

TesTrac Exam Administration Tutorial

Introduction

Although administered at a PSI Test Center and by PSI staff, exams for the following organizations are presented to the candidates via a third-party platform known as TesTrac.

Iowa State Veterinary Technician Exam (AAVSB - Iowa)
Automotive Lift Institute, Inc. (ALI)
American Trauma Society (ATS)
Center for Guardianship Certification (CGC)
COMMON
Electric Reliability Council of Texas (ERCOT)
International Association of Interviewers (IAI)
Master Registered Financial Consultant (MRFC)
National Association of Health Unit (NAHUC)
National Association of Legal Assistants (NALA)
NASBITE CGBP Certified Global Business Professional
National Alliance of Wound Care and Ostomy (NAWCO)
National Institute of Social Media (NISM)
National Inspection, Testing and Certification Corporation (NITC)
Pool and Hot Tub Alliance (PHTA)
Psychiatric Rehabilitation Association (PRA)

This document shows you what you need to do to administer these tests.

Important Requirements

- Once seated at their computers, candidates use the TesTrac website to take their exam.
- Once the candidate has completed his/her exam, the proctor **MUST** click on the **Third Party Checkout** button on the proctoring screen.

Tech Support

If you have problems with the actual equipment or loading of the TesTrac exam, please contact PSI Technical Support at 800-367-1565 ext. 7193

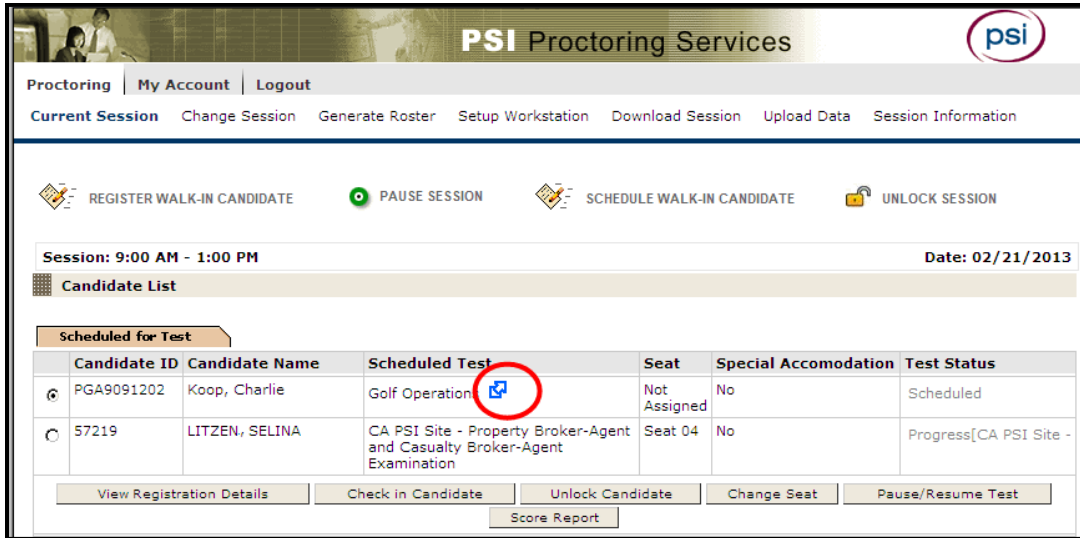
If you have problems accessing an exam from the TesTrac Dashboard or technical issues with the actual TesTrac site/exam, please contact Doug Odell at (952) 997-0641.

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PROCTOR AND CANDIDATE SCREENS

The following screenshots show the Proctor screen in ATLAS along with screenshots of the TesTrac testing platform that the candidate will see. Please familiarize yourself with the content of this tutorial as it will allow you to become acquainted with the new screens.

1. The TesTrac candidate appears on your proctoring screen just like any other candidate with one exception:
 - There will be a blue arrow-like icon next to the title of the exam in the Scheduled Test column. This icon denotes that the exam is considered to be a **Third Party exam** administered on a test driver over the Internet and not through the PSI system.

