HOW TO TAKE THE **ATI TEAS** REMOTE PROCTORED EXAM VIA YOUR INSTITUTION

The ATI Test of Essential Academic Skills (ATI TEAS) Assessment measures your general knowledge in various content areas. Your performance indicates your readiness to begin a course of healthcare studies and is a predictive measure of your future success.

ATI is partnering with Proctorio to virtually proctor assessments. Proctorio is a remote proctoring platform that uses machine learning to proctor students from wherever they may be. Proctorio offers a variety of secure exam settings including video, audio, and screen recording designed to maintain the integrity of the assessment and ensure uncompromised exam results.

Follow the steps below to access and take the ATI TEAS Remote Proctored Assessment. Please make sure you have read and understand all of these requirements prior to your TEAS Exam Day.

- ➢ STEP 1 – Check Technical Requirements
- ➢ STEP 2 – Register for the ATI TEAS Remote Proctored Exam via an Institution
- ➢ STEP 3 – Install the Proctorio Chrome Extension
- ➢ STEP 4 – Perform the Pre-test Checklist
- ➢ STEP 5 – Log in to your ATI Student Account
- ➢ STEP 6 – Perform your System Diagnostic Tests
- ➢ STEP 7 – Take the ATI TEAS Assessment

STEP 1 – Check technical requirements prior to registering for the TEAS

You must:
- Use Google Chrome™ most recent version (Download). If you already have Google Chrome, make sure you have the most recent version.
- Test on a PC or a Mac (a phone or tablet cannot be used):
  - o PC – Windows 10 or later, minimum resolution 1024 x 600
  - o Mac – Mac OS® X 10.11 or later, minimum resolution 1024 x 600
- Enable JavaScript and cookies within your Google Chrome browser.
- Disable your popup blocker within your Google Chrome browser.
- Mac Users: Enable Screen Sharing for the Google Chrome browser.
- Have a microphone – either internal or external.
- Have a webcam (minimum resolution 320x240 VGA) – either internal or external.
- Ensure that your internet speed is at least 0.5 - 1 Mbps. You can test your internet speed using www.speedtest.net.
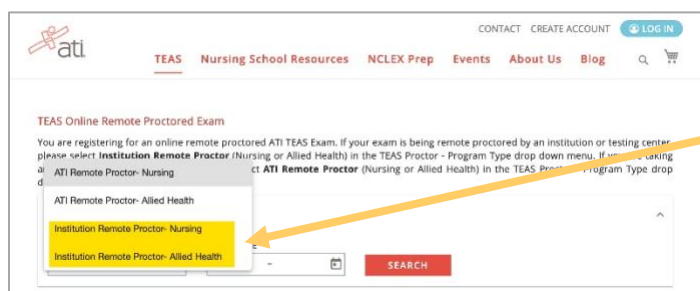
A full list of ATI's technical requirements is available at https://www.atitesting.com/technical-requirements.

## STEP 2 – Register for the ATI TEAS Remote Proctored Exam via an Institution
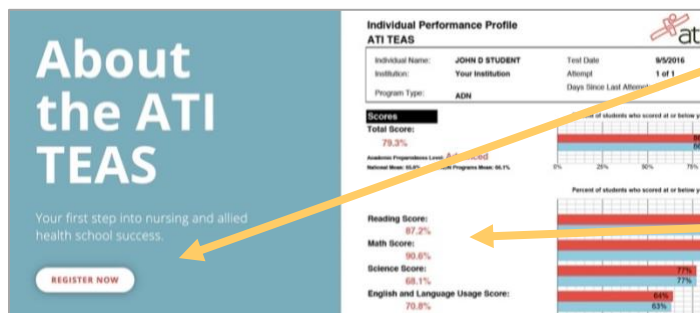
Visit www.atitesting.com/teas/register and click **REGISTER NOW**.

Select **Online** to register for an online TEAS assessment proctored by an institution.

