

# Steps for Proctoring Exams



For the best proctoring experience, clear each computer's browser cookies before you begin.  
Repeat steps 1-6 on EACH computer used for testing.  
For assistance or technical support, contact AEST at 855-315-8745.

**Step 1:** Go to <http://aest.ag/certify/> and log in

**Step 2:** Click the Exam Name you are proctoring

**AEST Exam Delivery Platform Proctor Portal** AEST Demo Proctor  
(FakeProctor@fbic.com - IT)

[Overview](#) [Your Schools](#) [Reports](#) [Exam Pricing](#) [Contact Us](#) [Account](#) [Log Out](#)

---

**Upcoming Exam Sessions**

	Date	Time	Location
<a href="#">AEST Demo Test Exam</a>	today!	11:00 AM	<a href="#">IT Testing Location</a>
<a href="#">AEST Demo Test Exam</a>	today!	01:00 PM	<a href="#">IT Testing Location</a>

---

**Your Schools**

	Available Exam Credits	Your Role	Actions
<a href="#">IT Testing Location</a>	951 credits	Proctor	<a href="#">Purchase Exam Credits</a> <a href="#">Student List</a>

**Step 3:** Verify the student's identity and Click their name from the provided list

**School Detail: IT Testing Location** Available Exam Credits: 951

[Exam Sessions](#) [Schedule an Exam Session](#) [Student List](#) [Purchase Exam Credits](#) [Exam Session Detail](#)

---

Exam Name: **AEST Demo Test Exam**  
Exam Date: 9/5/19 1:00:PM (EST) Exam Length: 60 minutes

Description: n/a

---

**Students Scheduled for this Exam**

	Result	Score	Cert #
<a href="#">Bob, Bill</a>	Pending	n/a	n/a
<a href="#">Crow, Steve</a>	Pending	n/a	n/a

[Add a student to this exam](#) [Need to create a new Student Account?](#)

**Step 4:** Click “Require Student Login” or “Bypass Student Login,” then click “Seat this Student for the Exam Now”

*Note: Clicking “Seat this Student for the Exam Now” charges the purchase account by deducting credits from the Available Exam Credits balance.*

School Detail: IT Testing Location		Available Exam Credits: 951
Exam Sessions   Schedule an Exam Session   Student List   Purchase Exam Credits   Exam Seat Detail		
Student:	Bill Bob <a href="#">[view student account]</a> <small>Username: billbob DOB: 1/8/1991</small>	
Exam:	AEST Demo Test Exam <a href="#">[view exam detail]</a> <small>IT Testing Location 9/5/2019 1:00 PM Exam Length: 60 minutes Certification Duration: 12 months</small>	
Status:	Pending	
Student Exam History:	This student is re-taking this exam. Last attempt was on: 11/19/2018 2:44 PM	
Student Login:	<input checked="" type="radio"/> Require Student Login <input type="radio"/> Bypass Student Login	
<a href="#">Seat this Student for the Exam Now</a>		Seating the student charges the school for the seat.
Cost of this Exam Seat:	95 Exam Credits	
Promotional Code:	<input type="checkbox"/> Need to apply a Promotional Code to this Student's Exam?	

**Step 5:** Proceed to **A** if Student Login was Required or **B** if Student Login was Bypassed

**A.** If ‘Require Student Login’ was selected, instruct the student to enter their ‘Student Password’ and click “Login Now”

Student Login required to take this Exam	
Please ensure the information below is correct before logging in. <small>If the information listed is incorrect, stop and request assistance from your proctor.</small>	
Seated Student:	Bill Bob <small>Username: billbob</small>
Selected Exam:	AEST Demo Test Exam <small>Exam Length: 60 minutes Certification Duration: 12 months School: IT Testing Location 9/5/2019 1:00 PM</small>
Student Password:	<input type="password"/>
<a href="#">Login Now</a>	

**B.** If ‘Bypass Student Login’ was selected, read the cautionary message and click “Seat this Student for the Exam Now.” On the following screen, click “Login Now”

Student Login:	<input type="radio"/> Require Student Login <input checked="" type="radio"/> Bypass Student Login
Ensuring the Student's Identity <small>By selecting "Bypass Student Login", you are asserting that the student taking the exam is the student displayed above. Do not proceed if you are unsure of the student's identity.</small>	
<a href="#">Seat this Student for the Exam Now</a>	
Seating the student charges the school for the seat.	

## Step 6: Instruct student to wait for further instructions before proceeding

**AEST Demo Test Exam** (6 questions - 60 minutes) Log Out

**STOP! WAIT FOR FURTHER INSTRUCTIONS FROM YOUR PROCTOR**

This exam has 6 items and you have 60 minutes to complete it. Manage your exam time by viewing the "minutes remaining" section in the gray bar above. Once you begin the exam, you cannot pause or stop it, and will be considered submitted at the end of 120 minutes.

You cannot have anything on your desk or around your computer station. All electronic devices are prohibited throughout the exam process.

If, at any time during the exam, you experience technical issues, notify your proctor immediately!

[Begin Exam](#)

Repeat Steps 1 through 6 until all students are logged in at computers

## Step 7: Read aloud the AEST Testing Guidelines script

Once all students are logged in and screens display the message "STOP! WAIT FOR FURTHER INSTRUCTION FROM YOUR PROCTOR," read this script aloud. Beginning reading after "SAY" and end at "STOP."

**SAY: Please listen carefully as I read the testing guidelines aloud.**

1	You are about to begin the AEST certification exam. You cannot have anything on your desk during the exam. Using study materials, talking, eating, drinking or causing distractions is not permitted.
2	If you have an electronic device such as a cell phone, tablet, smart watch, or calculator, with you, turn it off and securely store it. If your device is visible at any time during the exam process, your exam may be invalidated.
3	You cannot use any items, including scratch paper and writing instruments, during the exam. Your computer station must be clear of clutter.
4	A calculator is available on the exam delivery platform. It is located on the bottom, right hand side of the screen.
5	If you experience technical difficulties during your exam, immediately raise your hand to notify a proctor and quietly wait on assistance.
6	You will have 120 minutes to complete this AEST industry certification exam. After you complete your exam you can submit it for scoring before time expires; however, at the end of 120 minutes, time expires and your exam will be scored. Unanswered items count as incorrect responses.
7	If you must leave the room for any reason, you must be escorted while outside the testing room to ensure testing security. Allotted exam time will not stop, so any time outside of the testing room will count as part of the allotted 120 minutes.
8	<b>Say only one:</b> The Specialist exam you are taking has 100 multiple-choice questions. <b>OR</b> The Associate exam you are taking has 50 multiple-choice questions.
9	Exams are generated randomly and no two exams in this room are identical.
10	You can skip items and go back to them later.
11	You can review all of your answers and make any changes before you submit your exam for scoring within the allotted exam time.
12	Exam results are immediate—upon submission of your exam, you will receive your score and exam results. If you pass, you will also see a link to print your certificate; please disregard this option. The system emails you the same link so you can print your certificate later.
13	After you have reviewed your results, you must exit the exam platform by clicking the grey "Log Out" button located in the center of the screen, under your score. Sit quietly and raise your hand to notify a proctor that you are finished. Your proctor cannot discuss any exam items, your score or other exam information with you.
14	Are there any questions?

**STOP**

*Addressing Questions: Proctors are permitted to answer technical or general procedure type questions; they cannot answer questions related to exam content. After all questions are addressed, continue below.*

**SAY: You have 120 minutes to complete this exam. Click "Begin Exam" now. STOP**

## Step 8: Actively proctor the exam by walking the room and monitoring students