![EASTERN - CENTER FOR ARTS AND TECHNOLOGY logo]

# IMPORTANT INSTRUCTIONS
PRINT for TEAS TESTING / ATI

Hello Potential EASTERN Practical Nursing Student,

You will need these instructions in preparing for your TEAS test, which you will be testing remotely from your home. Either create a new ATI account or log in to your account. The Institution Name should be: **Eastern Center for Arts and Technology**

      Step 1:   Create an ATI Account
      Step 2:   How to Complete the ATI Dry Run
      Step 3:   Taking the TEAS Test on your assigned date

Step 1: Create an ATI Account

1.   Visit www.atitesting.com/teas
2.   Click on "Create Account"
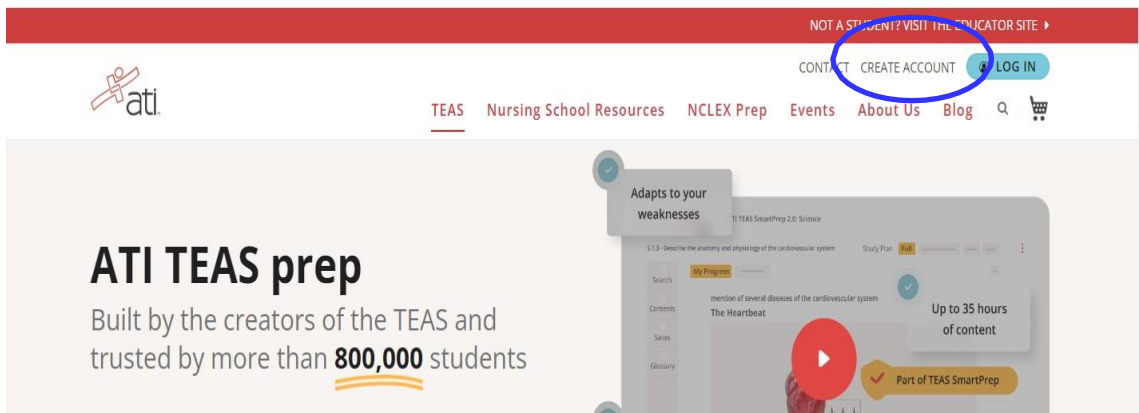
3.   Follow the screen prompts
4.   Save your username and password you created. You will need this for the day of testing.

ATI Requirements

EASTERN works with ATI and Proctorio to securely proctor assessments virtually. Proctorio is a remote proctoring platform that uses machine learning to proctor students from wherever they may be. Proctorio offers a variety of secure exam settings including video, audio, and screen recording designed to maintain the integrity of the assessment and ensure uncompromised exam results.

## The following technical requirements are required to provide testing remotely:

- **Privately Owned Desktop or Laptop Computer Only** fully charged (**no IPADS, tablets, phones, school or work computers can be used**)
- **Microphone**:   internal or external
- **Webcam**: 320 x 240 VGA / internal or external
- **Internet Speed**: of at least 5 Mbps (ideally 10 Mbps or more) is required.   You can test your computer speed at: **www.speedtest.net**   Internet connection should be stable/high speed.
- **Restart Laptop/Computer before testing** – This will stop all programs running and anything running in the background before the assessments starts.
- **Clear browsing history/cookies/cache – How to Document attached**.   Your computer

must be compatible with tech requirements.
- A well-lit quiet area to work alone with no interruptions
- Have your school or government-issued ID card available

Step 2:   How to Complete the ATI Dry Run (MUST BE COMPLETED PRIOR TO THE DAY OF TESTING)