Select either **Institution Online Remote Proctor Nursing** or **Institution Online Remote Proctor Allied Health**, depending upon whether you are applying to a Nursing School or an Allied Health School.
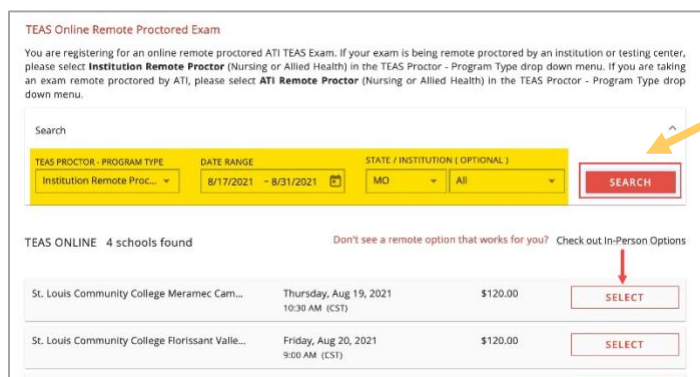
Choose your exam search criteria. You may select a desired date range for your exam and the state and/or institution. Click **SEARCH**.

Next, select the test date and time that works best in your schedule and click **Select**.
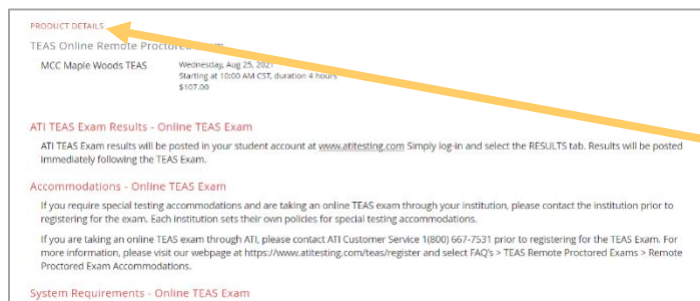
Review the product details page. This page contains specific information about the TEAS exam you selected.

Additional Test Day Information provides specific information regarding your TEAS exam at the school where you are registering. Information may include contact person, location, testing restrictions, *etc*.

Read this section carefully. You will receive this information by email following registration.

You will receive one complimentary transcript with your TEAS exam registration that will be sent automatically to the school providing the testing.

You may purchase an additional transcript(s) if you plan to share your results with more than one school. Transcripts can be managed, purchased, and sent via your student account under the My Results tab following your TEAS exam.

NOTE: Make sure to check with the schools prior to purchasing additional transcripts. Some schools do not accept transcripts from exams taken at locations other than their school.

After reviewing the TEAS Product Details, click **CONTINUE REGISTRATION**.

Review your shopping cart. Remember to add your TEAS Prep Material. The biggest mistake students make on the TEAS is not preparing!

Click **PROCEED TO CHECKOUT**.

Create Account

FIRST NAME

LAST NAME

USERNAME

EMAIL ADDRESS

☐ I WOULD LIKE TO RECEIVE MARKETING MATERIALS

MOBILE NUMBER

PASSWORD

CONFIRM PASSWORD

CREATE AN ACCOUNT

Already have an account?

LOGIN

If you do not have an ATI Account, provide some basic information and then click **CREATE AN ACCOUNT**.

The first time you log-in to ATI following your TEAS exam registration purchase, you will be asked to complete additional account details like institution, *etc*.

Note: Your official TEAS transcript will be sent to the institution where you are registering to take your TEAS exam. The institution designated in your account should be where you plan to attend school. If these are different, make sure you manage transcripts in your ATI Student account on the MY RESULTS tab.

Login

USERNAME

PASSWORD

☐ Keep me logged in

Forgot password?

LOGIN

Don't have an account?

CREATE AN ACCOUNT

If you have an ATI Account, enter your **USERNAME** and **PASSWORD** and then click **LOGIN** to log-in to continue and pay.

Complete the payment and shipping information.

Select the check boxes to indicate that:
- o   You have read and agree to the Terms of Use.
- o   You have checked your order and understand that this sale is final.

➡   **Important:** TEAS exam registrations are non-refundable and cannot be changed or rescheduled. Prior to purchase, make sure you have the correct date, time, and location for the TEAS exam.

Click **NEXT** to continue.

After you register, you will receive an email confirmation from ATI as well as important test information such as system requirements. You will receive your assessment ID from the institution where you are registering. If you have not received this ID at least 24 hours prior to your exam, please contact your institution.

STEP 3 – Install the Proctorio Chrome Extension prior to test day

ATI remote testing requires that the user install the Proctorio Chrome Extension, which can be downloaded either before attempting to access an assessment (recommended) or at the time of the assessment. **Note:** You must use the Google Chrome browser to complete this process.