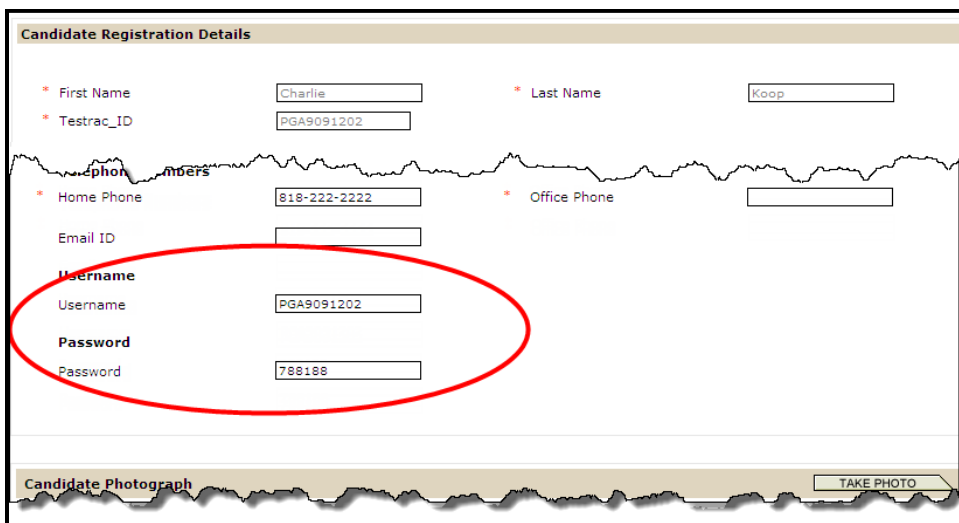


The screenshot shows the PSI Proctoring Services interface. At the top, there is a navigation bar with "Proctoring", "My Account", and "Logout". Below this is a menu with "Current Session", "Change Session", "Generate Roster", "Setup Workstation", "Download Session", "Upload Data", and "Session Information". The main area contains several icons: "REGISTER WALK-IN CANDIDATE", "PAUSE SESSION", "SCHEDULE WALK-IN CANDIDATE", and "UNLOCK SESSION". The session details are "Session: 9:00 AM - 1:00 PM" and "Date: 02/21/2013". Below this is a "Candidate List" section with a "Scheduled for Test" tab. The table below shows the candidate list:

Candidate ID	Candidate Name	Scheduled Test	Seat	Special Accomodation	Test Status
PGA9091202	Koop, Charlie	Golf Operation 	Not Assigned	No	Scheduled
57219	LITZEN, SELINA	CA PSI Site - Property Broker-Agent and Casualty Broker-Agent Examination	Seat 04	No	Progress[CA PSI Site -

Below the table are buttons: "View Registration Details", "Check in Candidate", "Unlock Candidate", "Change Seat", "Pause/Resume Test", and "Score Report".

2. If the candidate does not have the correct Username and Password available, click on **View Registration Details** button. You will see the TesTrac information just above the candidate photograph. The candidate must have this information for logging into TesTrac (as described in Step 6 below.)



The screenshot shows the "Candidate Registration Details" form. The fields are:

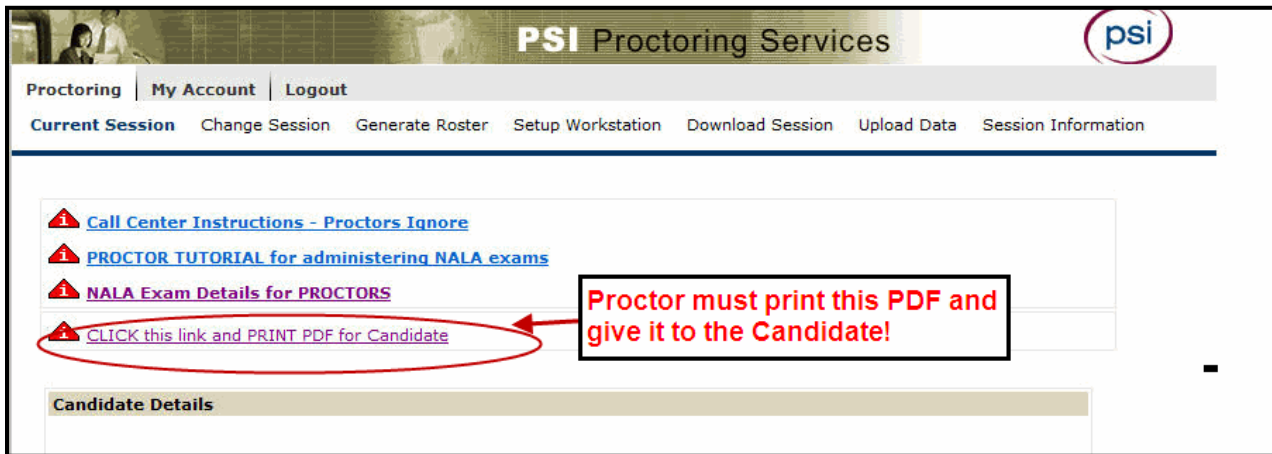
- * First Name: Charlie
- * Last Name: Koop
- * Testrac_ID: PGA9091202
- * Home Phone: 818-222-2222
- * Office Phone: [Empty]
- Email ID: [Empty]
- Username**: PGA9091202
- Password**: 788188