1. Begin by opening **Google Chrome**
2. Log into your **ATI account**
3. **Click:**   My ATI tab → Assessments tab
4. **Click:**   Begin (You will be sent to the getproctorio.com webpage. Here you will be prompted to install Proctorio Chrome Extension.)
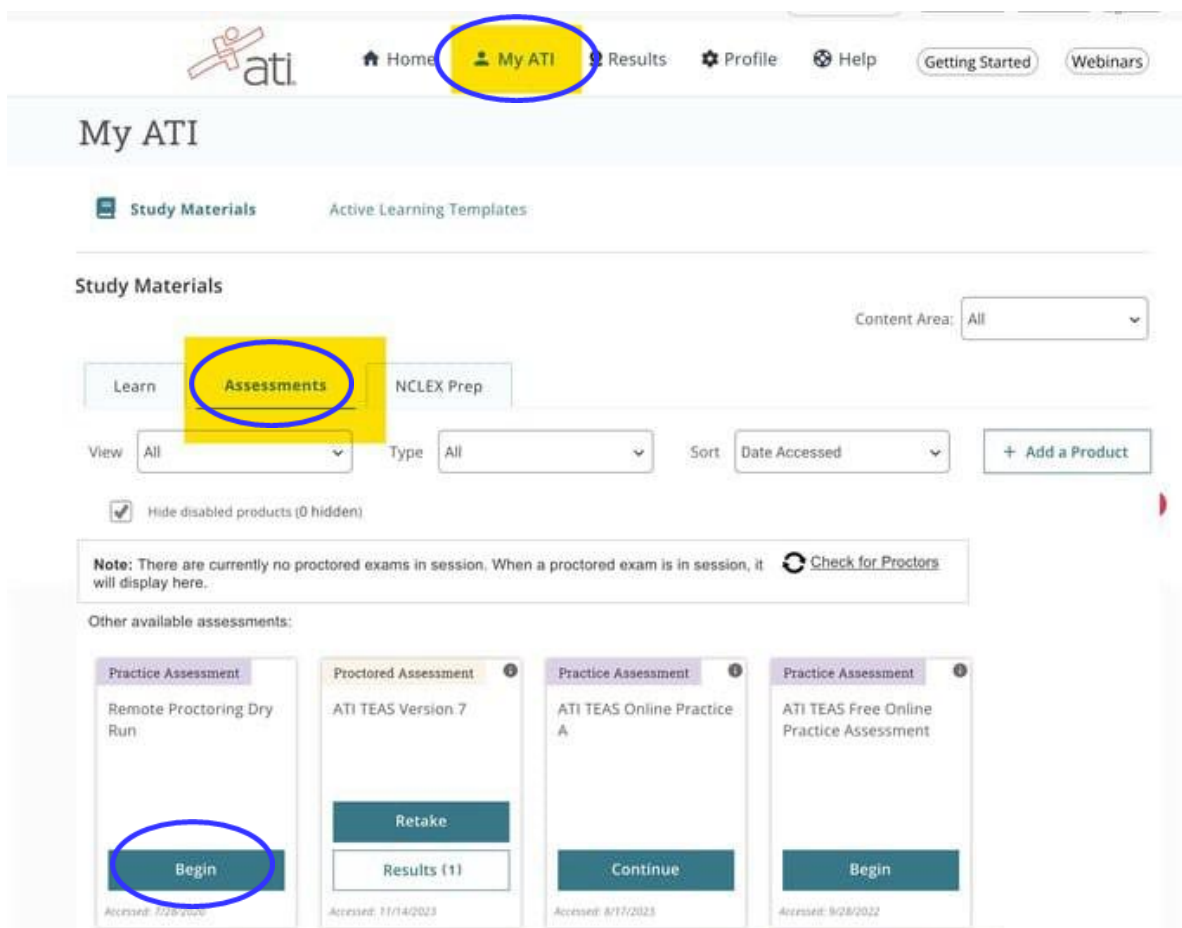
Dry Run Instructions (must complete PRIOR to the day of testing– send report to EASTERN):

