HOW TO TAKE THE TEAS EXAM AT ATI

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 TEAS at ATI. 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 – Install the Proctorio Chrome Extension
- ➢ STEP 3 – Perform the Pre-test Checklist
- ➢ STEP 4 – Log in to your ATI Student Account
- ➢ STEP 5 – Perform your System Diagnostic Tests
- ➢ STEP 6 – Take the ATI TEAS Assessment

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

You must:

- Use Google Chrome™ Version 87 or later (Download). Instructions for checking your version of Google Chrome.
- Test on a PC or a Mac (a phone or tablet cannot be used):
    - ○ PC – Windows 10 or later, minimum resolution 1024 x 600
    - ○ 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 in Google Chrome.
- 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.
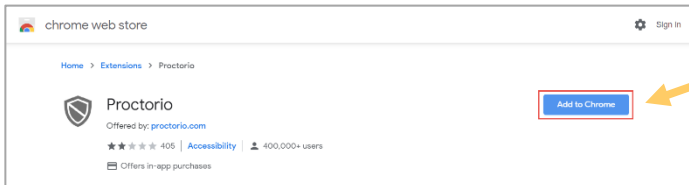
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STEP 2 – Install the Proctorio Chrome Extension prior to test day

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.
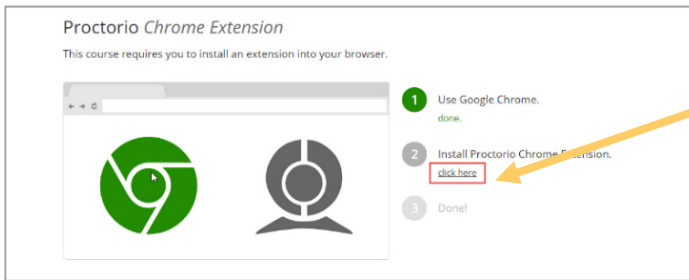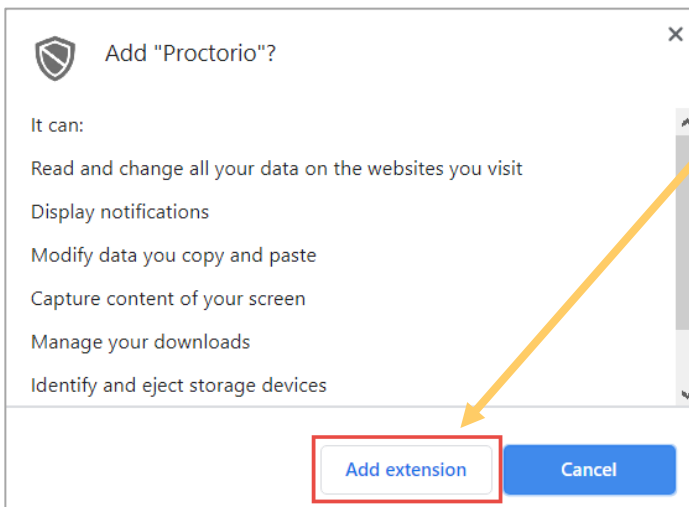
Navigate to the Proctorio *Chrome Extension* page either by:

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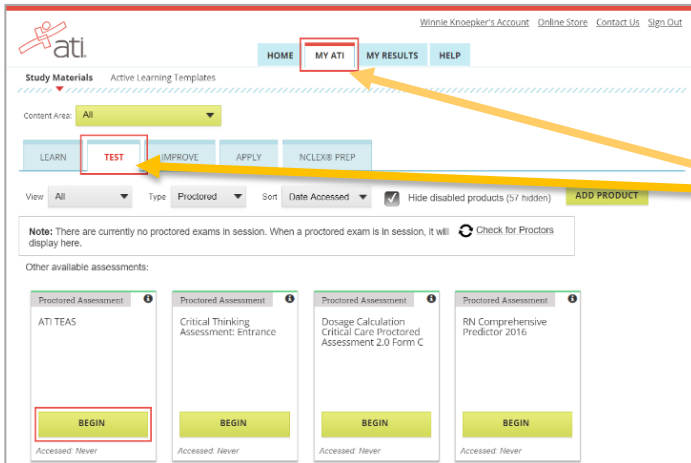
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STEP 4 – TEAS TEST DAY: Perform the pre-test checklist prior to exam start time

You must start your exam at the stated start time. **Please note start and end times are in Central Time.** We recommend you start this process 30 minutes prior to the start of your TEAS exam. Exams will not be refunded or rescheduled due to late arrival.

- Download Google Chrome™ Version 87 or later (Download). If you already have Google Chrome, make sure you have the most up-to-date version.
- Test on a PC or a Mac (a phone or a 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 pop-up blocker in Google Chrome
- Have a microphone – either internal or external.
- Have a webcam (minimum resolution 320x240 VGA) – either internal or external.
- Ensure your internet speed is between 0.5 – 1 Mbps. You can test your internet speed using www.speedtest.net.

