

Student Testing Instructions:

1. In your Web Browser, Enter the Student Testing Site located on the Student Testing Ticket that you received from your Proctor.
2. Type your **Participant ID** (or the ID given to you by your Proctor) located on the Student Testing Ticket in the ID field on the Student Testing Site
3. Type your **Password** (or the Password given to you by your Proctor) located on the Student Testing Ticket in the Password field on the Student Testing Site
4. Click on the **Submit** button
5. Verify your **Name, Member ID, School, State, Region and Test(s)** (**NOTE:** Notify your Proctor immediately if any of this information is incorrect)
6. Click on the **Select** link located beside the appropriate **Test Name**
7. Carefully follow the On Screen Instructions
8. Click on the **Start Test** link (**NOTE:** The Timer will start once you click on the **Start Test** link.
9. Once you have completed your test, be sure to click on the **Submit Test** button for your test to be counted.

If you leave the testing screen, your test will automatically shut down and be submitted.

Never click on the "X" to close the Student Testing window or your test will not be counted; you must click the Submit Test button for your test to be counted.

10. Once you have clicked on the **Submit Test** button, click on the **Back to Test List** link (or you will be automatically redirected to the Test Selection page)
11. Click on the **Log Out** link
12. If you have been given a Student Testing Ticket, sign and return your Student Testing Ticket to the Proctor once you have **Submitted** your test and closed your **Testing Session**

Note: your test will display as **One Question at a Time** - You will click on the **Back** and **Next** links as necessary. When you answer the last test question, you will be automatically redirected to a **Review Test** screen. If you skipped a question or need to change an answer to a question, click on the question link to be redirected back to that question. Click on the **Back to Review** link to go back to the **Review Test** screen. Once you have reviewed all of your answers, click on the **Submit Test** button at the bottom of the page