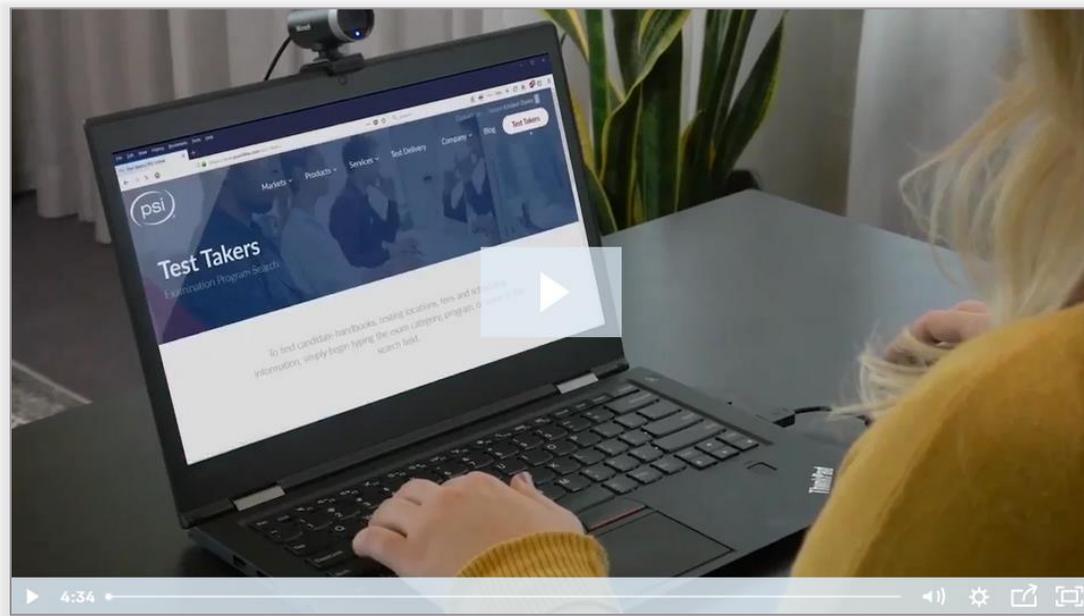


Online Proctoring: A Brief Overview

A guide for test takers to launch and complete their tests using PSI's Online Proctoring solution.



Where people meet potential



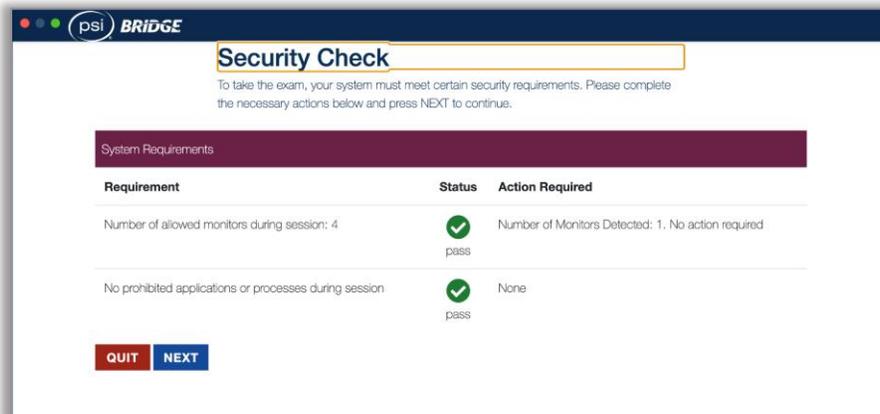
Please follow this link to watch PSI's Online Proctoring Experience video.
<https://content.psionline.com/online-proctoring-experience-video>

There are three sections in this document:

- Check-in process
- Test launch and completion
 - Online review portal

Check-in Process

Test takers download and install the PSI Secure Browser. It is a Chromium based browser. It does not matter what browser the test taker starts the test in, our secure browser will automatically open. PSI Secure Browser prevents the test taker from using certain shortcuts such as cut and paste or from using outside programs that may compromise test content. The secure browser runs system checks including a working microphone, the number of monitors, and closes prohibited applications.



