ATI Proctor Process Guide
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Before You Proctor

☐ Are you a proctor?

- If you do not have proctor/instructor/director status, someone from your institution who has instructor or director status must contact your Institution’s designated Regional Client Account Manager by e-mail prior to testing to request a status change.
- Have you completed the Proctor Certification course located in the ATI Academy? This is a required course before you proctor an assessment.
  - From the Faculty Navigation panel Main menu, click ATI ACADEMY and then click the Course Library icon to access the ATI Proctor Certification self-paced course.
- 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.)
- Do you know the assessment to be proctored?
  - Navigate to the Products section of ATI to find the appropriate assessment. Make sure you have enough spots in the Taken/Purchased section. If you do not, please call ATI at 800-667-7531 at least one day in advance of the test.

☐ Are you testing after hours?

ATI’s regular office hours are Monday through Friday from 6am to 9pm Central Time. If you need to test after ATI’s regular business hours or on Saturday, please fill out the after-hours request form and e-mail your Customer Account Manager at least two weeks prior to the test date. (See FAQ 18: After-Hours Support Request Form.)
STEP ONE: Before Examinees Arrive

☐ Check the room
  • Are there enough workstations for all examinees?
  • 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 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 5: How do I Create a Seating Chart? for extra information about this, if needed.

☐ Write the following information on the board
  • Assessment Name
  • Institution
  • Assessment ID (if any)
  • Number of Questions and minutes for the exam (see FAQ 11: Exam Format and Scoring)
Log in to your proctoring session

- Go to www.atitesting.com and enter your user name and password.
  - Do not share accounts with other faculty members. Each proctor must have their own ATI account.
- Find the exam you are proctoring from the Products tab and click the Proctor Assessment icon, or enter the Assessment ID on the Proctor section of your faculty page.
- Type your full name, and enter today’s date to begin proctoring.
- 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 examinee ratio for the best proctoring capabilities.

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Turn the page for step two!
STEP TWO: Examinee 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, phones and smart watches, with discretionary allowances for religious apparel.
- Examinees may bring two #2 pencils; students are not allowed to have any other personal materials at their testing station.
- Examinees 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, smart watches, and personal calculators.
- Food and drink, unless predetermined as medically necessary, are not allowed in the exam room.
Announcements

- Advise examinees to use the restroom prior to the start of the assessment.
- Advise examinees that they cannot leave the testing room without proctor approval. If approval is granted, the student should pause their assessment using the **Pause** button in the top right corner of their assessment.
- Any time lost on an assessment outside of the Pause time cannot be added. No time can be added to an assessment at any point.

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Turn the page for step three!
STEP THREE: Starting the Exam

☐ Instructing Examinees to Log in

• Instruct examinees to close any applications they might have opened.
• Direct examinees to www.atitesting.com.
• Have examinees enter their ATI user name and password.
  o If an examinee does not have a user name and password, instruct them on how to create an account. (See FAQ 7: How do I Create a New Student Account.)
  o If an examinee doesn’t remember their password, have them use the Forgot Password or Forgot Username option on the sign-in page. (See FAQ 13: Administering the Assessment – Examinee Sign In for directions, if necessary.)
• Write the assessment’s institution on the board.
• Once logged in, instruct examinees to:
  o Make sure that their account is set to the same institution as the one associated to the assessment. (To change the student’s account: click the account link in the upper right corner; on the My Profile tab, scroll down to Institution Info and click Edit; select the assessment institution and then click Save.)
  o Click the MY ATI tab at the top of the page and then click the TEST tab.
  o Locate the appropriate proctored assessment and then click BEGIN to open the Proctored Assessment Instruction page. (See FAQ 13: Administering the Assessment – Examinee Sign In.)
    • If the assessment does not show up on the TEST tab, the examinee can enter the assessment ID by clicking Add Product. The assessment ID can be found at the top of the proctor page.

☐ 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.

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STEP FOUR: Read the Proctor Script

Read aloud the information below before approving examinees.

(See FAQ 11: Exam Format and Scoring for information on the number of minutes/questions in each exam)

☐ Greeting

Welcome. The assessment you are about to participate in is a timed exam. You will have _____ minutes to complete _____ questions. If you leave the room for any reason without permission, you will not be permitted to make up time missed. You may not access any of your personal belongings during the exam or during any approved breaks. 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 ATI assessments. 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. This includes after the conclusion of the test.

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 14: Administering the Assessment -- Monitoring the Test.