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STEP 5 – TEAS TEST DAY: Log into your ATI student account

Log in to your ATI student account and then click **MY ATI** > **TEST**.

You should have an ATI TEAS Proctored Assessment Card in this tab.

## STEP 5A – If you do not have an ATI TEAS Card on the Test tab, enter the Assessment ID

You will need to manually enter the assessment ID if the card doesn't automatically **display** on the Test **tab**. If you are taking an ATI TEAS at ATI, you will **receive** your assessment/product ID via email after registering. Please follow the steps on the next page to enter the ID.

Note: If you did not receive an email from ATI providing your assessment/product ID, contact ATI Customer Service at 1-800-667-7531. An email should be sent upon registration and 24 hours prior to your TEAS exam.

Manually add the assessment ID

On the Student HOME page, click **Add Product** in the upper-right corner to open the **Add Product** window.
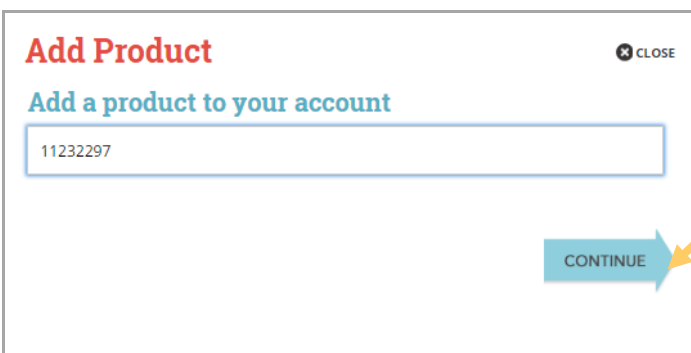
On the **Add Product** window, enter the Assessment ID provided by ATI via email.

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

Assessment 11232297 Successfully Added. ×

The Before you Begin page opens.

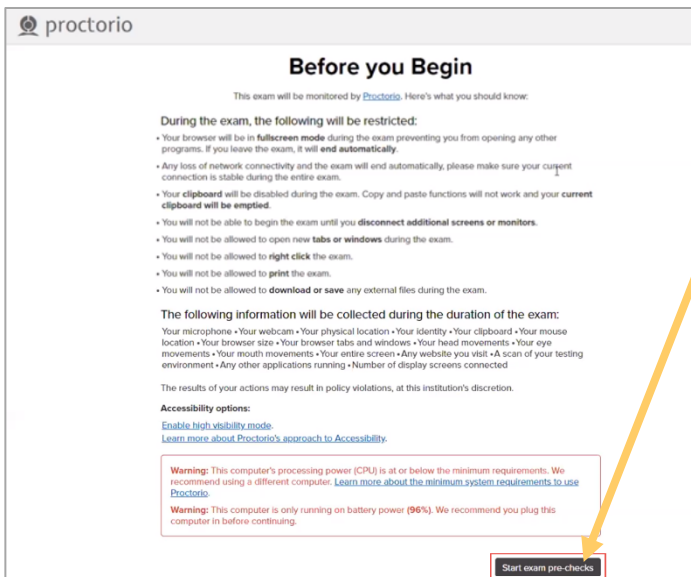Go to STEP 6: Perform your System Diagnostic Tests

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.
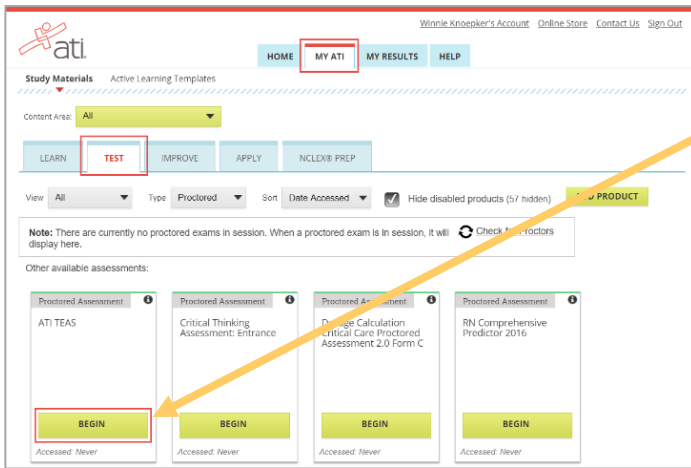
Log in to your ATI student account and then click **MY ATI** > **TEST**.

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 warnings.