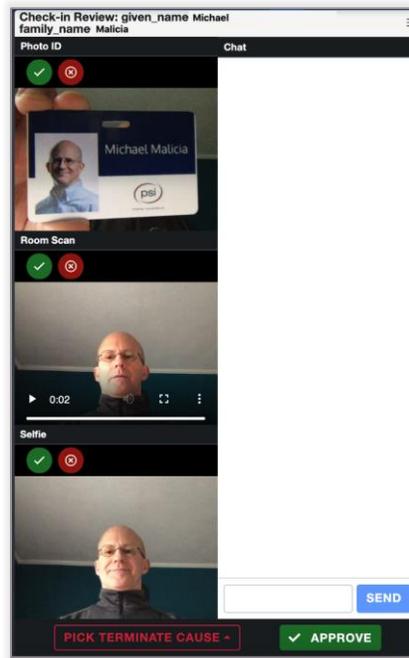
There are five steps in the check-in process:

1. Accept Privacy Agreement
2. Accept your organizations Admission Rules
3. Provide a photo identification that matches the test takers registered name in the system. Photo Identification includes any government issues identification (driver license, passport, state identification) except for Military Identifications
4. Room Scan
5. Selfie

The test taker will need to follow the onscreen instructions.



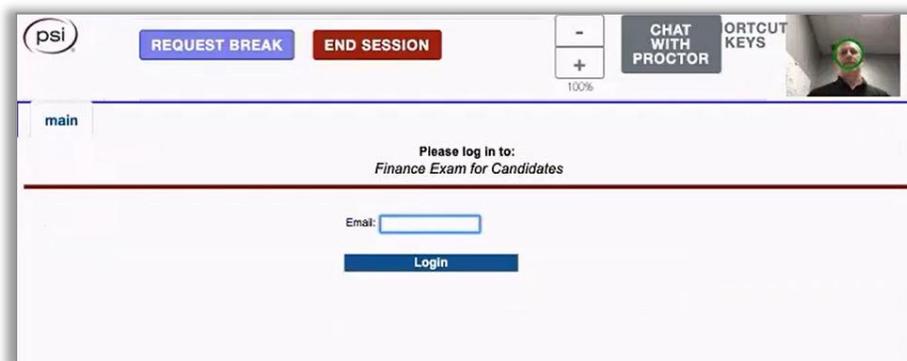
Once complete, a check-in specialist will review the submissions and either ask the test taker to repeat one of the steps or approve the test taker to test.



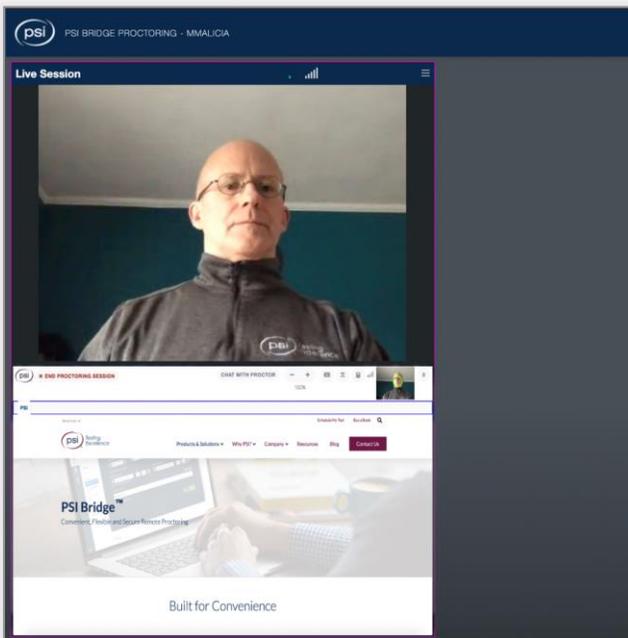
Test Launch and Completion

PSI Secure Browser will automatically navigate to the appropriate test driver. A PSI proctor will have a view of the test taker's screen and their web camera.