Navigate to the Proctorio *Chrome Extension* page either by:
- o   Entering the URL (https://getproctorio.com/) into the Chrome browser's address bar
- o   Opening your assessment card on the **MY ATI** > **TEST** tab.
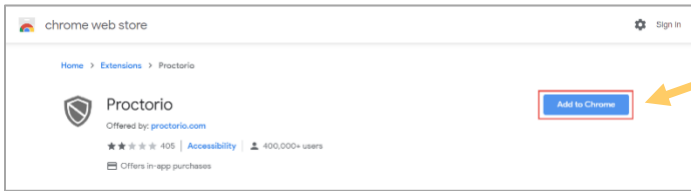
On the Chrome Web Store, click **Add to Chrome**.
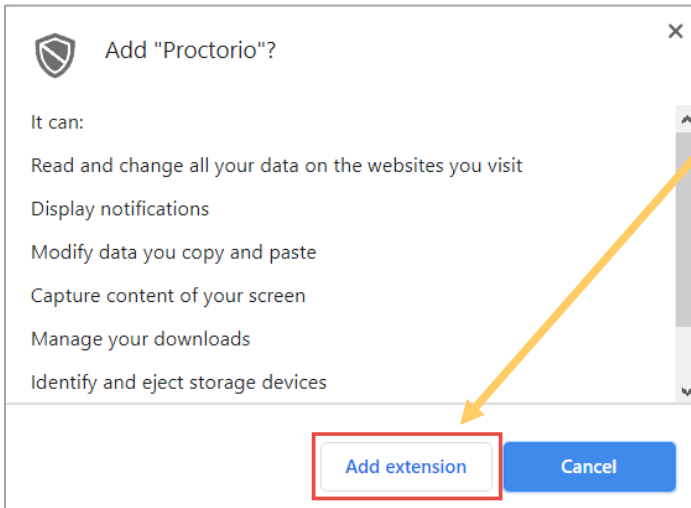
Review the list.

Click **Add extension**. When the download is complete, you will receive notification that Proctorio has been added to Google Chrome.

STEP 4 – TEAS TEST DAY: Perform the pre-test checklist prior to exam start time

You must start your exam at the stated start time. We recommend you start this process 30 minutes prior to the start of your TEAS exam. If you do not start the exam within 30 minutes of the official start time, you will not be able to test. Exams will not be refunded or rescheduled due to late arrival.

- Make sure you are using a fully charged or plugged-in laptop or desktop computer with a webcam and microphone.
- Install Google Chrome and the Google Chrome Extension on your device. You will not be able to take the remote version of the ATI TEAS Exam with any other browser.
- Have a government-issued photo ID card available.
- Find a well-lit space and be ready for a room scan prior to the assessment. Check out this exam environment guide from Proctorio for helpful tips.
- Position your webcam from your shoulders up so that your face is fully visible.
- Prepare one piece of blank paper to be used during the exam. Please destroy the paper upon completion.
- Ensure that your internet speed is at least 0.5 - 1 Mbps. You can test your internet speed using www.speedtest.net.

Non-compliance with the above may invalidate your test attempt.

STEP 5 – TEAS TEST DAY: Log in to your ATI student account
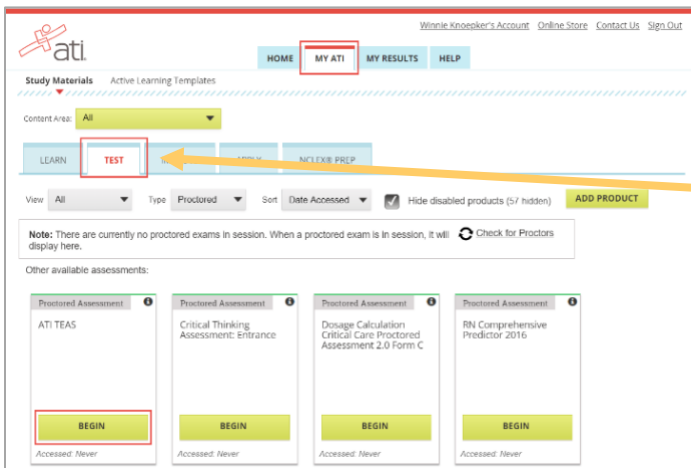
Log in to your ATI student account and then click **MY ATI** > **TEST**.