The Username and Password fields are circled in red. Below the form is a "Candidate Photograph" section with a "TAKE PHOTO" button.

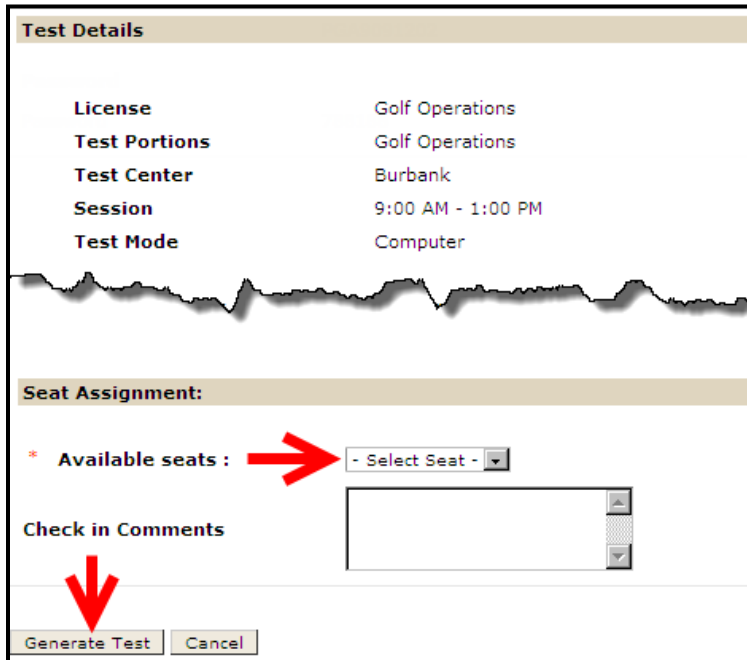
Note: This Username and Password must be used throughout the candidate login process at the Test Center, regardless of the actual label. For instance, in Step 4 the candidate enters the Username in the area labeled TesTrac_ID Number. In Step 7, the candidate enters the Username in the area labeled TesTrac System ID, etc.

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- Proceed to check-in the candidate. On the check-in screen, you will see links to information that you should read. NOTE that if the specific test has a fourth item “**CLICK this link and PRINT PDF for Candidate**”, **you MUST print the PDF and give it to the candidate.**

