

KRYTERION TEST TAKER TESTING PROCEDURES

Thank you for choosing this Kryterion Testing Center for your testing needs. This document outlines the procedures for your testing session. Please read this document carefully and take care of any personal needs BEFORE you enter the testing room. Direct any questions that you may have to the proctor BEFORE you begin the test.

TEST AREA ADMISSION

- A Kryterion Certified Proctor (KCP) can only permit people actively taking a test into the testing room. Anyone accompanying you must wait in the lobby area of the testing center.
- Your personal items will not be accessible to you during your test session unless authorized by your Test Sponsor. This includes purses, keys, cell phones, wallets, hats, bags, briefcases, books, pagers, calculators, electronic devices, and watches. You should keep your identification on you at all times.
- Kryterion does not allow tobacco products, food, drink, and chewing gum into the testing area.

BEFORE THE TEST SESSION

- The proctor will escort you to the testing room after your assessment has been loaded onto the workstation.
- The first screen you will see will say WELCOME TEST TAKER. Please read all of the information on the screen prior to clicking the “Start Test” button. If the name listed on the screen is not yours or if the exam name is not correct, please notify the proctor instead of clicking the “Start Test” button. If all information is correct, click the ‘Start Test’ button to begin your test.
- You may bring only the test aids or study materials permitted by your Test Sponsor into the testing room.
- At the end of your test session, the proctor will collect the test aids that you used while taking the test which may include scratch paper, worksheets, and/or any test or answer sheets.

DURING THE TEST SESSION

- Do not attempt to browse outside the testing window, access the Internet, or tamper with the test by hitting illegal keys (i.e.; CTRL Key, ALT Key, Backspace Key or Escape Key). These types of actions will cause your test session to log out and a restart by the proctor will be required.
- Do not click the “Submit” button until you have completed the ENTIRE test.
- It is not recommended that you take a break during the test session. If you must take a break, the clock will continue to run, decreasing the amount of time you have to complete the test. If you choose to take a break, you must notify the proctor. The proctor will terminate your test if you leave the testing room without notifying the proctor. You are not allowed to access your personal belongings during a break unless specifically allowed by the Test Sponsor.

TEST TAKER MISCONDUCT

If you engage in any of the misconduct behaviors described below, the proctor will ask you to leave the testing room and will terminate your test.

- Giving or receiving assistance of any kind, to or from another test taker, during the test session.
- Using any test aids not permitted by your Test Sponsor (e.g. study guides, calculator, etc.).
- Attempting to take the test for another person.
- Attempting to remove scratch paper or a test aid provided by the proctor, from the testing center.
- Talking, except to the proctor, in the test area during the test session.
- Tampering with the operation of the test computer or attempting to use it for any other purpose than taking the test.
- Distracting or disturbing other test takers in any way during the test session.
- Accessing personal items during the test session (e.g. electronic device, wallet, etc.) unless authorized to do so by your Test Sponsor.

REASONS TO NOTIFY THE PROCTOR

- Loss of Internet connection
- Technical problems with the testing software
- Need to leave the testing area
- Disruptive behavior from other test takers
- Uncomfortable testing environment (e.g. high noise level – if needed, please ask the proctor for noise cancelling headphones or disposable earplugs)

AFTER YOU HAVE SUBMITTED YOUR TEST

- Webassessor will prompt you to ask the proctor to end your test session.
- Once you submit your test, Webassessor will not permit you to make changes to your responses.
- Test results will be provided to you by your Test Sponsor.
- You may not use any computer at the test location to access your email.

Please let the proctor know if you have any questions before you begin your test session. Thank you again for choosing this Kryterion Testing Center for your testing needs.