



# Entry-Level Certification Program

## Proctor Quick Start Guide

### Proctors

The proctor is responsible for verifying the student's identity, unlocking the scheduled test, and monitoring the student's test session to ensure all testing procedures are followed.

### Locating a Student on the Proctor List

The proctor's screen shows all tests that are currently assigned for all students. Since the list shows a separate record for each test by student, the proctor should use one or more of the filters and sorting tools to manage the list and quickly locate the specific test(s) they wish to unlock.

### Filter and sorting tools include:

1. Filter by first and/or last name.
2. Filter by test series (Automobile, Collision, Truck), and/or by test name.
3. Change the number of records displayed per page (e.g., 0, 25, 50, etc.)
4. Hide tests that have been completed.
5. Sort A-Z or Z-A by any selectable column header.

Once a filter is populated (e.g., with a name, test series and test for example), click the "Search" button to update the screen.

The screenshot shows the Proctor List interface. At the top, there is a 'Search Students' section with input fields for 'First Name' and 'Last Name' (both labeled with a red circle and the number 1), a 'Series' dropdown menu (labeled with a red circle and the number 2), and a 'Test' dropdown menu (labeled with a red circle and the number 3). Below these is a 'Students Per Page' dropdown menu set to 10 (labeled with a red circle and the number 3). There is also a checkbox for 'HIDE COMPLETED TESTS' (labeled with a red circle and the number 4). A 'Search' button and a 'Show All Students' button are also present. Below the search section is a table with columns: First Name, Last Name, UserName, Student Status, Roster Key, Series, Test Name, Test Status, Date/Time Unlocked, Date/Time Test Started, and Date/Time Test Completed. The table contains six rows of data. Each row has a 'Reset PW' button to its left. The first three rows have an 'Unlock' button to their right. The last three rows have a 'Completed' status. At the bottom of the table, it says 'Page: 1 of 1'.

	First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status	Date/Time Unlocked	Date/Time Test Started	Date/Time Test Completed
Reset PW	Bob	Adams	BobAdams V451455	UnRegistered	XDN-8J6	Automobile	Engine Repair	Assigned	Unlock	--	--
Reset PW	Bob	Adams	BobAdams V451455	UnRegistered	XDN-8J6	Automobile	Brakes	Assigned	Unlock	--	--
Reset PW	Bob	Adams	BobAdams V451455	UnRegistered	XDN-8J6	Automobile	Suspension and Steering	Assigned	Unlock	--	--
Reset PW	Carry	Brown	CarryB	Registered	VBE-V6S	Automobile	Brakes	Assigned	Unlock	--	--
Reset PW	Carry	Brown	CarryB	Registered	VBE-V6S	Automobile	Engine Repair	Completed	8/14/2018 11:41:17 AM	8/14/2018 11:47:11 AM	8/14/2018 11:56:43 AM
Reset PW	Carry	Brown	CarryB	Registered	VBE-V6S	Automobile	Suspension and Steering		8/14/2018 1:09:26 PM	8/14/2018 1:09:47 PM	--

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## Unlocking a Test for a Student

To launch a test for a student, the proctor should take the following steps:

1. Verify the student's identity.
2. Confirm that the student has his/her username and password.
3. Confirm which test the instructor wants the student to take and click the "Unlock Test" button for it.
4. Direct the student to login via the "Student Login" at [www.ASE.com/Entry-level](http://www.ASE.com/Entry-level) and start their test.
5. Monitor the student throughout the testing session to ensure he/she does not receive assistance or open other programs or windows during the test session.
6. If a student is scheduled to take more than one test, they should notify the proctor when they have completed the first test so the proctor can unlock the next one.

Please unlock only one test at a time per student. Once a test is unlocked, the student has 30 minutes to launch the test. If the student does not begin the test within the 30-minute period, the system will reset the test to the "Assigned" state.

Search Students

First Name

Last Name

Series

Test

Search

Show All Students

Students Per Page 10

☐ HIDE COMPLETED TESTS

	First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status		Date/Time Unlocked	Date/Time Test Started	Date/Time Test Completed
<a href="#">Reset PW</a>	Bob	Adams V	BobAdams V451455	UnRegistered	XDN-8J6	Automobile	Engine Repair	Assigned	<a href="#">Unlock</a>	--	--	--
<a href="#">Reset PW</a>	Bob	Adams V	BobAdams V451455	UnRegistered	XDN-8J6	Automobile	Brakes	Assigned	<a href="#">Unlock</a>	--	--	--
<a href="#">Reset PW</a>	Bob	Adams V	BobAdams V451455	UnRegistered	XDN-8J6	Automobile	Suspension and Steering	Assigned	<a href="#">Unlock</a>	--	--	--
<a href="#">Reset PW</a>	Carry	Brown	CarryB	Registered	VBE-V6S	Automobile	Brakes	Assigned	<a href="#">Unlock</a>	--	--	--
<a href="#">Reset PW</a>	Carry	Brown	CarryB	Registered	VBE-V6S	Automobile	Engine Repair	Completed		8/14/2018 11:41:17 AM	8/14/2018 11:47:11 AM	8/14/2018 11:56:43 AM
<a href="#">Reset PW</a>	Carry	Brown	CarryB	Registered	VBE-V6S	Automobile	Suspension and Steering	Idle	<a href="#">Restart</a>	8/14/2018 1:09:26 PM	8/14/2018 1:09:47 PM	--

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If a student cannot remember their password, the Proctor can reset their password to a default **"na3sa1"** by clicking the "Reset PW" button (provided they have completed their profile as indicated by the word "Registered" in the Student Status column). If the Student Status is "Unregistered", the Proctor can provide the student with their Roster Key and First and Last Name as displayed on the list.

