure that candidates are not bringing any unauthorized materials into the exam room. If candidates have materials not permitted, the proctor must designate a spot in the room for candidates to leave their belongings while taking the test.

_____ Direct candidates to their seats; separate people who arrive in what appears to be social groups.

_____ Inform candidates there will be no restroom breaks during testing, allowing them to use the facilities prior to starting the exam.

_____ After checking all candidates in and ensuring that everyone is present, close the door to the testing room.

_____ Deliver a unique candidate exam code (UCEC) to each candidate on a small sheet of paper/sticky note, initialing the Sign-In form as each code is given.

_____ Present the Proctor's script, and go over all exam policies and procedures.

_____ Direct candidates to log into the test platform with their unique candidate exam code, and announce when they are able to begin the exam.

_____ Monitor the candidates throughout the exam. Ensure candidates do not have any materials at their workstation (e.g., scratch paper, calculators, etc.). Ensure candidates do not navigate to other websites.

_____ When candidates finish their test, ensure that they have completed the entire test and have logged out successfully.