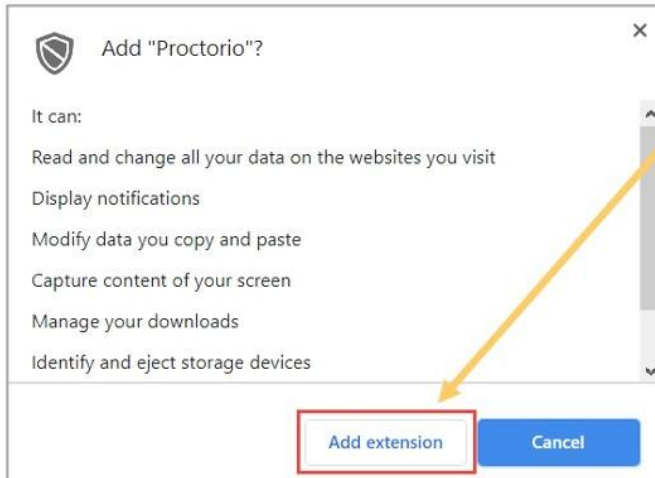- Follow the on-screen instructions to download the Proctorio Chrome Extension
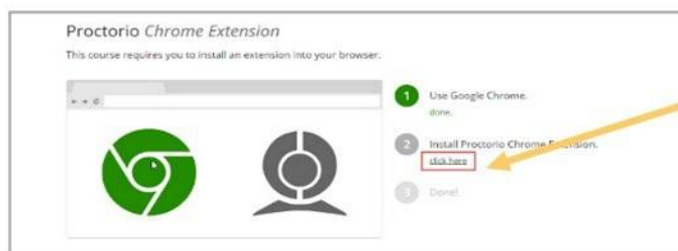
On the Chrome Web Store, click **Add to Chrome**.

Review the list.

Click **Add extension**. When the download is complete, you will receive notification that Proctorio has been added to Google Chrome.

- Once the extension is installed, navigate back to the getproctorio.com webpage tab. You will see a list of instructions, restrictions and data collected during the assessment.
- Click "**Start exam pre-checks**."   Follow all on-screen instructions to allow Proctorio access to camera, mic and screen.   Click "**Next**."
- Allow screen share. **Important**:   You need to click on the screen within the prompt, this will change the "**Share**" button to blue.   Once the system has completed its checks, click "**Next**" at the bottom of the screen.
- Follow prompts to show photo ID.   Click "**Next**"
- Click "**Begin camera test**" (must be in a well-lit room)
- Follow prompts for a room scan. Click "**I Understand**"
- Sign the **Test Taker Agreement**
- Click "**Start Test**
- During the pre-test, you cannot speak or chat with the proctor.   If you need help with the testing system, there are Quiz Tools available to you on the screen.   More support information is located on the Student Quick Guide.   Complete the steps on the Student Quick Guide during Dry Run. <mark>If there are any issues during the Dry Run, you need to call ATI IT support for 1 on 1 support (1.800.667.7531</mark>).

DO NOT CALL EASTERN PRACTICAL NURSING

As soon as you finish the Dry Run, please send us your Individual Performance Profile.   To send us your report:

- Log into your ATI account: My Results
- Scroll to Proctored Assessments
- ATI Remote Proctoring with Proctorio Dry Run
- Download report.   Save report to your desktop and send as a PDF attachment
- **SEND TO**: kbradley@eastech.org

If you do not send your **Dry Run Report**, you **WILL NOT** be able to take your TEAS test. The Dry Run must be completed prior to testing. If not, you will have to reschedule and pay $75.00 to re-test.

Once you complete your Dry Run, make sure you completely logout of ATI's website, if you do not you may have problems on day of testing.

Step 3 Instructions For Day of Test

Log in 30 minutes prior to test start time. Test begins PROMPTLY at the scheduled time.   If you are not logged-in on time you will not be approved, you will be denied and will need to reschedule your TEAS Test for a later date and pay an additional fee of $75.00. (**NO EXCEPTIONS**)