Student CarryB - Password changed to na3sa1

Search Students

First Name  Last Name

Series  Test

☐ HIDE COMPLETED TESTS

Students Per Page

<< >>

	First Name	Last Name	Full Name	Student Status	Roster Key	Series	Test Name	Test Status		Time Elapsed (hh:mm:ss)	Time Remaining (hh:mm:ss)	Date/Time Unlocked	Date/Time Test Started	Date/Time Test Completed
<input type="button" value="Reset PW"/>	Carry	Brown	CarryB	Registered	VBE-V6S	Automobile	Brakes	Assigned	<input type="button" value="Unlock"/>	00:00:00	02:00:00	--	--	--
<input type="button" value="Reset PW"/>	Carry	Brown	CarryB	Registered	VBE-V6S	Automobile	Engine Repair	Completed		00:09:25	01:50:35	8/14/2018 11:41:17 AM	8/14/2018 11:47:11 AM	8/14/2018 11:56:43 AM
<input type="button" value="Reset PW"/>	Carry	Brown	CarryB	Registered	VBE-V6S	Automobile	Suspension and Steering	Completed		00:22:53	01:37:07	8/14/2018 1:27:51 PM	8/14/2018 1:09:47 PM	8/14/2018 1:50:42 PM

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By periodically refreshing their screen (use F5 key), the Proctor screen will be updated to reflect Test Status, Date/Time Test Started, and Date/Time Test Completed.

## ***Pausing and Restarting a Test***

Should the proctor have a need to pause a student's test for whatever reason, they may manually pause the test by clicking the pause button that appears on the same row as the student name and test title. This action locks the test, and the student cannot continue in the exam until allowed to do so by the proctor.

Under some conditions, it is possible the system may automatically pause a test. Reasons for an automatic pause may include: the student experiences a technical interruption during their test (e.g., loss of Internet, computer failure, etc.), or the student leaves the screen and attempts to access other resources or webpages on their computer during the test session. This automatic pause allows the proctor the opportunity to investigate possible causes for the pause.

Once a test is paused, the pause button is replaced by a restart button. Click on the restart button to unlock the test, allowing the student to continue the test from where they left off. Same day restarts allow full navigation throughout the test. Subsequent day restarts will only allow the student to view questions not seen previously.

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	First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status		Time Elapsed (hh:mm:ss)	Time Remaining (hh:mm:ss)	Date/Time Unlocked
Reset PW	Test	One	HPKim	Registered	H93-3R6	Automobile	Automatic Transmission and Transaxle	Assigned	Unlock	00:00:00	02:00:00	--
Reset PW	Test	One	HPKim	Registered	H93-3R6	Automobile	Automobile Service Technology	Assigned	Unlock	00:00:00	03:00:00	--
Reset PW	Joshua	Riddle	JoshuaRiddle83	Registered	8TN-3X5	Automobile	Automatic Transmission and Transaxle	In Progress	Pause	00:00:25	01:59:35	10/8/2020 9:05:17 AM
Reset PW	Joshua	Riddle	JoshuaRiddle83	Registered	8TN-3X5	Automobile	Automobile Service Technology	Assigned	Unlock	00:00:00	03:00:00	--

<< >>												
	First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status		Time Elapsed (hh:mm:ss)	Time Remaining (hh:mm:ss)	Date/Time Unlocked
Reset PW	Test	One	HPKim	Registered	H93-3R6	Automobile	Automatic Transmission and Transaxle	Assigned	Unlock	00:00:00	02:00:00	--
Reset PW	Test	One	HPKim	Registered	H93-3R6	Automobile	Automobile Service Technology	Assigned	Unlock	00:00:00	03:00:00	--
Reset PW	Joshua	Riddle	JoshuaRiddle83	Registered	8TN-3X5	Automobile	Automatic Transmission and Transaxle	Paused	Restart	00:00:15	01:59:45	10/8/2020 9:03:21 AM
Reset PW	Joshua	Riddle	JoshuaRiddle83	Registered	8TN-3X5	Automobile	Automobile Service Technology	Assigned	Unlock	00:00:00	03:00:00	--

## ***Helpful Hints***

- **Time To Start** – Students have 30 minutes to start the test once it is unlocked by the proctor. If the student does not begin the test within 30 minutes, the Proctor will need to unlock the exam again.
- **Time To Test** – Sixty minutes is the recommended testing time for all tests except the Automobile Maintenance and Light Repair (MR), Automobile Service Technology (AS), and the Truck Inspection, Maintenance and Minor Repair (IM). These tests should be scheduled for 90 minutes. For those students requiring additional time, the system clock will automatically allow twice the recommended time (i.e. 120 – 180 minutes).
- **Monitor Students** – Students must be monitored by the proctor throughout the entire test session to ensure that no outside assistance is utilized – including the opening of additional browser windows.
- **Restarts** – If a student experiences a technical interruption during their test (e.g., loss of Internet connection, computer failure, etc.), the proctor can reauthorize student test login and allow the student to pick up where they left off after an elapsed time of 5 minutes. Same day restarts allow full navigation throughout the test. Subsequent day restarts will only allow the student to view questions not seen previously.
- **Student Profile/Password** – If a student has not previously set up their student profile (i.e., established a username and password), they must do so prior to starting the test. To do this, they will enter their first name, last name, and their unique Roster Key in the lower half of the student login screen. If necessary, the proctor can locate the student's Roster Key next to their name on the proctor screen.
- **Test Fails To Start** – If the student is kicked out of the system as they try to launch the test, verify that the pop-up blocker is turned off.
- **ASE Entry-level Certification Help Desk** - 1-800-362-0544