

Proctor's Quick Start Guide

The BrightShift Test Delivery System requires minimal setup to begin delivering tests. This start up guide covers everything you will need to know to Proctor a test.

Accept Role

You will receive an email with instructions on how to accept your role as a Proctor. You will only need to do this step one time.

Proctor the Test

When you are assigned to Proctor the test, arrive at the testing location. You will need to verify the test-taker's identification via a government-issued ID card. Sign into the system and locate the test-taker's name. Click the "Unlock" button next to the appropriate test for the test-taker (note that there may be more than one test assigned to that individual, so verify you are unlocking the correct test).

The test-taker will have 15 minutes to begin taking the test. If the test-taker does not begin taking the test within 15 minutes, the Proctor will need to log in and unlock the exam again.

The screenshot shows the Proctor Dashboard interface. On the left is a dark sidebar with 'Summit Test' selected and a 'Logout' button. The main area has a search bar with 'dom' in the first name field. Below the search bar is a table of assigned tests. Two rows are visible, both for 'Dom Howard'. The 'Unlock' buttons in the 'Test Status' column are circled in red.

First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status	Date/Time Unlocked	Date/Time Test Started	Date/Time Test Completed
Dom	Howard	DomHoward	Registered	3RB-XMA	Medium/Heavy Truck	Brakes	Assigned		--	--
Dom	Howard	DomHoward	Registered	3RB-XMA	Medium/Heavy Truck	Diesel Engines	Assigned		--	--

Proctor's Responsibility

The Proctor is responsible for verifying the candidate's identity, enabling the computer-based test for the test-taker, and providing general oversight of the student during the testing session. This includes ensuring that there is no cheating of any kind, including giving or receiving help, using books or notes, etc.

****NOTE THAT BY UNLOCKING THE TEST YOU ARE VERIFYING THAT YOU HAVE POSITIVELY IDENTIFIED THE STUDENT AS THE UNIQUE INDIVIDUAL WHO HAS BEEN ENDORSED TO TAKE THIS EXAM****