April 21, 2020

Pre nursing students:

Thanks again for your patience as we work through the process of providing the TEAS examination remotely. Testing sessions have been posted on the ATI website for the coming few weeks. Dates will be added, but do NOT wait until the last minute to sign up because the further away dates are filling up first. Also, please remember that you may schedule a remote testing session at ANY of the HACC campuses; taking a test with a campus does not indicate a preference for your clinical program location. Choose a testing session at a date and time that works best for your schedule. Keep in mind the following as you register for a testing session:

- Be mindful of the date and time you choose because you will need to perform a “dry run” practice session to ensure proper technical requirements for the remote session. These dry runs occur 24 hours in advance of your actual test date. For example, if you choose a testing session at 12 p.m. on a Friday, you should be prepared to go through a “dry run” at 12 p.m. on Thursday, the day before.

- On the attached ATI Student Quick Start Guides, there is information about two assessment IDs that you will receive from the testing center, one for the dry-run/practice and one for the actual test session. These assessment ID’s will be sent to the email account you used when registering at ATI, and it will come from the campus testing center a minimum of 48 hours prior to your test date. (A testing date cannot be scheduled within 48 hours.) Have these assessment IDs at the time of your session.

See attached example of an ATI TEAS test scheduling page and a video of the ATI Student Quick Start Guide.

Sincerely,
Elisa S. Cohen
Assistant Director, Testing
HACC, Central Pennsylvania’s Community College
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Harrisburg, PA 17110
escohen@hacc.edu
Office: 717-780-3203
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>4/29/2020</td>
<td>2:00 PM - 6:00 PM</td>
<td>Harrisburg Area CC Harrisburg RJAH TEAS REMOTE PROCTORING Harrisburg, PA</td>
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<td>2:00 PM - 6:00 PM</td>
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For more information or to register, visit: [https://www.atitesting.com/ati_next_gen/customecom/BrowseSessions.aspx?stf=6&ssf=38&stype=1&city=Harrisburg&countryId=1](https://www.atitesting.com/ati_next_gen/customecom/BrowseSessions.aspx?stf=6&ssf=38&stype=1&city=Harrisburg&countryId=1)
**Product Details**

Harrisburg Area CC Harrisburg RN/AH TEAS REMOTE PROCTORING, TEAS, Harrisburg, PA  
4/29/2020, Wednesday, 2:00 PM-6:00 PM

This exam is for HACC CC applicants only. You are registering for a remote version of the ATI TEAS Exam with Proctorio. Check testing location website for specific testing restrictions/details BEFORE purchasing. All TEAS online registration orders are final; they will not be changed or refunded.

You are registering for a remote version of the ATI TEAS Exam with Proctorio.

Before you take the exam, please read the following information in its entirety. **Note:** If certain tech requirements are not met prior to testing, you will have to do so during your test time.

**Before test day:**

Before your exam day, ensure that you are able to meet the following technical requirements:

- Microphone: Any microphone, either internal or external
- Webcam: 320x240 VGA resolution (minimum) internal or external
- Desktop or laptop computer – **NO iPads, tablets or phones are to be used** – with the ability to download Google Chrome
- See the full list at atitesting.com/technical-requirements

**Prior to exam start time:**

As you await the start time of your exam, set yourself up for success by doing the following:

- Ensure you are using a fully charged laptop or desktop computer with a webcam and microphone.
- Install Google Chrome on your device. **You will not be able to take the remote version of the ATI TEAS Exam with Proctorio using any other browser.**
- Have a government-issued ID card available.
- Find a well-lit space, and be ready for a room scan prior to the assessment.
- Prepare one piece of blank paper to be used during the exam. Please destroy the paper upon completion.

ATI offers reporting of TEAS (Test of Essential Academic Skills) test results to schools as a convenience to nursing school applicants. However, it is solely your responsibility to ensure that each of your school applications, as well as your TEAS test results, is complete, properly submitted, and on file with each such school. Please note that if you are taking the TEAS exam at a school testing facility, your test results will automatically be forwarded to that school, in addition to any other school(s) that you have purchased herein to receive your test results. To send an official copy of your TEAS results to additional institutions after receiving the scores, please log on to your ATI account and go to the Online Store and select the TEAS/Discover Transcript. The institution will receive the results within 2 hours of the purchase.

