Instructions for Online Proctoring Requests

Test candidates MUST have access to the internet and a web-camera to utilize the online proctoring service.

1. Place your order for PROCTORFEE in the Client Services Center. You will need to order one for each user code you order that you would like to be administered through the online proctoring service.

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Product Name</th>
<th>Product Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCTORFEE</td>
<td>Precision Machining</td>
<td>Job Ready</td>
</tr>
<tr>
<td>4272</td>
<td>Welding</td>
<td>Job Ready</td>
</tr>
</tbody>
</table>

2. In Manage User Codes, assign designated user codes with candidate name and Participant ID. The Participant ID must be unique to every test candidate and can be any numbering convention that works for your organization, e.g., employee number. If you do not have a numbering system, please use the User Code as the Participant ID.

3. Complete all shaded areas of the Excel spreadsheet
   a. Date Ordered
   b. Order ID# *
   c. Completed by Date**
   d. Test Title
   e. Test Code (4-digit number)
   f. User Code (7-digit number)
   g. Password
   h. Candidate Name
   i. Candidate Email Address

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*To find Order ID# follow the screenshots below.

** When determining the Completed by Date, you must allow a minimum of 5 business days for the testing window from the date of session creation. Sessions will be created no later than the close of business on the 2nd business day following spreadsheets being received.

You can use the “Print Labels” feature in the Client Services Center to copy and paste User Codes and Passwords into the spreadsheet. Screenshots below walk through the process for utilizing this feature.
4. Email completed spreadsheet to Kay.cole@nocti.org. Spreadsheets should only be sent once per day and proctoring sessions will be initiated no later than the close of business on the following business day.

5. NBS will create an online proctoring session for each candidate listed on the spreadsheet.

6. NBS will email each candidate to notify him/her of the testing window dates*** and include next step instructions.

7. The online proctoring service (Proctor U) will initiate an auto-generated email to the candidate including an invitation to register and schedule a test date and time. Candidates MUST use the link provided within this email to register for the correct test.

8. Site coordinator will be notified by Proctor U of test reservations.

9. Site coordinator will be emailed a preliminary score report from the NBS online testing system upon completion of the assessment. This preliminary score report can also be viewed in the Manage User Codes section of the Client Services Center once the assessment has been completed.

NOTES:

*** If the candidate’s testing window expires, the site coordinator will need to notify NBS if the testing window should be extended or if the user code is to be reassigned (a nominal fee may be applied).

   a. Candidates cannot test outside of the test window dates.

   b. User Codes will NOT be reassigned during an open testing window.