How to Take a Proctored Assessment

Proctored Assessments measure your effectiveness in various content areas and statistically evaluate your performance compared to students across the nation. Follow the steps outlined in this document to access and take a Proctored Assessment.

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**STEP 1 - Accessing Proctored Assessments**

To access Proctored Assessments, sign on to www.atitesting.com with your Username and Password.

The Proctored Assessments assigned to you by your instructor are located on the MY ATI > TEST tab. The Test window contains your Proctored and Practice Assessments. Also, Proctored Assessments you have already accessed within the last 30 days can be launched from the Student Home page in your Recent Activity section. They appear with a top light green border and Test, their location on the MY ATI page, displaying in the lower right corner.

To help you locate your Proctored Assessment, you can filter by Content Area, View (All, Accessed, Not Accessed), Sort (Name, Date Accessed, Date Due), Type (All, Practice, Proctored).

By default all product cards display alphabetically by assessment name. Proctored Assessment product cards are distinguished from other product cards by the green border at the top.

Click BEGIN to open the Proctored Assessment instructions.

If you have already taken the proctored assessment, this window opens, displaying all the instances of the assessment that are available. Locate the assessment you are taking and click BEGIN to continue.
Step 2 – Taking the Assessment

- **Question Display**
- **Buttons**
- **Incomplete Assessments**

**Question Display**

Similar to the NCLEX, questions are displayed with one item per page.

**Note:** If this is a TEAS V assessment, five questions are displayed per page. The example pictured here is a multiple choice question.

The following information displays across the top:

- Question number
- Page number
- Total time remaining
- Total pause time remaining (if applicable)

For the multiple choice questions:

- Radio buttons are placed to the left of each of your answer options.
- An answer is only submitted when you click **Next**.
- You can change your answer any number of times and to any option before you click **Next**.

If a proctor is not available, the following message displays.

The message will disappear after a few seconds. Click the BEGIN button when your Proctor is ready and your instructions will display.

Read all the instructions silently while your proctor reads them aloud.

Read the ATI confidentiality statement silently while your proctor reads it aloud.

Select the **I Agree** check box indicating that you have read the confidentiality statement and agree to keep all contents of this assessment confidential.

When you are ready to begin your assessment, notify your proctor.

When your proctor approves you to begin, the Start Test button displays. Click **Start Test** to launch the assessment.
Buttons

Two buttons are available while you are taking the assessment:

- **Pause button**
- **Calculator button**

### Pause Button

Some Proctored Assessments have a **Pause** button. Click **Pause** if you need to take a break.

If you click the **Pause** button:
- The Pause Information window displays.
- The **Pause Remaining** timer counts down.
- The regular Assessment **Time Remaining** timer freezes.

In this state, the **Pause** button changes to a **Resume** button; click **Resume** to resume the Assessment. When you click the **Resume** button, a new question displays, the Pause Remaining timer freezes, and the regular Assessment Time Remaining timer resumes.

If the **Pause Remaining** time runs out, the Pause option is no longer available, and the **Pause** button does not display. The Assessment resumes automatically if the **Pause Remaining** time runs out.

### Calculator Button

Most Proctored Assessments (for example, a calculator is not available for the TEAS V assessment) have a Calculator. Click **Calculator**, to display a Calculator to assist you with medical math.

If you click outside the test area, the following warning displays. Click **Resume Test** to continue.
Incomplete Assessments

If your Proctored Assessment is interrupted for any reason, your incomplete Proctored Assessment product card appears on the MY ATI > TEST tab and displays a CONTINUE button and the date you last accessed the assessment.

To open an incomplete assessment, click the CONTINUE button for the assessment you want to complete. The Instruction page displays the same as when you started your Assessment. When your Proctor approves you to continue, the Resume Test button appears.

Click Start Test to launch the assessment. The assessment will open at the point where you left off.

STEP 3 - Completing a Proctored Assessment

When you reach the last question of your assessment, the End of Test window displays. Click OK to complete your assessment.

When you complete a Proctored Assessment, your Individual Performance Profile (IPP) launches in a new window. The IPP summarizes the results from your assessment.

If your instructor has made the option available, click DOWNLOAD REPORT to view your results in a user-friendly PDF format that can be saved, printed, or e-mailed.

Click Score Explanation to help you understand the information in the IPP and how your scores were calculated.

Your IPP also provides you with your scores in the individual content areas, showing your number of questions answered correctly and your scores as percentages.
Your Individual Performance profile can also be accessed from the **MY RESULTS** tab.

All the Proctored Assessments you have taken are listed, along with a summary of your results for each assessment.

Click an assessment’s link to view an IPP for that assessment.