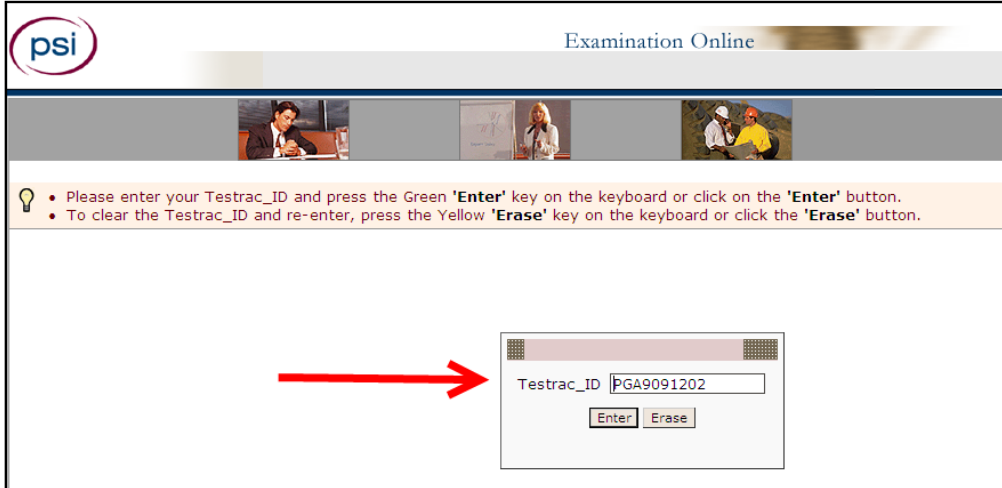


- Confirm that the candidate is taking the correct exam and is there for the correct session.
- Select the seat number for the workstation in which the candidate will be testing.
- Click on the **Generate Test** button.



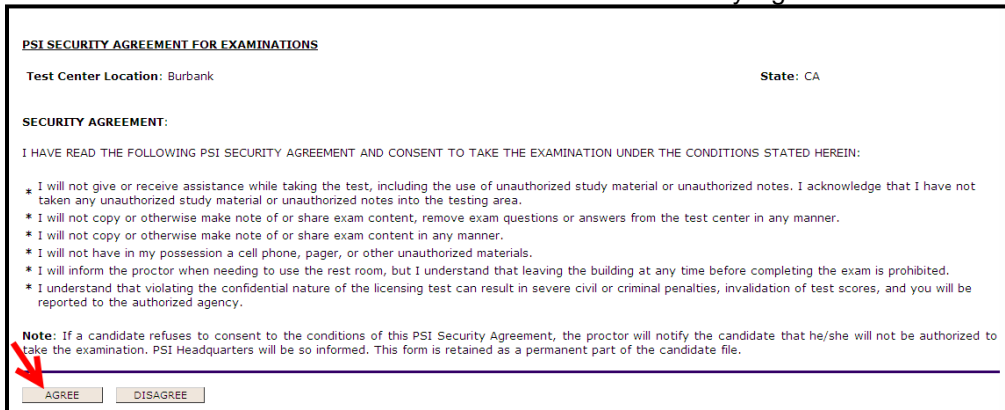
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4. At the assigned test workstation, enter the candidate's TesTrac_ID Number (Username) and click the **Enter** button:



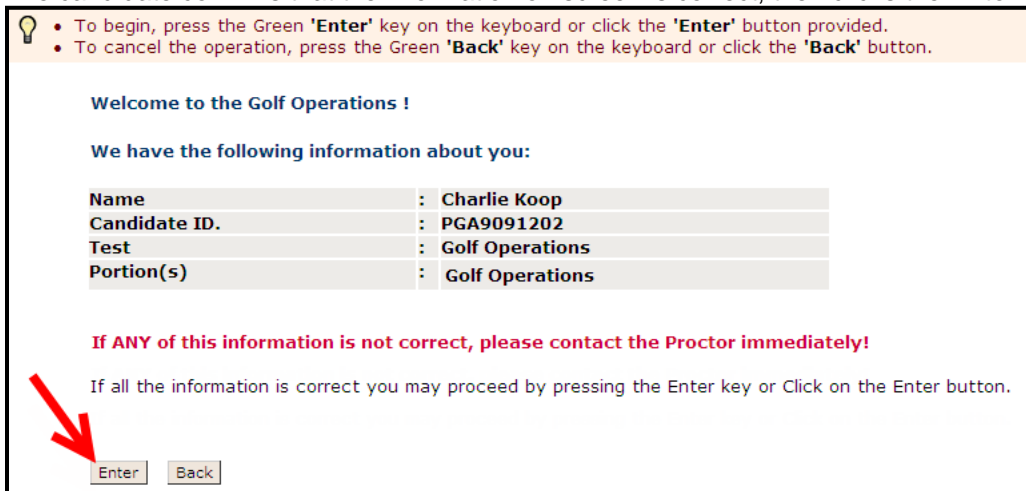
The screenshot shows the 'Examination Online' interface with the PSI logo. A red arrow points to a pop-up window containing a text input field labeled 'Testrac_ID' with the value 'PGA9091202' and two buttons: 'Enter' and 'Erase'.

The candidate clicks on the AGREE button on the PSI Security Agreement screen:



The screenshot shows the 'PSI SECURITY AGREEMENT FOR EXAMINATIONS' screen. It includes fields for 'Test Center Location: Burbank' and 'State: CA'. A red arrow points to the 'AGREE' button at the bottom left.

