PRECISION EXAMS

PROCTOR QUICK START GUIDE

STEP 1: Proctor Login (see back for registration details)

☐ Go to **precisionexams.com** > **Login** > **[🔒 CTE EXAM LOGIN]** > Select your **State**

☐ Click **[Proctor Login]** *

☐ Login using your proctor ID and password

*District administrators, be sure to use the **Admin Login** at the top of the page*

STEP 2: Create the Exam Code

☐ Under the tab **My Exams > Exam List**, click **[ADD EXAM]**

☐ Follow the system prompts to create the exam:

   o Enter a **Class Name** - this is how you will identify each individual class
   o Select the **Class Period**
   o Select the **Term**
   o Choose the **Type of Assessment** you will be proctoring (**Single, Pre, or Post***)

   ***Post-assessment can only be administered if you have already given a pre-assessment)*

☐ Select the exam* - *We recommend using the search bar to find your exam*

    Note the # of questions, Max points, & Passing Percentage

☐ Finally, press **[CREATE EXAM]**

STEP 3: Student Login (see back for registration details)

☐ Go to **precisionexams.com** > **Login** > **[🔒 CTE EXAM LOGIN]** > Select your **State**

☐ After you are redirected press **[Student Login]**

Students will need the following information to log in to an exam*

   ► Student ID - Provided by the school or district
   ► School District - Where the exam is being delivered
   ► Exam Code - *8-digit alphanumeric code, found under **Proctor > My Exams** tab*

STEP 4: Authorize Students

☐ Press the button **[PROCTOR]** adjacent to the exam code

☐ Use the **[↻ REFRESH]** *generously* within the platform to see students as they log in to the exam

☐ Select the checkbox next to the student's name(s) that you'd like to authorize, use **Select All** to authorize all students at the same time

☐ Press **[AUTHORIZE]** and students will be given a **BEGIN EXAM** prompt on their screens

☐ Use the **[↻ REFRESH]** button to see up-to-date information as the students take the exam

Printing Certifications

Before printing certifications, ensure that reports ✔ *and certificates* 🏅 *are available*

☐ To print certifications, check the box next to the student's name, and `Select ∨` **Exam Certificate.**

☐ This will download as a PDF that you can share or print for your student

This process is the same for a* **Student Score Report

Register to be a Proctor (this is a one-time only process)

☐ Go to precisionexams.com > **Login** > `👤 CTE EXAM LOGIN` > Select your **State**

☐ Click the **Proctor** drop-down menu and select `Registration`

☐ Complete all Contact, School/District, & Login information

☐ Verify your Employee ID

☐ Read and accept the **Proctor Agreement Form**

☐ Verify your information and submit

*An authorization email will be sent in 1-2 business days (we may call or email to verify information)

Register as a New Student (this is a one-time only process)

☐ Go to precisionexams.com > **Login** > `👤 CTE EXAM LOGIN` > Select your **State**

☐ After you are redirected, click the drop-down menu **Student** and press **Registration**

☐ Fill out all personal information as the system prompts you

*Once the student is finished registering, they will be able to log in with the exam code

For Further Accommodations/Questions

☐ If you need to apply accommodations to students who have a **504** or **IEP** please contact our Customer Support Team, prior to exam authorization (phone number listed below)

Regular business hours:
Monday-Friday, 7:00am-8:00pm (Eastern).

For additional articles and help center materials, select *Help Center* *at precisionexams.com*