

Hello Potential EASTERN Practical Nursing Student,

You will need these instructions in preparing for your TEAS test.

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

You must create an ATI account through ATI's website (www.atitesting.com) before the dry-run and taking the TEAS test.

How to Create an ATI Account:*

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

NOTE:

Username:	Use Your Email Address
Institution:	Eastern Center for Arts and Tech
Student/Employee ID:	(leave blank)
Credentials:	(leave blank)
Non-Degree Seeking:	<input checked="" type="checkbox"/> check this box
Expected Graduation Month/Year:	(leave blank)

* If this is NOT your first time taking the TEAS test you DO NOT need to create another account. The Institution Name should be: **Eastern Center for Arts and Technology**

ATI Requirements

EASTERN is working with ATI, who has partnered with Proctorio to securely proctor assessments virtually. Proctorio is a remote-monitoring platform that uses artificial intelligence and facial-detection technology to safeguard testing processes. During your assessment, **you will be monitored** via webcam, microphone and screen share.

The following technical requirements are needed 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: Any microphone, either internal or external
- Webcam 320 x 240 VGA
- A well-lit quiet area to work alone with no interruptions
- Have your school or government-issued ID card available
- **Clear browsing history/cookies/cache – How to Document attached.** Your computer must be compatible with tech requirements.
- **Wi-Fi Connectivity** should be 0.092 – 0.244 Mbps. You can test your computer speed at: www.speedtest.net When testing your Wi-Fi during ATI Dry Run, test in the environment where you plan to test remotely for ATI TEAS. Internet connection should be stable/high speed.
- **Ethernet connection over Wi-Fi** – Consider using ethernet connection over Wi-Fi when evaluating bandwidth of household your Wi-Fi. Consider the proximity to the internet source within your household and how many devices are linked during the assessment.

- **Restarting laptop/computer before testing** – This will stop all programs running and anything running in the background before the assessments starts.

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

1. **Google Chrome**
2. **Log into your ATI student account**
3. **Go to: My ATI tab**
4. **Click on: Test tab**
5. **Click on: Begin ATI Remote Proctoring with Proctorio Dry-Run Link for overview video below: Proctorio Student Orientation**

https://atitesting.zoom.us/rec/play/N4rv4TG8JyvivDZfFemhqrX9AuLifngv79_ZrY53-PK1fvVu273peOltwMfv3-Azr04HrDvTINuejH_p.6NK345XKXMiJr2Ln?startTime=1612898025000&_x_zm_rtaid=cWhlNEpbTXuMWT2WYE WcKA.1612907134489.891fe3c233856c4b6ad41e021105c43c&_x_zm_rtaid=539

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
- From the Proctorio page, click “**Add to Chrome**” > “**Add Extension**”
- 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. **Important:** At the bottom of the page, you may encounter a warning regarding RAM. We recommend closing all other systems or windows. You should be able to move forward to the exam pre-checks regardless of this error.
- 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. **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). 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 an attachment
- 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.

Step 3. Instructions For Day Of Test

Start logging in 30 minutes ahead of time as the test will start PROMPTLY at the scheduled time. If you are not logged-in on time you will not be approved 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: **30600413**
- 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: 30598700
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 this does not work, then X out and try logging back in again. If you log back in, you will continue where you left off.
- **For testing issues, call ATI IT support for 1:1 support (1.800.667.7531). Testing issues are tracked so that ATI can monitor and implement fixes if our team finds trends.**
- 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!