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 <u>TesTrac</u>.

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.

TesTrac Exam Administration Tutorial

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.

	RL.		PSI	Proctori	ng Se	rvices	psi	
Proc	toring My Ac	count Logout						
Cur	rent Session	Change Session Ge	enerate Roster Setup Wo	orkstation Dow	nload Ses	sion Upload Data Se	ssion Information	
	🥸 🗄 REGISTER WALK-IN CANDIDATE 🧿 PAUSE SESSION 😻 SCHEDULE WALK-IN CANDIDATE 🖬 UNLOCK SESSION							
Se	ssion: 9:00 AM	- 1:00 PM					Date: 02/21/2013	
	Candidate List							
	Scheduled fo r Te	;t						
	Candidate ID	Candidate Name	Scheduled Test		Seat	Special Accomodation	Test Status	
ø	PGA9091202	Koop, Charlie	Golf Operation 🖸)	Not Assigned	No	Scheduled	
0	57219	LITZEN, SELINA	CA PSI Site - Property and Casualty Broker- Examination	y Broker-Agent Agent	Seat 04	No	Progress[CA PSI Site -	
	View Registr	ation Details	Check in Candidate	Unlock Candi	idate	Change Seat Pa	use/Resume Test	
			Sc	ore 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.)

Candidate Registration Details			
 First Name Testrac_ID 	Charlie PGA9091202	* Last Name	Коор
Home Phone Email ID	[<u>818-222-2222</u>]	Office Phone	
Username Username Password	PGA9091202	\mathbf{i}	
Password	788188		
Candidate Photograph			

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.

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

PSI SECURITY AGREEMENT FOR EXAMINATIONS	
Test Center Location: Burbank	State: CA
SECURITY AGREEMENT:	
I HAVE READ THE FOLLOWING PSI SECURITY AGREEMENT AND CONSENT TO TAKE THE EXAMIN	ATION UNDER THE CONDITIONS STATED HEREIN:
I will not give or receive assistance while taking the test, including the use of unauthorized taken any unauthorized study material or unauthorized notes into the testing area.	study material or unauthorized notes. I acknowledge that I have not
* I will not copy or otherwise make note of or share exam content, remove exam questions or	answers from the test center in any manner.
* I will not copy or otherwise make note of or share exam content in any manner.	
* I will not have in my possession a cell phone, pager, or other unauthorized materials.	
* I will inform the proctor when needing to use the rest room, but I understand that leaving the	ne building at any time before completing the exam is prohibited.
 I understand that violating the confidential nature of the licensing test can result in severe reported to the authorized agency. 	civil or criminal penalties, invalidation of test scores, and you will be
Note: If a candidate refuses to consent to the conditions of this PSI Security Agreement, th take the examination. PSI Headquarters will be so informed. This form is retained as a permane	e proctor will notify the candidate that he/she will not be authorized to nt part of the candidate file.
AGREE DISAGREE	

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

 To begin, p To cancel 	press the Green 'Enter' key the operation, press the Gre	on er	n the keyboard or click the 'Enter' button pro n 'Back' key on the keyboard or click the 'Ba	ovided. ack' button.
Welcom	e to the Golf Operations !			
We have	e the following information	1 a	bout you:	
Name		:	Charlie Koop	
Candida	te ID.	:	PGA9091202	
Test		:	Golf Operations	
Portion(s)	:	Golf Operations	
If ANY o	f this information is not co	orr	ect, please contact the Proctor immedia	tely!
If all the Enter	information is correct you m Back	nay	y proceed by pressing the Enter key or Click	on the Enter button.

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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.

 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 <u>exact</u> test for which the candidate is scheduled on the Session Roster:

							loggod on as now participant
φ	0	2	1	ę	?	*	Logged of as new participant
		_					
	Welco	me to y	our dash	board!			
	From t	he dasht	board you	i may a	ccess	the ror	owing services: have been specifically assigned to you
	• Put	blicly av	ailable -	These	are ex	ams th	at are available to all candidates. Typically they are practice exams but can also support certif
	• In-p	progress	/ incom	plete -	These	are ex	ams that you have started but not completed. It could be due to an interruption with your Intern
	nam	ne to rest	tart. For p	proctore	d exar	ns, the	e proctor must release the exam by entering their proctor credentials.
	Hist Por	tory - Th	IS allows	you to i	reprint	your te	est results page.
	Rec	ceipts / I	nvoices	- You d	an ret	rieve a	copy of your receipt / invoice by clicking on this link.
	How to	o procee	ed:				
	• Ste	p 1: To "	'Start" ar	n exam,	open t	the bai	"Assigned to me" or "Publicly available" and click on the "Test Name" and "Yes". Your to
	requeste	uired.	our toet re	anuirae -	a proct	or rele	ase, the proctor release screen will be presented. If your test requires a navment, the credit ca
	by e	either cre	edit card o	or vouch	a proce ner.	OF Fore	ase, the proctor release screen will be presented, in your test requires a payment, the creat of
	· Step 3: If you pause the exam or get disconnected, your attempt will be waiting to be restarted under the header "In-progress / incom						
	- Assid	qned to	me (2)				
-		5					
	Exam Due on						
	Part 5 Tournament Operations 3/13/2013 5:00 PM						
-		• 0	Golf Or	peratio	ns		3/13/2013 5:00 PM

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.