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 that will display at the bottom of the page once you are approved.
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 FAQ 8: 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 Monitor Assessment screen at your proctor station for any notifications of students who have clicked off of the browser. See FAQ 14: Administering the Assessment – Monitoring the Test for more information on browser click-off procedures. (Also, review FAQ 16: 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.

The assessment will 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 student’s assessment, and the student will receive the message, “The Proctor has stopped you
from continuing this test.” The student must click Go Back to Main Page, and then click on the Assessment to be taken back to where they left off.

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.

☐ **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 17: ATI Irregularity Report Form.)

See FAQ 14: Administering the Assessment – Monitoring the Test for more detailed monitoring instructions.
□ Restroom breaks and leaving the testing area during the exam

- A student may be granted permission to use the restroom during the exam. However, note the following:
  - 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. This is accomplished using the Proctor Action: Stop Test option on the Monitor Assessment screen at your proctor station. (See FAQ 9: Restarting vs. Retaking the Exam for guidelines on Restarting vs. Retaking. See FAQ 14: Administering the Assessment – Monitoring the Test for directions on how to pause or stop the exam.)
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 17: 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 form found in FAQ 17: ATI Irregularity Report Form of this guide. Irregularities include, but are not limited to, the following:
  - Any incident resulting in students being unsupervised with exam materials.
  - Suspected misconduct.
  - Illness or medical emergencies during exam administration.
  - Any alert requiring evacuation during exam administration (e.g., fire, weather-related, security-related, etc.)
  - Any disruptive behavior by student (e.g., excessing coughing, etc.)
  - Problems with room temperature, excessive heat or extreme cool.
  - 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. (See FAQ 8: Challenges to Questions – Product Inquiry Process.)

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Frequently Asked Questions (FAQs)

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FAQ 1: What are the Technical Requirements for Online Testing?

Required

- **Browser**
  - Google Chrome current version
  - Firefox current version
  - Internet Explorer current version (*Edge is not fully supported*)
  - Safari current version (*Mac only*)

- **Device/OS**
  - PC – Windows 7, 8, 8.1, or 10
  - Mac – macOS ® X 10.9 or later

- **Other**
  - Minimum resolution of 1024 x 600.
  - JavaScript and cookies must both be enabled within the browser.
  - Some content may only be made accessible by disabling your browser's popup blocker.

Recommended

- Use a wired network connection.
- Run a network speed test at [http://fast.com](http://fast.com) from the testing location.
  - Recommended 5 Mbps download speed for a single user.
- Allow *.*.atitesting.com through any pop-up blockers or proxy/caching servers.
- Allow the following IP addresses through any firewall if necessary:
  - www.atitesting............................Address: 198.187.138.192
  - app.atitesting.com........................Address: 198.187.138.193
  - scorm.atitesting..........................Address: 198.187.138.218
  - support.atitesting........................Address: 198.187.138.198
  - code.jquery..............................Address: 94.31.29.54
  - assets.braintreegateway................Address: 104.90.82.246
  - www.google-analytics....................Address: 216.58.217.78

- Clear browsing history and exit the browser prior to testing.
- Quit programs running on the computers that could draw attention away from the testing window (*Antivirus scans, System Updates, email, etc.*)

For Assistance

If you have any issues, contact ATI at 1-800-667-7531 for assistance, or click the Chat icon at the bottom right corner.

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FAQ 2: Logging in as a Proctor

1. Navigate to www.atitesting.com and click Faculty Login.
2. Enter your username and password and then click GO to log in.
   - Faculty/proctor accounts cannot be shared. Each proctor must have their own account.
   - If you have forgotten your username or password, use the Forgot username and/or password tool on the login page.
3. If necessary, click the Select Institution/Cohort icon to choose an Institution and/or Cohort. The icon is located at the top left corner of the ATI page.
4. Click the Navigation Panel icon in the top left corner to open the Main menu, and then click Products.
5. Find the assessment(s) to be proctored, and click the Proctor Assessment icon.
6. 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.

For Assistance:
If you have any issues, contact ATI at 1-800-667-7531 for assistance, or click the Chat icon at the bottom right corner of the ATI page.
FAQ 3: How do I monitor students?

