Hello Potential Nursing Students:

Below are instructions for completing the following steps in order to take your TEAS Test remotely from your home. Please read and print the instructions below. You will need these instructions for:
- Step 1) creating an ATI Account
- Step 2) Completing the ATI Dry Run
- Step 3) Taking the Proctored TEAS Test, on your assigned date.

STEP 1:
Instructions on Creating an ATI Account:

All testers 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.   Note the following:
Username: You may use your email address if you wish.
Institution: Select Eastern Center for Arts and Tech
Student/Employee ID: (leave this blank)
Credentials: (leave this blank)
Non-degree seeking: √ check this box
Expected Graduation Month/Year: (leave this blank)
5.   Remember your username and password (must be on hand for the Dry Run and TEAS test

*If this is NOT your first time taking the TEAS test you do NOT need to create another account, BUT be sure the Institution name is Eastern Center for Arts and Tech.

STEP 2:
Instructions for REMOTE PROCTORED DRY-RUN (MUST BE COMPLETED BEFORE TESTING) - To access the dry run, begin by opening Google Chrome. Log into your ATI student account: My ATI tab > Test tab. Click Begin ATI Remote Proctoring with Proctorio Dry-Run.

Link for overview video:

- Proctorio Student Orientation:
- https://atitesting.zoom.us/rec/play/N4rv4TG8JyvivDZfFemhqrx9AuLifngv79_ZrY53-PK1fvVu273peOltwMfv3-Azr04HrDvTlNuejH_p.6NK345XKXMiJr2Ln?startTime=1612898025000&_x_zm_rtaid=cWhlNEpbTXuMWT2WYEWcKA.1612907134489.891fe3c233856c4b6ad41e021105c43c&_x_zm_rhtaid=539

 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:

- *Desktop or laptop computer only (no IPads, tablet or phones can be used*
- *Microphone: Any microphone, either internal or external*
- *A well-lite quiet area to work at alone*
- *Have a school or government-issued ID card available*
- ***Clear browsing history/cookies/cache*** *as this will help with your overall experience on ATI and how-to document attached.*

- ***Wi-Fi connectivity*** *should be 0.092 – 0.244 Mbps and students can test their internet speed using www.speedtest.net. When testing their Wi-Fi during ATI Dry Run, test in the testing environment you plan to be testing remotely in for ATI TEAS.*

- ***Ethernet connection over Wi-Fi*** *– Consider using ethernet connection over Wi-Fi when evaluating bandwidth of household Wi-Fi (example: parents working at home; siblings remote learning…etc.). Also consider the proximity to the internet source within their 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*

Dry Run Instructions:

- *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 will need to click on the screen within the prompt, which 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" (please be sure you are 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 will not be able to 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, students need to call ATI IT support for 1:1 support (1.800.667.7531).*** ***Do not call EASTERN since no one is in the building at that time***

As soon as you finish the dry run, please send us your Individual Performance Profile. To send us your profile, log into your ATI account: My Results > scroll to Proctored assessments > ATI Remote Proctoring with Proctorio Dry Run > download report. Please save this report to your desktop and send it as an attachment to: Lori Ingersoll at lingersoll@eastech.org . Once I receive your verification, you are ready test.

***Instructions for students**, **Proctored ATI TEAS TEST** (begins PROMPTLY at your scheduled date and time) -*

Make sure you start logging on fifteen minutes ahead of time as the test will start PROMPTLY at the scheduled time. If you are not logged-in within fifteen minutes you will not be able to be approved. If you are not approved within fifteen minutes, at the latest, you will need to reschedule your TEAS Test for a later date.

- *Restart laptop/desktop before assessment*
- *Turn off smart phones and smart watches OR disable data so any notifications offset testing sessions.*
- *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 → Click on ADD PRODUCT (little rectangular box).*
- ***Add a product to your account: The product ID number is:** 20026878 ****
  **** If you are testing with EASTERN for the 2nd time please use Product ID #18192486 ….   Continue*
- *Locate assessment and click BEGIN*
- *This will prompt Proctorio as well. Follow the prompts for pre-checks.*
- *Then, your Proctor will approve you into the assessment to begin.*
- *While testing… If you are having a problem that your screen freezes during the test, **this is due to your internet connection**. You can try to refresh, by hitting the refresh*

*button at the top left of the screen, or hit **control F5,** to refresh. If this does not work, then X out and try logging on again. If you can log on again you will continue where you left off. **If there are any issues during testing, you need to call ATI IT support for 1:1 support (1.800.667.7531).   Do not call EASTERN since no one is in the building at that time.** You will be able to review your results immediately upon completing your test.*

Good Luck.

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