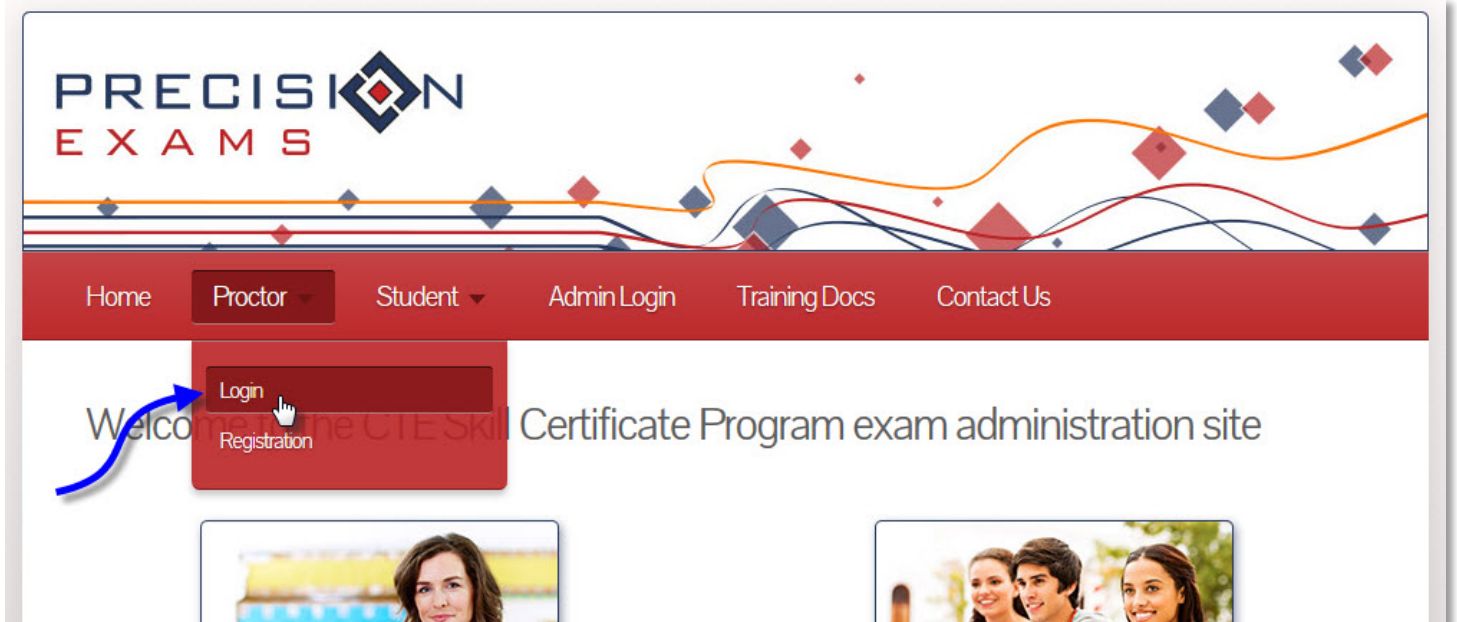


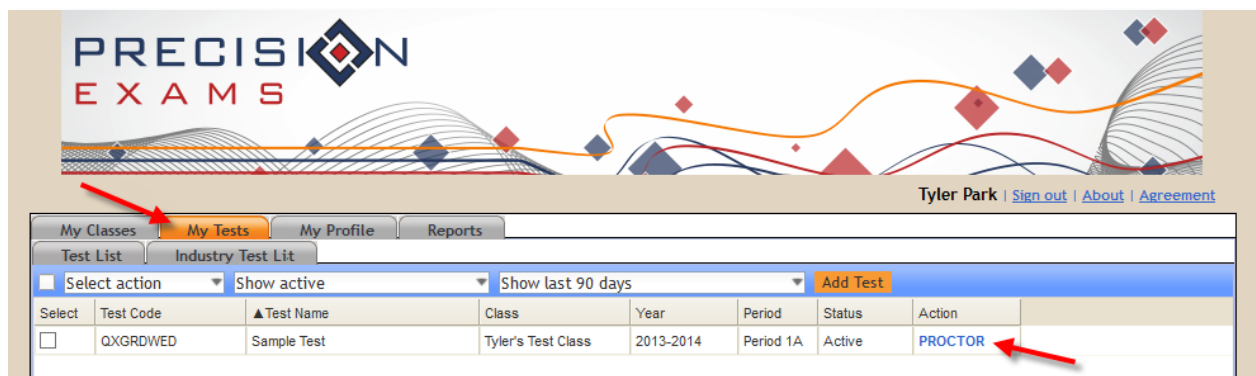
# Proctoring an Exam

Step by step instructions to proctoring an exam.