Enter your TEAS Assessment/Product ID

If you are taking an ATI TEAS Remote Proctored Exam through your institution, you will **receive** your Assessment/Product ID via the proctor from your institution. Please follow the steps on the next page to enter the ID.

Note: If you did not receive an Assessment/Product ID, contact your institution.

Manually add the assessment ID
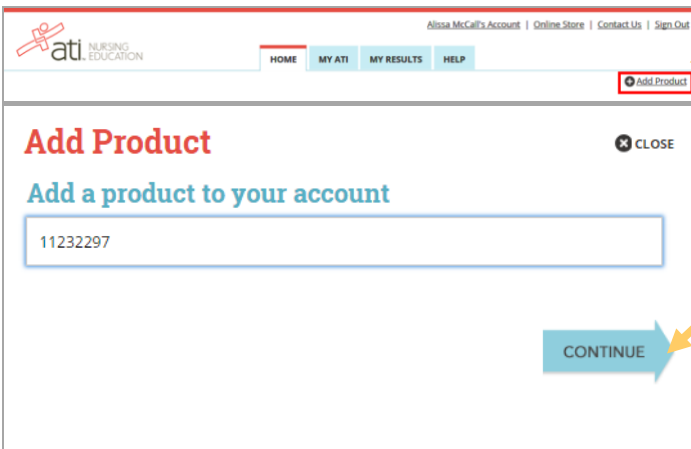
On the Student HOME page, click **Add Product** in the upper-right corner to open the **Add Product** window.

On the **Add Product** window, enter the Assessment ID provided by the proctor at your institution.

Click **CONTINUE**. A confirmation message displays when your product has been added:

Assessment 11232297 Successfully Added.

The Before you Begin page opens.

Go to STEP 6: Perform your System Diagnostic Tests

STEP 6 – TEAS TEST DAY Perform your system diagnostic tests

It is essential that you perform the following steps completely, and in the order presented.

After you have entered your Assessment ID, your ATI TEAS Assessment card should display on the **MY ATI** > **TEST**.

Locate your TEAS Assessment card and click **Begin**.

The **Before you Begin** page provides information about your remote proctoring experience, including instructions, restrictions, and data collected during the assessment. Be sure to read all the instructions on this page.

When you are ready to proceed, scroll to the bottom of the page and click **Start exam pre-checks**.

➡ **IMPORTANT:** At the bottom of the page, you may see a warning regarding RAM or your CPU. We recommend closing all other programs and/or windows and plugging in your computer.

You should be able to proceed to the exam pre-checks regardless of these warnings. However, if you choose to proceed after these warnings, your test experience may not be optimal. Make sure you meet the system requirements before test day!
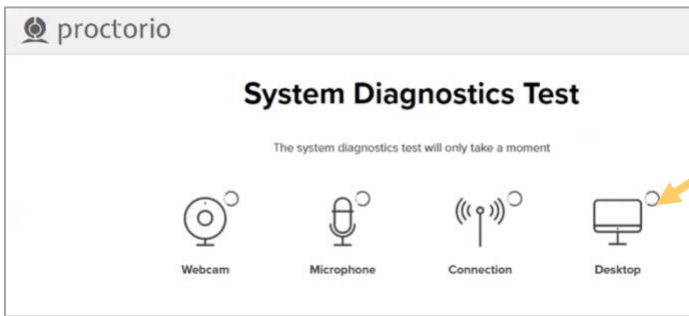
On the **System Diagnostics Test** screen, Proctorio checks your camera, microphone, internet, and computer. After the system has completed its checks, click **Next** at the bottom of the screen.
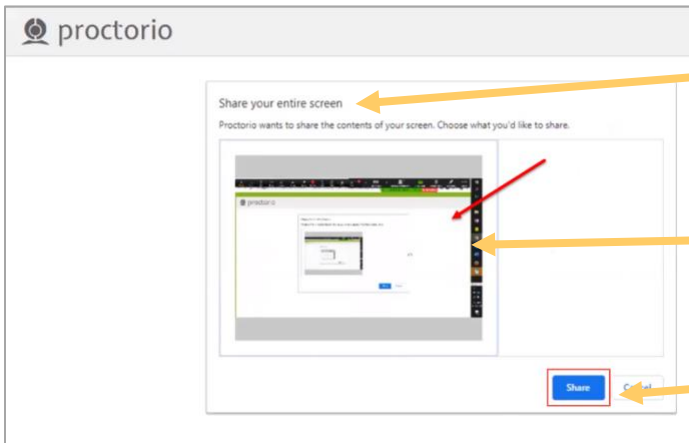
This screen is prompting you to allow screenshare. There are two steps to sharing your screen.

