

## 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.

Test Code	Product Name	Product Type
PROCTORFEE		
4152	Precision Machining	Job Ready
4272	Welding	Job Ready

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.

**Precision Machining - 4152**  
 Sessions: 1  
 Type: Multiple Choice  
 Classification: Business and Industry

**Post-Test User Codes**

Filter User Codes  
 No Filter Selected

Assign Uploaded Data

Print All User Codes    Print Select User Codes    Save Changes    Unassign All    Group Participants for Score R

Text-to-Speech	User Code Details	Participant Information	User Code Status	Test Progress	Release Score
<input type="checkbox"/>	User Code: 3985808 Password: QAE#NK3n	First Name: <input type="text"/> MI: <input type="text"/> Last Name: <input type="text"/> Participant ID: <input type="text"/>	Unassigned Issued: 3/18/2020 Expires: 9/18/2020	Written Test: 0/174 Performance Test:	
<input type="checkbox"/>	User Code: 3985809 Password: ASM#JFG#	First Name: <input type="text"/> MI: <input type="text"/> Last Name: <input type="text"/> Participant ID: <input type="text"/>	Unassigned Issued: 3/18/2020 Expires: 9/18/2020	Written Test: 0/174 Performance Test:	

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

\*To find Order ID# follow the screenshots below.

Home **Place an Order** Manage User Codes View Score Reports Resources Contact Us

You are currently logged in as site: NOCTI Test Site Site Code: 9999 You are currently managing site: [REDACTED] Site Code: [REDACTED]

Search by Test Code or Test Title:  Search [Shopping Cart \(0\)](#)

Test Code	Product Name	Product Type
PROCTORFEE		
4152	Precision Machining	Job Ready
4272	Welding	Job Ready

Home **Place an Order** M

You are currently logged in as site: NOCTI Test Site Site Code:

Choose your date range and click Retrieve to view you  
Create a new shopping cart based on an order from la

Start Date:  End Date:

Order ID	Order Date	Test Date
52587	Mar/18/2020	Mar/20/2020

\*\* 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 2<sup>nd</sup> 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.

Home Place an Order **Manage User Codes** View Score Reports Resources Contact Us

You are currently logged in as site: NOCTI Test Site Site Code: 9999 You are currently managing site: [REDACTED] Site Code: [REDACTED]

**Precision Machining - 4152** [Return](#)

Sessions: 1  
Type: Multiple Choice  
Classification: Business and Industry

**Post-Test User Codes**

Filter User Codes  
No Filter Selected

Assign Uploaded Data

**Print All User Codes** **Print Select User Codes** Save Changes Unassign All Group Participants for Score Reports

Text-to-Speech	User Code Details	Participant Information	User Code Status	Test Progress	Release for Scoring
<input type="checkbox"/>	User Code: 3985808 Password: QAExNK3n	First Name: <input type="text"/> MI: <input type="text"/> Last Name: <input type="text"/> Participant ID: <input type="text"/>	Unassigned Issued: 3/18/2020 Expires: 9/18/2020	Written Test: 0/174 Performance Test:	

PDF Label Output

Excel Output

User Code	Password	Name	Participant Id
3985808	QAExNK3n		
3985809	ASM#JFGr		

4. Email completed spreadsheet to [Kay.cole@nocti.org](mailto: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.