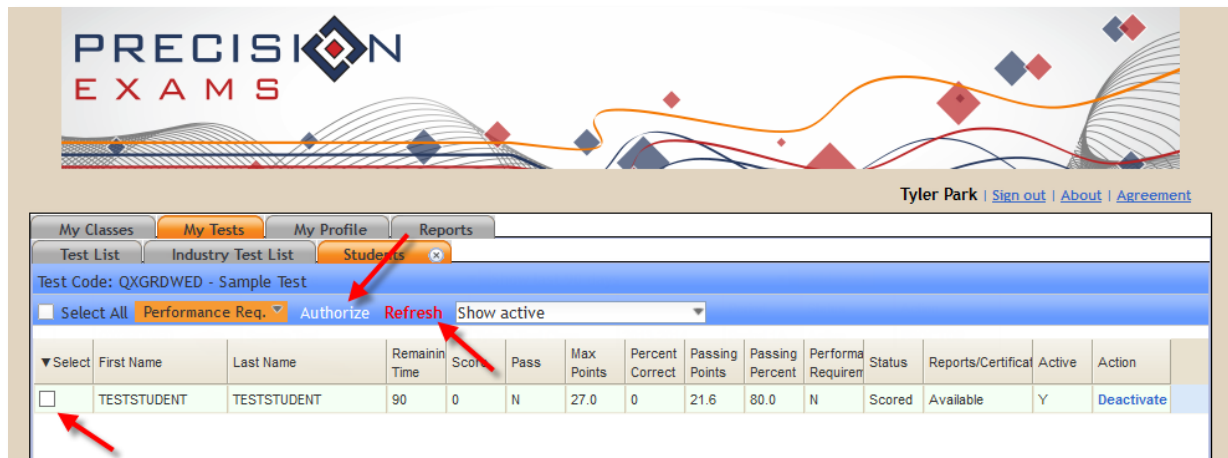
- ◆ Go to your state landing page
- ◆ **Step 1: Click Proctor Login**



- ◆ **Step 2: Login, then click on My Tests tab, then click Proctor to the right of the appropriate test code you created and gave to the students to login to the test.**



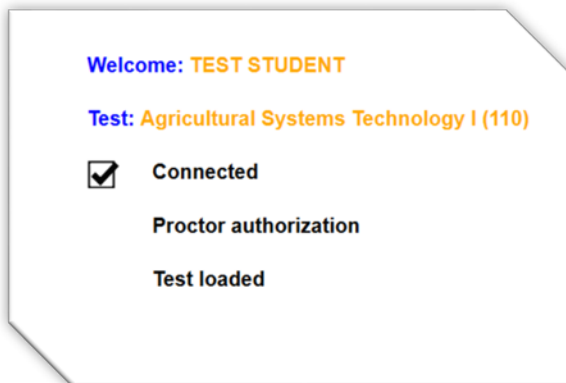
- ◆ **Step 3:** To proctor the exam, select the students you want to authorize to start the exam (or check the Select All box) and click **Authorize**.



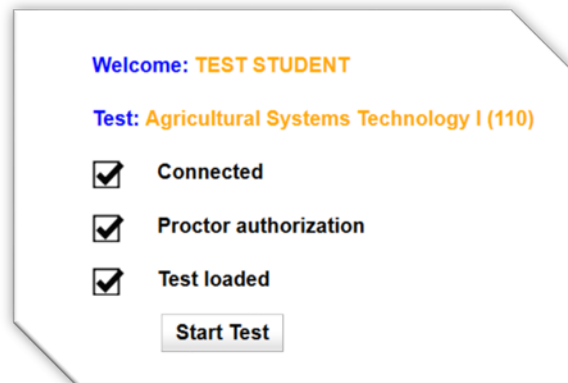
*-Note- (If all of your students aren't showing up on the list, hit Refresh)*

The students' screen will update and a **Start Test** button will appear, allowing them to start their exams.

Student screen before...



Student screen after they've been authorized.



**Congratulations! You have successfully proctored an exam.**

## Technical Support

For technical support, please contact: [support@precisionexams.com](mailto:support@precisionexams.com)

For immediate assistance, please call: (801)-653-9356