After you click Proceed to finish logging in, the following information displays on the Monitor Assessment screen:

- **Institution**: The name of your institution.
- **Assessment ID**: The Exam ID.
- **Assessment**: The name of the Exam.
- **Tests Completed**: The number of examinees who have completed the exam.
- **Tests Purchased**: The number of examinees who have purchased the exam.
- **Students Testing**: The number of examinees testing.
- **Hide Results**: Allows you to hide the results from appearing for the examinee once they have completed the exam.
- **Warning!**: Alerts you by displaying the examinees who click outside of the testing window during the exam.
- **Student Status**: After examinees log on, they are listed in this section. Using this list, you can approve and/or stop an examinee’s exam. During testing, this displays the section the examinee is in, as well as the amount of time the student has.
- **Stopped Assessments**: If an exam has been stopped but not completed, it will appear in this section. You can either close (complete) the exam, abandon the exam, or take no action.
- **Completed Assessments**: The examinees who have completed the exam are listed, along with their raw scores.
- **Refresh/Submit Now Button**: Allows you to refresh the screen and submit actions. This is limited to once every 30 seconds.
- **Stop Monitoring Button**: Navigates away from the Proctor Screen. Click this button when you are finished proctoring.

To view finished students, click View Completed Assessments in the Completed Assessments section.

Click Close Window to stop viewing completed assessments and return to the Monitor Assessment screen.
FAQ 4: How do I Proctor More than One Assessment?

1. On the Monitor Assessment screen, click Monitor Another Assessment.

2. On the window that opens, enter the Assessment ID and Password for the next assessment you are going to proctor and then click Submit to display the Electronic Signature screen.

3. Again, verify the Assessment Name, enter your full name and the current date, and then click Proceed. The Monitor Assessment screen displays for the new assessment.
4. After you have added a second assessment to proctor, the Monitor Assessment drop-down list displays. Use this list to toggle between assessments.

5. Click Monitor Another Assessment and repeat the process of entering an additional Assessment ID and Password and signing the Electronic Signature screen for all additional assessments you are proctoring.
FAQ 5: 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 6: 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 and submit your findings on a Report of Testing Irregularity (FAQ 17: ATI Irregularity Report Form).

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.
FAQ 7: How do I Create a New Student Account?

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

1. Navigate to www.atitesting.com and click the Create Account link located in the upper right corner.
2. 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]
   Reenter your information. When your entry is accepted, the message will disappear.

After you have entered all your account information, click Continue to go to the Security Questions page.

3. Select three different security questions, one from each list, and enter your answer for each. Click CONTINUE to enter your personal information.
4. On the Personal Info page, enter your contact information, then click CONTINUE. All fields marked with a red asterisk * are required.
5. 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 information.
6. 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.
7. 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. Click Continue to go to User Terms and Conditions.
8. 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.
9. On the Welcome to ATI page, select Get oriented as an ATI student and then click BEGIN USING ATI. Click BEGIN USING ATI again to skip the videos. The Student Home page displays and your new Username displays in the upper right corner.

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FAQ 8: 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 the test room facility.

- Inquiry must be submitted to you on the scratch paper provided.
- The question number (not any part of the question), student’s name, and type of issue must be provided on the scratch paper.
- The proctor or administrator designated to submit requests to ATI will populate the form below and send to their ATI Customer Service or Client Account Manager within 24 hours of the test administration.
- ATI will submit the Product Inquiry to the appropriate department for research. Please note, ATI will not discuss proctored content; they will research the submission 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 your ATI Customer Service representative or Client Account Manager within 24 hours of test administration; ATI research will be completed within 72 hours of receipt.
FAQ 9: 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><strong>Restart the Exam</strong></td>
<td></td>
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<tr>
<td><strong>Invalidate Scores Retake the Exam</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
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</tbody>
</table>

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FAQ 10: 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 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 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.
FAQ 11: Exam Format and Scoring

General Information

- ATI online assessments have multiple-item formats to reflect the item formats used on the NCLEX®. These formats include multiple-choice items with four responses for each, hot spot, fill-in-the-blank, multiple response, drag-and-drop, and chart exhibit.

**Note:** The TEAS® exam only contains multiple-choice items.

- Scrambled versions of the assessments are used to ensure test security.
- There is no penalty for guessing.
- Any question that is not answered will be scored as incorrect.