Test taker View



Proctor View



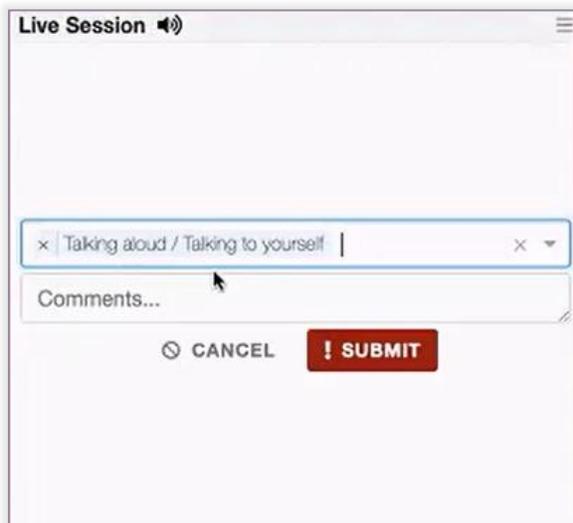
The system provides tools for the test taker including Request Break, Zooming (zooming in on the screen), and Chat with Proctor.



If allowed during your test, when a break is approved, the content will be hidden from view and the test timer will continue to run in the background.

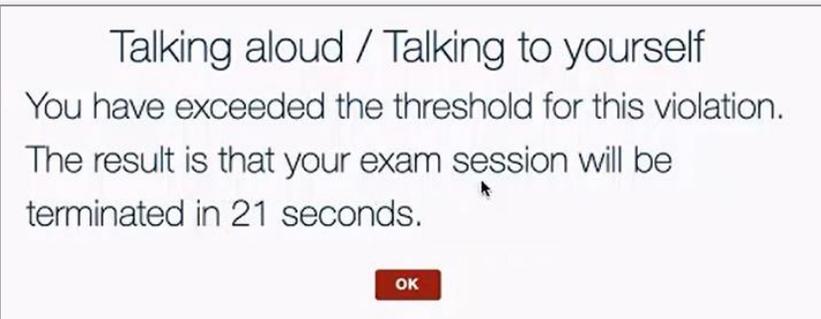


The test taker may open the chat tool at any time. When it reopens, current chat history will appear.



If a test taker violates a rule for that specific test (e.g., takes a drink of water when no food or drink is allowed, talking aloud, looking away from screen), the proctor will log the incident in the tool.

This will cause an incident to be raised in the review portal. The test taker must acknowledge the incident before the test may resume.

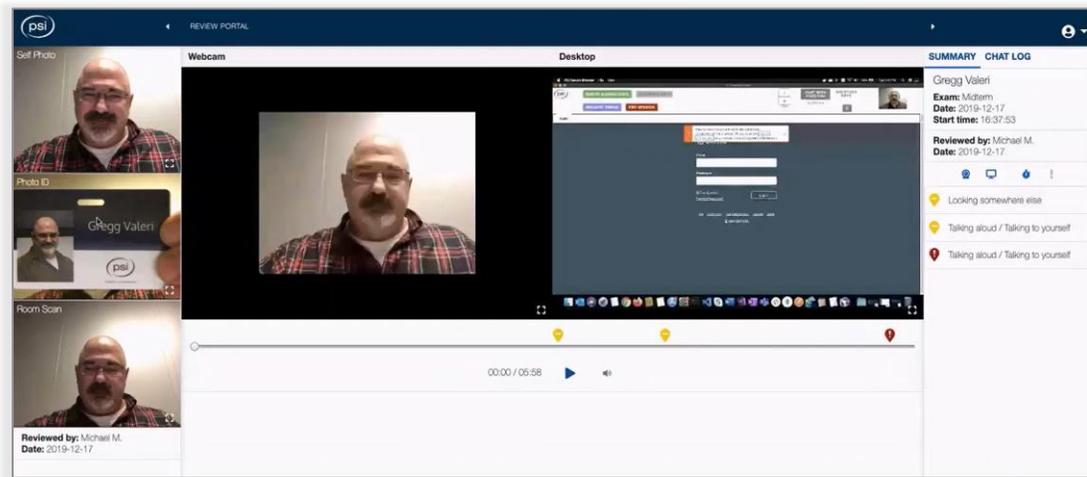


If a test taker violates a rule more than the allotted number of times, the system will terminate the session.

Online Review Portal

The review portal is divided into three sections:

- Check-in documents (i.e., Photo Identification, Room Scan, and Selfie)
- Webcam and Desktop Screen View
- Summary/Chat Logs



The map pins indicate the times an incident occurred and by clicking on it, it will begin to play a few seconds before the incident was flagged. Therefore, there is no need to watch the entire session.



The chat log is available to review as well.



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