➡ **IMPORTANT:** First, you must click the image of the screen to select it. This turns the **Share** button blue.

Click **Share**.
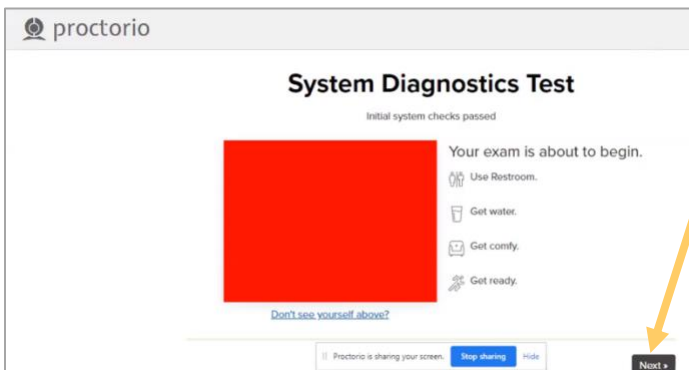
This message displays when the system checks are complete.

Click **Next**.
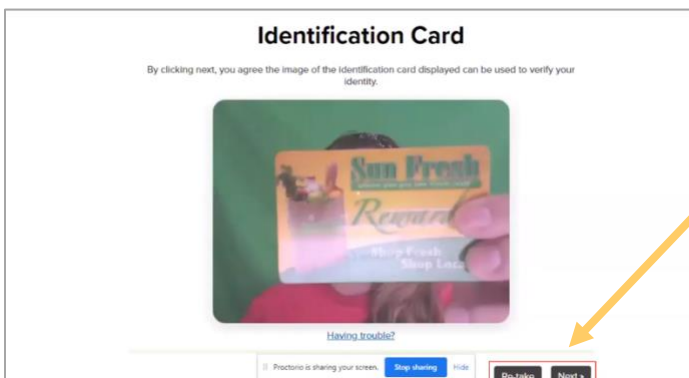
You will then be asked to show your photo ID to the camera. This scan is used to validate your identity.

Note: If the system has trouble capturing the image, click **Having trouble** to scan the image manually.

Click **Next** to proceed.
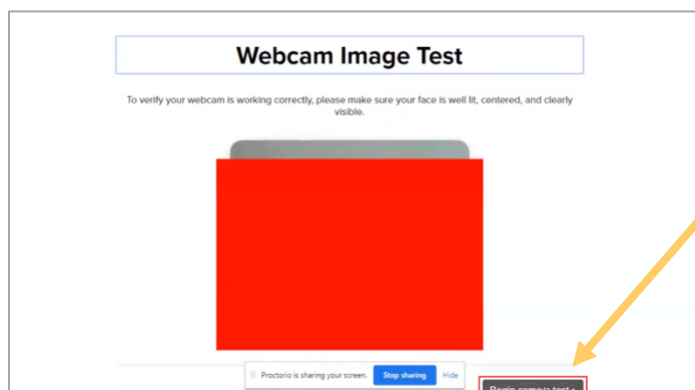
The site will conduct a webcam image test. The system will take five photos to verify that your webcam is working correctly. Click **Begin camera test**.

➡ **Important:** Make sure that you are in a well-lit space with minimal glare on the camera. If you are not in a well-lit room, your camera might not be recognized, and you will not be able to proceed.
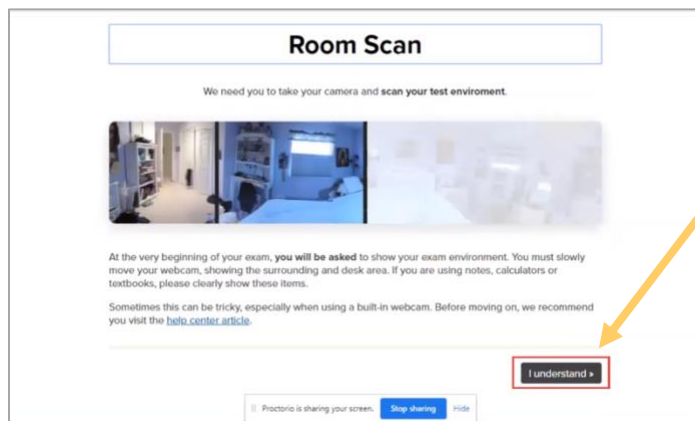
Next, you will be asked to show your exam environment by using your device's camera to scan the room in which you will be testing.