Assessment Times/Questions

<table>
<thead>
<tr>
<th>Assessment Name</th>
<th>2013/14 Minutes/Question</th>
<th>2016/17 Minutes/Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN and PN Adult Medical Surgical</td>
<td>100/100</td>
<td>100/100</td>
</tr>
<tr>
<td>RN and PN Comprehensive Predicator</td>
<td>180/180</td>
<td>180/180</td>
</tr>
<tr>
<td>RN and PN Fundamentals</td>
<td>70/70</td>
<td>70/70</td>
</tr>
<tr>
<td>RN and PN Nursing Care of Children</td>
<td>70/70</td>
<td>70/70</td>
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<tr>
<td>RN Community Health</td>
<td>60/60</td>
<td>60/60</td>
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<tr>
<td>RN Leadership</td>
<td>70/70</td>
<td>70/70</td>
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<tr>
<td>RN Maternal Newborn</td>
<td>70/70</td>
<td>70/70</td>
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<tr>
<td>RN Mental Health</td>
<td>70/70</td>
<td>70/70</td>
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<tr>
<td>RN Nutrition</td>
<td>70/70</td>
<td>70/70</td>
</tr>
<tr>
<td>RN Pharmacology</td>
<td>70/70</td>
<td>70/70</td>
</tr>
<tr>
<td>Anatomy and Physiology</td>
<td>75/75</td>
<td>75/75</td>
</tr>
<tr>
<td>Critical Thinking Entrance/Exit</td>
<td>40/40</td>
<td>40/40</td>
</tr>
<tr>
<td>PN Management</td>
<td>60/60</td>
<td>60/60</td>
</tr>
<tr>
<td>PN Maternal Newborn</td>
<td>60/60</td>
<td>60/60</td>
</tr>
<tr>
<td>PN Mental Health</td>
<td>60/60</td>
<td>60/60</td>
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<tr>
<td>PN Pharmacology</td>
<td>60/60</td>
<td>60/60</td>
</tr>
<tr>
<td>RN and PN Dosage Calculations</td>
<td>60/25</td>
<td>60/25</td>
</tr>
</tbody>
</table>

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FAQ 12: 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 (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 13: 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, they will need to click the Forgot Password or Forgot Username option on the sign in page.

- After examinees have successfully accessed the Web site, the Proctored Assessments available to them are located on the MY ATI > TEST tab.

- To help locate the correct Proctored 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. This ID can be found at the top left corner of the Proctor page once proctoring has begun.

- 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.

Note: The START TEST button may take up to 30 seconds to appear for examinees upon approval.
FAQ 14: 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.

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

| Institution: | ATI |
| Assessment ID: | 8156162 |
| Assessment Name: | RN Comprehensive Predictor 2013 Form F |
| Report Date: | 10/19/2016 10:22:48 AM |
| Class: | |

The following events have been recorded for this assessment:

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Student ID</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/19/2016 10:19:00 AM</td>
<td>ATI TEST SECURITY Student, Karen</td>
<td>Closed outside of the browser.</td>
</tr>
<tr>
<td>10/19/2016 10:19:00 AM</td>
<td>ATI TEST SECURITY Student, Karen</td>
<td>Closed outside of the browser.</td>
</tr>
<tr>
<td>10/19/2016 10:22:00 AM</td>
<td>ATI TEST SECURITY Student, Karen</td>
<td>Closed outside of the browser.</td>
</tr>
</tbody>
</table>

- 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.

**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.

**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.
FAQ 15: Retrieving Assessment Results (via Quick Report)

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

- Log on to www.atitesting.com and click the Navigation Panel icon to open the Main menu and then click Analytics.

- 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 in the online Help.
  - From the Faculty Home page, click the Navigation Panel icon and then click Help.
  - The reporting section is listed under Website Basics, and the Analytics section.
FAQ 16: 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 17: 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.
  - 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 17: 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 17: ATI Irregularity Report Form

Report of Testing Irregularity

An electronic version of this form is available at www.atitesting.com under Help/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 ATI for immediate assistance at 800-667-7531, or use the Chat button at the bottom right corner of the ATI page.

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: ___________________________

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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FAQ 18: After-Hours Support Request Form

After-Hours Support Request

| Requested By: |  |
| Institution: |  |
| Proctor Name: |  |
| Contact Number: |  |
| Email Address |  |

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Test Time (Central Time)</th>
<th>Assessment Name</th>
<th>Assessment ID</th>
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After-Hours Support is available from 6am to 10pm Central time Monday-Friday, and Saturdays from 7am to 7pm Central time. Tech Support is not available on Sunday or on holiday weekends/evenings.

All After-Hours Support requests must be sent to your ATI Account Manager.

Please allow at least two-week’s notice to request after-hours support. After-hours requests should be sent to ATI no more than three months in advance of the testing date.

If you have scheduled after-hours support and have changed plans or will no longer be testing, please email after_hours_support@atitesting.com as soon as possible.

The After-Hours Support number is 866-428-4837. This number is for faculty proctoring assessments only, and will not be open if not previously scheduled.

ATI Holidays: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day Weekend, Fourth of July, Labor Day Weekend, Thanksgiving Weekend (Thursday and Friday), Christmas Eve, Christmas Day, New Year’s Eve.

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