- **Laptop or Desktop Computer** should be fully charged and equipped with a webcam and microphone
- You must have a **good internet** connection; other household members should not be using the internet
- You must be alone and uninterrupted during the entire exam
- You are not allowed to eat or drink during the test.   All personal belongings must be stored out of reach. This includes phones, smart watches, any other electronic devices, etc.
- Turn off smart phones and watches, disable data so notifications **DO NOT** offset testing
- No hats or headscarves can be worn during testing
- Use the restroom prior to the start of the test
- Close all other windows and documents on your computer
- Have your government issued photo ID card available
- Find a well-lit space and be ready for a room scan prior to your assessment.   Check out this exam environment guide from Proctorio for helpful tips https://cdn.proctorio.com/guides/exam-environment.pdf
- Position your webcam from your shoulders up.   **Your face must always be fully visible on the screen.**
- No personal calculators.   A calculator is built into the test.
- Have a single piece of clean scratch paper and a pencil or pen for reference during the exam
- Restart laptop/desktop before assessment
- Clear browser history, cookies and cache for best experience
- Begin by opening Google Chrome   Go to https://www.atitesting
- Log in to your ATI student account using your ATI Username and Password
- Once in your account click on **My ATI** tab (top of page)

- Click on **ADD PRODUCT** (little rectangular box located approximately in the middle of the page)

- **Add a product to your account:** Enter **Product ID Number** in space provided: **37391246**

  Click on Continue, Locate Assessment, **Click on Begin.** This is a timed test; you must begin now.

- **If you are testing for a second time**, use this Product ID number: **37388745**
- Click on Continue, Locate Assessment, **Click Begin.** This is a timed test; you must begin now.

Proctorio begins automatically, follow the prompts for pre-checks.
- Your Proctor will approve as the assessment begins.
- If you are having a problem that your screen freezes during the test, **this is due to your internet connection.** Click on the **Refresh** button at the top left of the screen or **Control F5** to refresh. If refreshing your browser did not work, then quit your browser completely and restart your Google browser. You will have to go through all of the steps to start your exam again. Your TEAS exam will start up where you left off.
- You will not lose testing time by getting kicked out or restarting your exam. The clock will reset to the time of the incident. The clock may appear to be running, but when you restart or refresh your browser, the clock should also reset.
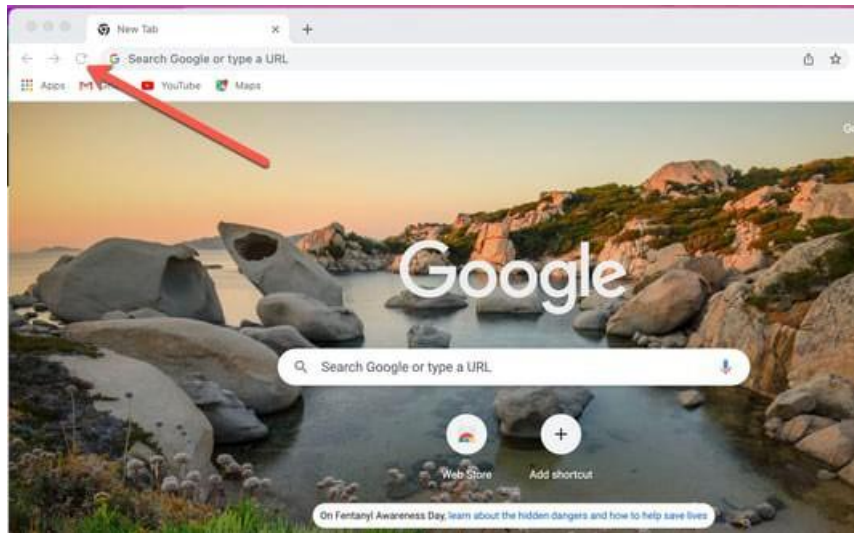
- Issues with testing, you can call ATI Test Security at 1-844-956-2790 OR 1-800-667-7531. This number is only available during remote testing times.
- You will be able to review your results immediately upon completing your test.   **Go to ATI My Results**

DO NOT CALL EASTERN PRACTICAL NURSING FOR YOUR RESULTS

After testing, you will receive a satisfactory or unsatisfactory letter depending on your score.   The letter will let you know what your next steps are for either acceptance or re-testing.

Thank you!