Click **I understand** to begin the room scan.
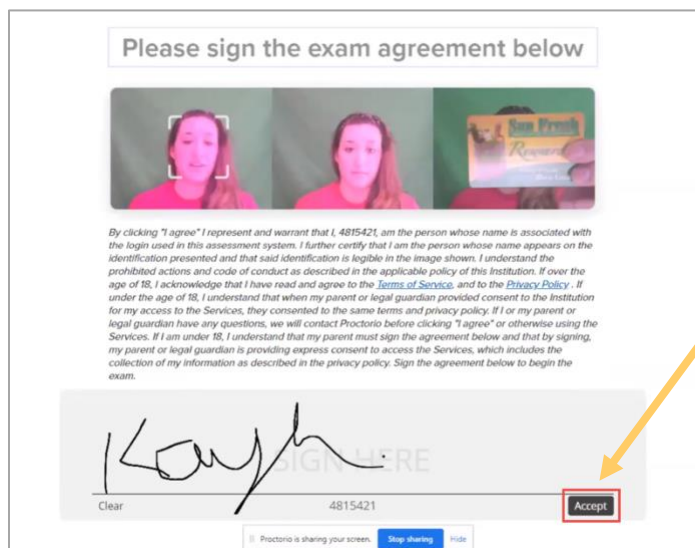
Finally, you'll be asked to sign the exam agreement.

Click **Accept** to proceed to your exam instructions.

[Go back to the top](#)

STEP 7 – Take the ATI TEAS Assessment
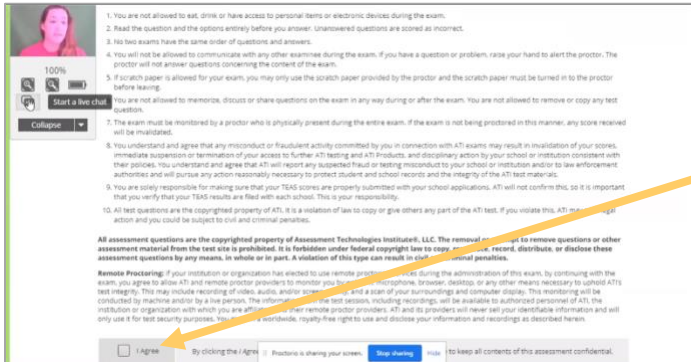
Read all the information and instructions for the exam and then select **I agree** at the bottom of the page.

After your proctor approves you, the **Start/Resume** button appears at the bottom of the page. Click the **Start/Resume** button to launch your exam. (The Start/Resume button will not be available until the proctor approves you).

Note: You might have to move the screen sharing banner at the bottom of the screen to see the **Start/Resume** button.

The Quiz Tools window on the left is the default display. If you choose to collapse the window, you will see the tool icons shown on the right.
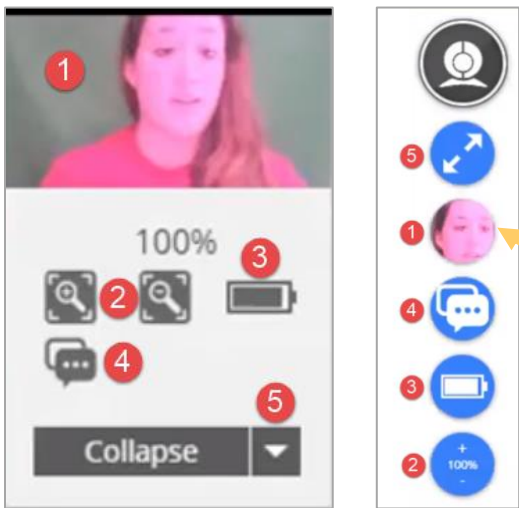
1️⃣ Webcam feed

2️⃣ Zoom level

3️⃣ Battery status

4️⃣ Start a live chat (with Proctorio personnel)

5️⃣ Collapse/Expand quiz tools

Note that if you experience any issues with the system, you can begin a live chat with a Proctorio employee. This will not connect you with your instructor.