Please confirm
A You are about to start the following exam. Do you want to continue?
Exam
Golf Operations
Minutes allotted 90
Instructions
vyhen , ang ses, sults ic, into you into you
**If enrolled as a PGA Golf Management University student, please contact your University Director for your next steps.
Directions: Choose the single best answer for all questions.
Yes No
- Announcement

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

	Release item					
	To release an exam a procto 1. Select their testing ce. 2. Enter their proctor ID. 3. Enter your password. 4. Then click on Release.	r must: nter. Please make su	re you include	the beginning two le	etters.	
	Item details Item: Golf Operations			_		
	Proctor details					
s	Select PSI	PSI		•		
Enter	Proctor ID Logon Id					
Ent	er <u>Proctor</u> Password Password					
				Release	Cancel	Help

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

Message	from webpage
?	You are about to begin your exam. If you are not ready to do so, please select [Cancel] now. Selecting [OK] will start any associated exam timers and mark the exam as in-progress.

12. The test opens and the candidate may proceed through the test. When finished, the candidate clicks the **Complete Exam** button that appears on the screen:

¢ 8 2 /	P ? B Logged on as new participant
1 / 75	
Your questions are	presented below. If you need help in understanding the question type, you will find the link for help below the answe
 Traditional tests Single pass examinent question. 	where questions are presented, answers are captured and one clicks on "Next" to view the next question. ns where questions are presented, feedback is then provided by clicking on "Save and Review". Question feedback
When you have ans on "No".	wered ALL questions, click on :"Complete the exam". You will be asked for confirmation to score the exam. Click
Question appe	ears here
Number of answe	rs required:1
C Options a	appear here

END EXAM AND REVIEW PROCESS:

13. After the candidate clicks the **Complete Exam** button, a confirmation dialog appears:

Pleas	e confirm	
A Do	you really want to proceed to the review section?	
	Candidate clicks Yes to proceed to review the test	Yes No

The candidate clicks on:

- Yes to proceed with the Test Review or
- **No** to continue navigating through the test.

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	01:52:01
Reviewing items 01:52:01 You have elected to score your event into 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. • 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 more shas been completed, click on "Complete the exam" and your test results page will be presented.	01:52:01 e items are presented detailing: m number under the header "Displayed to you" is confirmation you have view 4 the ion will be presented for your review and answer selection. been presented, then click on the Item ID and your question will be presented for r the header "Marked by you". Click on the Item ID and your question will be am" and your test results page will be presented.
Question # Displayed to you Marked by you Answer provided Question text (initial) 1 - - - - 3 - - - - 4 - - - - 5 - - - - 7 - - - - 9 - - - -	Question text (initial)
Complete the exam	

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

Please confirm	
A Do you really want to complete and score	your exam? This option is permanent.
	fes 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.

Your test re clicking on '	esults 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 to "Send". To return to your dashboard, click on "Close".	y
Personal in	aformation	
Name	Charlie Koop	
Email address	s charlie@koop.com	
.ogon ld	PGA9091202	
Company		
Birthdate	1/1/0001	
Exam result	lts	
est name	Golf Operations	
.ttempt #	1	
aken on	2/22/2013 3:15 AM	
leference #	19905.32.1	
core	70 %	
		-
	• • • • • • • • • • • • • • • • • • •	
	Drint Sond Close Hole	
	Print Sena Close nelp	

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

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:

d for Test				
late ID Candidate	Name Scheduled Test	Seat	t Special Accomodatio	on Test Status
91202 Koop, Charl	ie Golf Operations	Seat	19 No	Progress
LITZEN, SEL	INA CA PSI Site - Pro and Casualty Bro Examination	perty Broker-Agent Seat ker-Agent	:04 No	Completed
	91202 Koop, Charl LITZEN, SEL	91202 Koop, Charlie Golf Operations LITZEN, SELINA CA PSI Site - Pro and Casualty Bro Examination	91202 Koop, Charlie Golf Operations Seat LITZEN, SELINA CA PSI Site - Property Broker-Agent and Casualty Broker-Agent Examination Seat	91202 Koop, Charlie Golf Operations Seat 19 No LITZEN, SELINA CA PSI Site - Property Broker-Agent and Casualty Broker-Agent Examination Seat 04 No

Check the box to confirm candidate checkout:

Confirm Third Party Chec	kout						
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:**

	-					
0	PGA9091202	Koop, Charlie	Golf Operations 🖸	Seat 19	No	Uploaded