

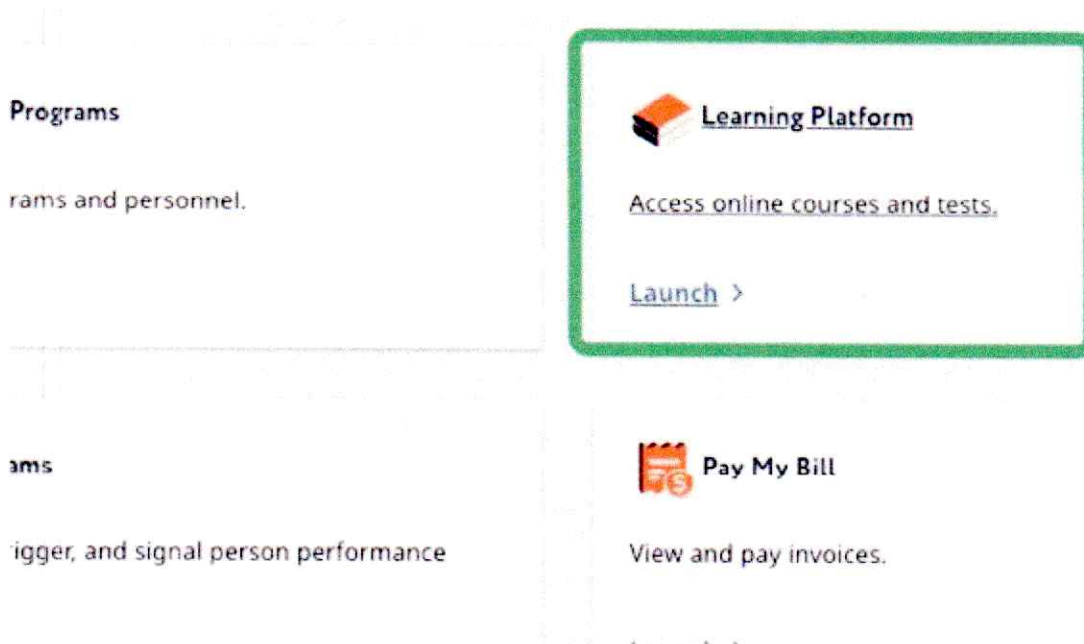
SYSTEMS

(/SUPPORT/S/TOPIC/0T05G00000...

# How to proctor a module test in the NCCER Learning Platform

🕒 Jul 21, 2023 · Knowledge

1. Log in to your NCCER account, then click "Learning Platform" from your account page.



2. Click "Proctor Console" at the top of the page.

Master Trainer Submission

Proctor Console



ing. For previously completed learning see your Record of Learning.

3. Next, select the name of the program for which you are proctoring. Note: this list will only include programs for which you are certified as a proctor.

NCCER National Center for  
Construction Education & Research

Home

Assign 

Master Trainer Submission

Procto

Program Selector

Select an option

Launch Proctoring

4. Click "Launch Proctoring". This will launch the proctor console in a new tab.

Program Selector

Corporation

Launch Proctoring

5. When a test taker requests authorization to begin their test, their name and the test will appear in the "Not Started" tab of the Proctor Console. To see this, click "Not Started". Note that the number of tests awaiting authorization by the module test proctor will appear in parentheses here.

Proctor Advanced Console

Corporation

Not Started (1)

In Progress (0)

Paused (0)

Finished (6)

Name

Test title

Completion

6. After clicking into the tab, you will see a list of the test taker names and tests for anything that requires authorization to begin. Select the checkbox next to the name of any test takers you are ready to authorize to begin testing, then click "AUTHORIZE" to allow those test takers to begin their tests.



WAITING AUTHORIZATION

7. Once authorized, test takers will move to the "In Progress" tab of the Proctor Console. You can click here to check their progress on their assigned test. "Position" on this screen shows the question number that they are currently on.

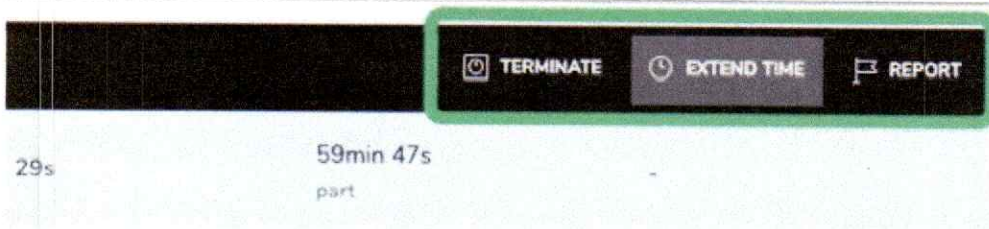
## Corporation

Not Started (0) **In Progress (1)** Paused (0) Finished (6)

	Name	Test title	Completion	
<input type="checkbox"/>	Thomas	07102 - Safety	<div style="width: 40%; background-color: blue; display: inline-block;"></div> 40%	3/5

8. By selecting a specific test taker or test takers, new functionality will appear, including the ability to: **TERMINATE** a test (which will stop the test taker's test and submit all answers"; **EXTENDTIME** on a test (which allows a proctor to add more time to the default time for the test; and **REPORT** (which allows proctors to report any anomalies with the test).