Pursuant to the Americans with Disabilities Act, each testing institution must provide reasonable accommodations to individuals with a documented disability that hinders their ability to take any ATI assessment under standard conditions. It is the responsibility of each administering institution to determine how the disability will be reasonably accommodated in the testing process and for the proctor to ensure that the approved accommodation is in place. **Please contact the testing facility to arrange ADA accommodations prior to registering for your TEAS session.**
Please note: By clicking the “Register” button I agree to test on the selected date and understand that the test will be given using ATI Remote Proctoring Services, described in ATI Terms and Conditions available on the ATI website. I understand that I am responsible for repaying and rescheduling for a new test in the event that I am unable to attend my scheduled date.

- TEAS SELF PAY

![Price: $96.00, Sale Price: $96.00, Quantity: 1, Register Button](https://www.atitesting.com/ati_next_gen/customecom/productpage.aspx?code=186753&isproduct=2)
Purpose

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.

Technical requirements

Find a full list of ATI’s technical requirements at atitesting.com/technical-requirements.

- Microphone: Any microphone, either internal or external
- Webcam: 320x240 VGA resolution (minimum) internal or external
- Desktop or laptop computer (NO iPads, tablets, or phones are to be used) with the ability to download Google Chrome

Set yourself up for success

- Ensure you are using a fully charged laptop or desktop computer with a webcam and microphone.
- Install Google Chrome on your device. You will not be able to take the proctored assessment with any other browser.
- Have a school or government-issued ID card available.
- Find a well-lit space, and be ready for a room scan prior to the assessment.
- One piece of blank paper to be used during assessment. Please destroy the paper upon completion of the exam.

Ready to take the assessment?

*It is essential you follow the entirety of the following steps.*

Begin by opening Google Chrome. Log into your ATI student account: My ATI tab > Test tab. The available proctored assessment will show. Click Begin.

You will be sent to the getproctorio.com webpage. Here, you will be prompted to install the Proctorio Chrome Extension. You will only need to do this the first time you take a proctored assessment via Proctorio.

This will send you to the Proctorio page within the Chrome Web Store. Click Add to Chrome > Add extension.
Once the extension is installed, navigate back to the getproctorio.com webpage. You will see a list of instructions, restrictions, and data collected during the assessment. **IMPORTANT:** At the bottom of the page, you may encounter a warning regarding RAM. We recommend closing all other systems or windows. You should be able to move forward to the exam pre-checks regardless of this error.

At the bottom of the page click **Start exam pre-checks.** You will be prompted to allow Proctorio to access your camera, microphone, and screen. Once the system has completed its checks click **Next** at the bottom of the screen.

You’ll be prompted to allow screen share. **IMPORTANT:** You will need to click on the screen within the prompt, which will change the ‘Share’ button to blue. Once the system has completed its checks click **Next** at the bottom of the screen.

Next, you will be asked to show a photo ID to the camera. This is used to validate your identity. Click **Next.**
The site will then conduct a webcam image test. The system will take five photos to verify that your webcam is working correctly. Click **Begin camera test**. **IMPORTANT:** If you are not in a well-lit room, your camera may not be recognized, and you will not be able to move forward.

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**.

Finally, you’ll be asked to sign the test taker agreement. Click **Start test**. **IMPORTANT:** You may have to move the screen sharing banner bar at the bottom of the screen. Once your instructor approves your admission into the exam, the system will automatically launch your test. **Do not hit refresh.**

**During the test**

While taking your assessment, there will be a box labeled **Quiz Tools** available to you on the screen. With **Quiz Tools**, you can zoom in/out. 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.

Once you complete the assessment, your Proctorio session will end, and your results will be available to your instructor and the student portal (if enabled by your institution).

**SUPPORT**

If you experience issues when installing the Proctorio Chrome extension, please contact ATI Support at 1.800.667.7531. If you experience technical issues during your assessment, contact Proctorio directly via the chat option in the Quiz Tools window.