For the ATI TEAS assessment, all questions are multiple choice. In the upper-right corner, you will see your time remaining and the online calculator. Click the **Calculator** icon to access it.

For the multiple-choice questions:
- Radio buttons are placed to the left of each of your answer options.
- An answer is only submitted when you click **CONTINUE.**
- You can change your answer any number of times and to any option before you click **CONTINUE**.

➡ **IMPORTANT:** If you attempt to exit from full-screen mode or refresh your screen, or if you press the **Escape** button, an alert message will be sent to your proctor, potentially resulting in the termination of your assessment.
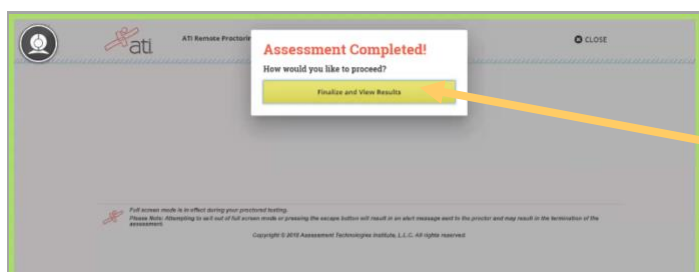
When you reach the last question of your assessment, the **Assessment Completed** window displays.

Click **Finalize and View Results** to complete your assessment.
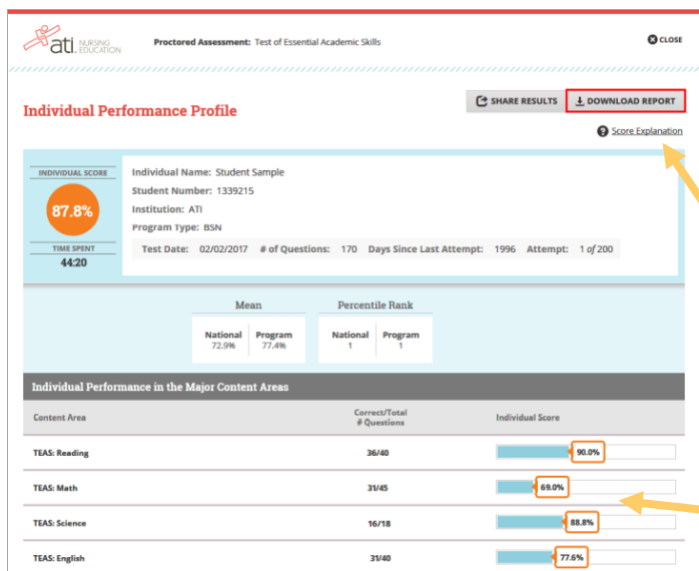
When you complete the assessment, your Proctorio session will end, and your results will be available.

When you complete an ATI TEAS Assessment, your Individual Performance Profile (IPP) launches in a new window. The IPP summarizes the results from your assessment.

Click **DOWNLOAD REPORT** to view your results in a user-friendly PDF format that can be saved, printed, or e-mailed.

Click **Score Explanation** to help you understand the information in the IPP and how your scores were calculated.

Your IPP also provides your scores in the individual content areas, showing the number of questions you answered correctly and your scores as percentages.

Your Individual Performance Profile can also be accessed from the **MY RESULTS** tab.

Click an assessment's link to view the IPP for that assessment.

To purchase additional transcripts or designate additional schools to receive a transcript, click the **Share Results** link located below your TEAS content area results.

ATI TEAS Remote Proctored Exam Support

- **General customer service prior to your ATI TEAS exam:** Contact ATI Support at 1-800-667-7531.
- **For Issues with Assessment ID:** Contact your institution administering the TEAS.
- **For Issues during the exam:** If you experience technical issues after you have launched your assessment, contact Proctorio directly via the chat option in the Quiz Tools window.

Related Resources

Additional resources are available on the **SUPPORT** ⊙ SUPPORT menu in the TEAS Resources folder:

- *How to Purchase a TEAS Transcript* (PDF)
- *How to Share your TEAS Transcript* (WalkThru)