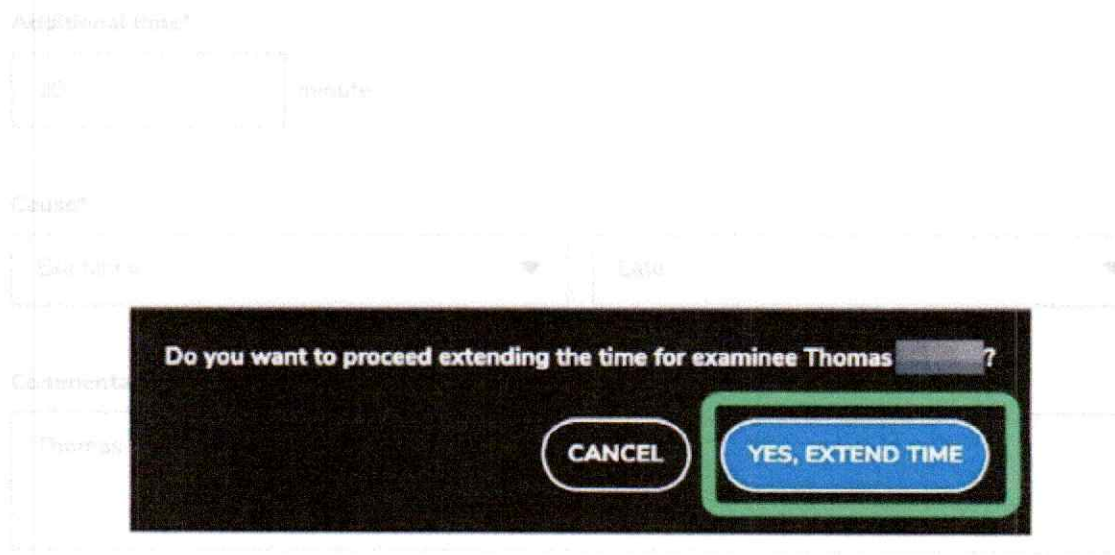


9. When extending time, one important note is that this added time is cumulative. This means that, for example, if a proctor adds 10 minutes to the test taker's test (meaning the original 60 minutes + 10 minutes is now desired), but the proctor then needs to add another 15 minutes (meaning the original 60 minutes + the additional 10 minutes + another 15 minutes), the proctor would need to ensure that in their second visit to this screen the additional time was filled with 25 minutes, as adding 15 minutes here would result in a total test time of 75 minutes instead of the desired 85 minutes. Changes can be applied by clicking the "EXTENDTIME" button.

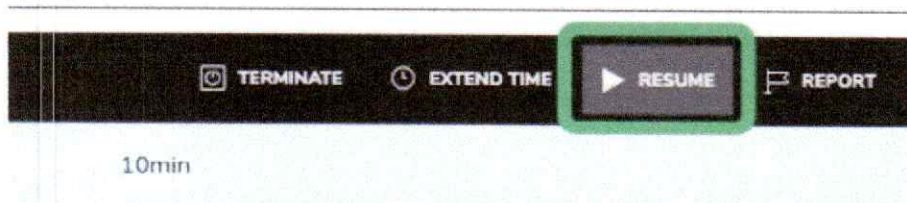
t.



10. On the next screen, proctors are asked to confirm the time extension, which can be accomplished by clicking "YES, EXTENDTIME". The TERMINATE and REPORT functionalities work similarly.



11. If a test taker's test becomes paused for any reason -- something that can happen if they attempt to navigate away from their test or try to screenshot an item in the test -- they will move from the "In Progress" tab to the "Paused" tab. The proctor can resume tests by clicking into the "Paused" tab, selecting the desired test taker, then clicking the "RESUME" button. This will move the test taker back to the "In Progress" tab.



12. When a test taker is done taking the test, their information is moved to the "Finished" tab of the proctor console. Here, all finished test results are visible to a proctor. These can be sorted by any of the columns.

# Corporation

Not Started (0) In Progress (0) Paused (0) **Finished (7)**

	Name	Test title
<input type="checkbox"/>	Lyle	00101 Basic Safety (Construction Site Safety Orientatio
<input type="checkbox"/>	Thomas	07102 - Safety
<input type="checkbox"/>	Thomas	07407 - Industrial Coatings C

## Title

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## URL Name

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