5. The candidate confirms that the information on screen is correct, then clicks the **Enter** button:



The screenshot shows a 'Welcome to the Golf Operations !' screen. It displays the following information:

Name	: Charlie Koop
Candidate ID.	: PGA9091202
Test	: Golf Operations
Portion(s)	: Golf Operations

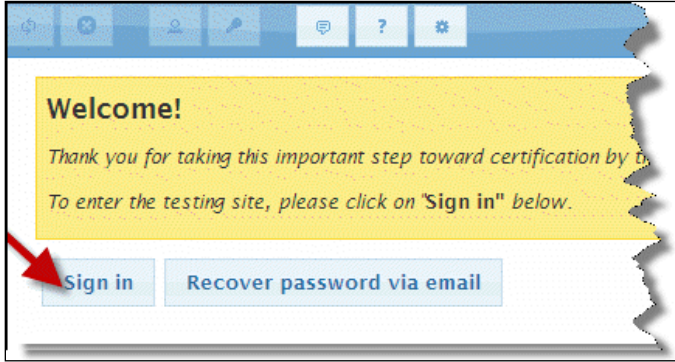
Below the table, it states: **If ANY of this information is not correct, please contact the Proctor immediately!**

Below that, it says: **If all the information is correct you may proceed by pressing the Enter key or Click on the Enter button.**

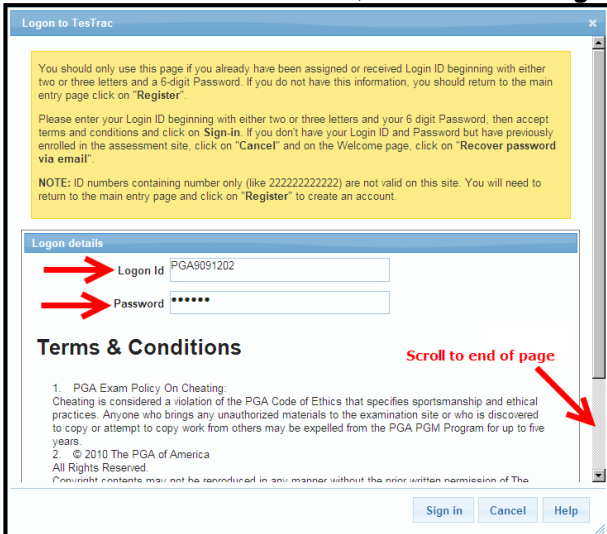
A red arrow points to the 'Enter' button at the bottom left.

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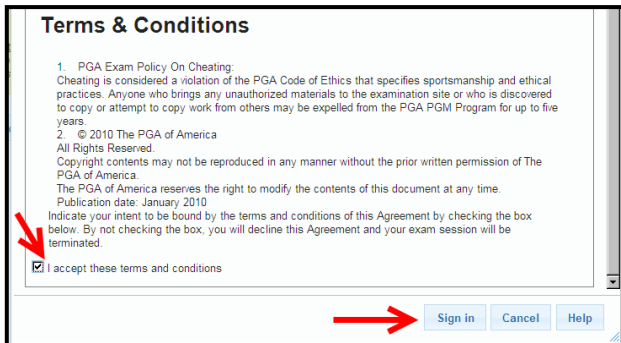
6. The TesTrac Welcome page appears. The candidate clicks the **Sign in** button:



7. The candidate enters his or her Username and Password and accepts the terms and conditions by checking the box at the bottom of the screen, then clicks the **Sign In** button:

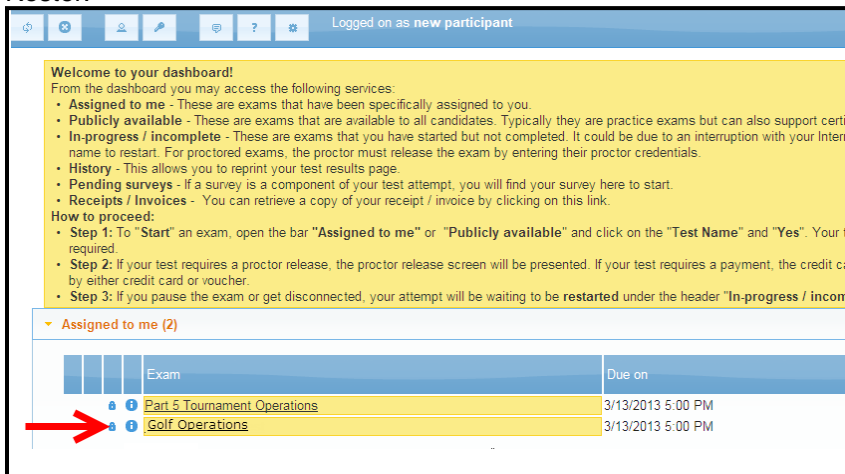


Note: Scroll to the bottom of the page to see the complete Security Agreement Section.



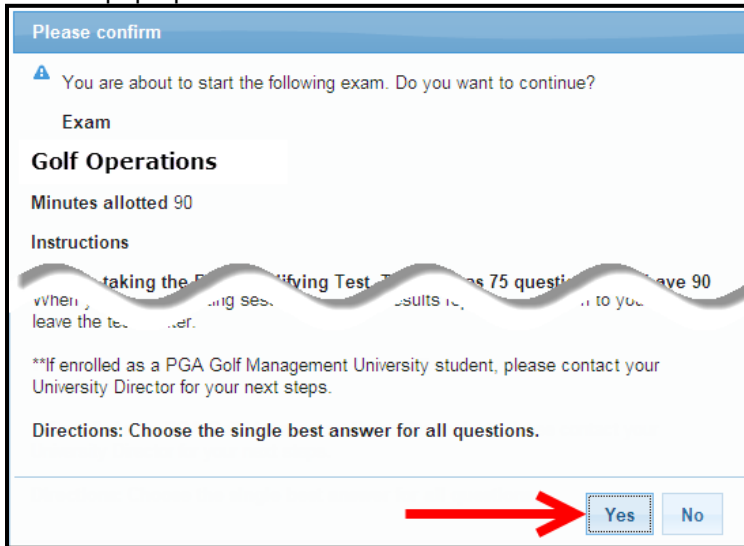
Place a checkmark in the box labeled "I accept these terms and conditions" and click the **Sign in** button.

8. The candidate's personalized Main Dashboard on the TesTrac exam website is displayed. It shows all of the candidate's Exam activity. The proctor clicks on the exact test for which the candidate is scheduled on the Session Roster:

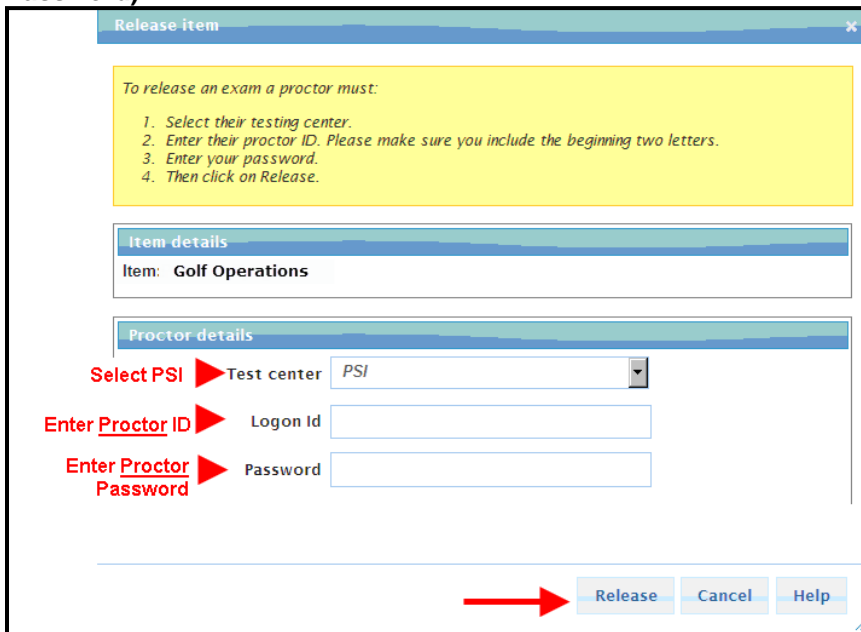


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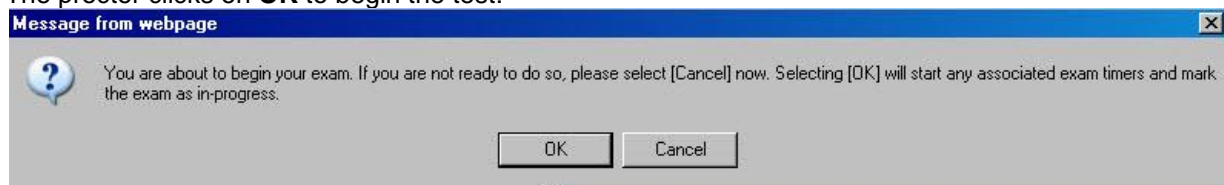
9. The candidate confirms that he/she wishes to start the exam by clicking the **Yes** button at the bottom of the Please Confirm pop-up.



10. On the next screen, the proctor must release the test by selecting PSI from the Test Center dropdown menu and entering the Proctor Logon ID and Proctor Password. (**Do NOT use the Candidate Username and Password**):



11. The proctor clicks on **OK** to begin the test:



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14. On the Review screen, candidates should read the instructions carefully. Candidates may click directly on any test number to review the question and possibly change their answer to it:

Reviewing items 01:52:01

You have elected to score your exam. Prior to scoring an exam, a list of the items are presented detailing:

- Whether or not you have viewed the items. A check mark next to the item number under the header "Displayed to you" is confirmation you have viewed the item. If the confirmation is not there, click on the item ID and your question will be presented for your review and answer selection.
- Whether or not you have provided an answer(s). If a check mark has not been presented, then click on the Item ID and your question will be presented for your review and answer selection.
- If you have marked a question for review, a check mark will appear under the header "Marked by you". Click on the Item ID and your question will be presented for your review and answer selection.

Once your review process has been completed, click on "Complete the exam" and your test results page will be presented.

Question #	Displayed to you	Marked by you	Answer provided	Question text (initial)
1	✓	✓	✓	
2	✓			
3	✓			
4	✓			
5				
6				
7				
8				
9				

Complete the exam

15. Once the candidate clicks the **Complete the exam** button, another confirmation is displayed:

Please confirm

⚠ Do you really want to complete and score your exam? This option is permanent.

Yes **No**

- The candidate clicks **Yes** to end the exam or **No** to keep the exam open for navigation.

16. Once the candidate ends the exam, test results may be displayed. The candidate views the score report on screen and may click on **Print** or **Send**, then clicks the **Close** button.

Results

Your test results page is presented below. One can print the page for immediate reference by clicking on "Print" and/or it can be sent to your email account by clicking on "Send". To return to your dashboard, click on "Close".

Personal information

Name Charlie Koop
Email address charlie@koop.com
Logon Id PGA9091202
Company
Birthdate 1/1/0001

Exam results

Test name Golf Operations
Attempt # 1
Taken on 2/22/2013 3:15 AM
Reference # 19905.32.1
Score 70 %

Print **Send** **Close** **Help**

- The proctor should also notify the users that they may print out the exam results at any time by logging onto TestTrac and viewing their dashboard from any available computer.

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17. **CHECK OUT:** After the candidate has completed the exam, the proctor must complete the check-out process by clicking on the Third Party Checkout button to ensure that reporting of scores and candidate details is complete:

Session: 9:00 AM - 1:00 PM Date: 02/21/2013

Candidate List

Scheduled for Test

Candidate ID	Candidate Name	Scheduled Test	Seat	Special Accomodation	Test Status
PGA9091202	Koop, Charlie	Golf Operations	Seat 19	No	Progress
57219	LITZEN, SELINA	CA PSI Site - Property Broker-Agent and Casualty Broker-Agent Examination	Seat 04	No	Completed

View Registration Details | Check in Candidate | **Unlock Candidate** | Change Seat | Pause/Resume Test

Score Report | **Third Party Checkout**

Check the box to confirm candidate checkout:

Confirm Third Party Checkout

Candidate ID: PGA9091202
Candidate Name: Charlie Koop
License: Golf Operations

Check out comments:

Check this to confirm candidate checkout

Submit | Cancel

Make sure that candidate's status is **Uploaded**:

<input type="radio"/>	PGA9091202	Koop, Charlie	Golf Operations	Seat 19	No	Uploaded
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