·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, test experience may not be optimal.
·Incognito: You may be prompted to enable incognito. Follow the instructions provided. Once it's enabled, you should proceed with the remaining pre-checks.
·Second monitor: Unplug any additional monitors you may have.
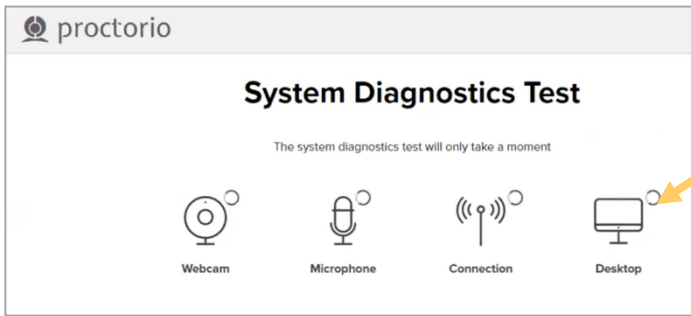
On the **System Diagnostics Test** screen, Proctorio checks your camera, microphone, internet, and computer. After the system has completed its checks, click **Next** at the bottom of the screen.
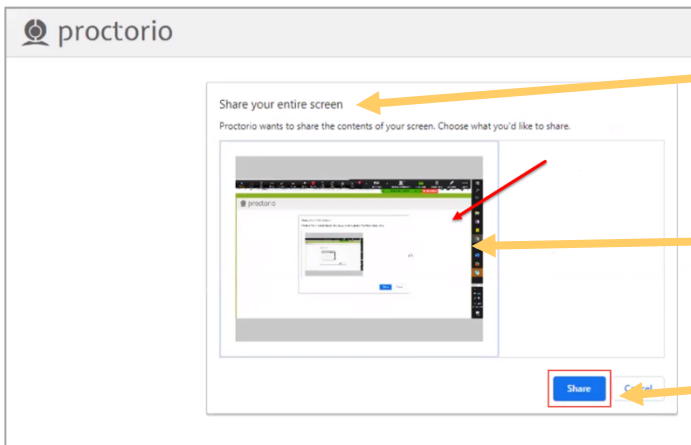
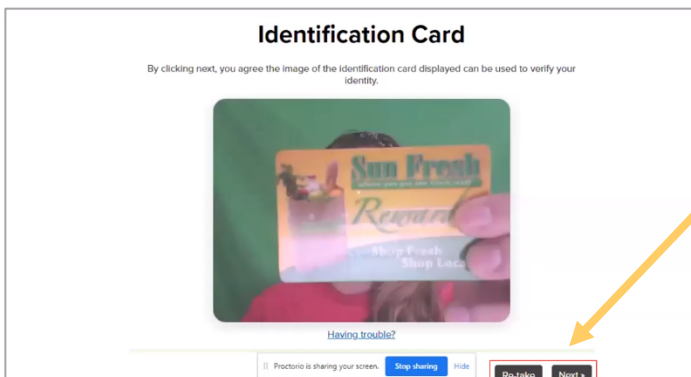This screen is prompting you to allow screenshare. There are two steps to sharing your screen.

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

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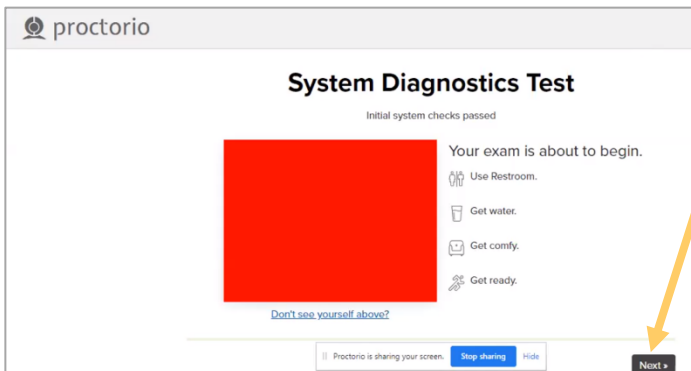
This message displays when the system checks are complete.

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.

Webcam Image Test

To verify your webcam is working correctly, please make sure your face is well lit, centered, and clearly visible.

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.

Desk Scan

We need you to take your camera and **scan your test enviroment**.

At the very beginning of your exam, **you will be asked** to show your exam environment. You must slowly move your webcam, showing the surrounding and desk area. If you are using notes, calculators or textbooks, please clearly show these items.

Sometimes this can be tricky, especially when using a built-in webcam. Before moving on, we recommend you visit the help center article.
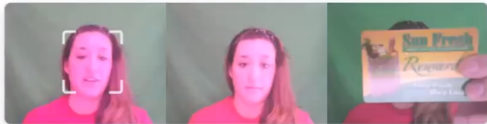
Next, you will be asked to show your exam environment by using your device's camera to scan the desk where you will be testing.

Click **I understand** to begin the desk scan.

Please sign the exam agreement below

Finally, you'll be asked to sign the exam agreement.

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

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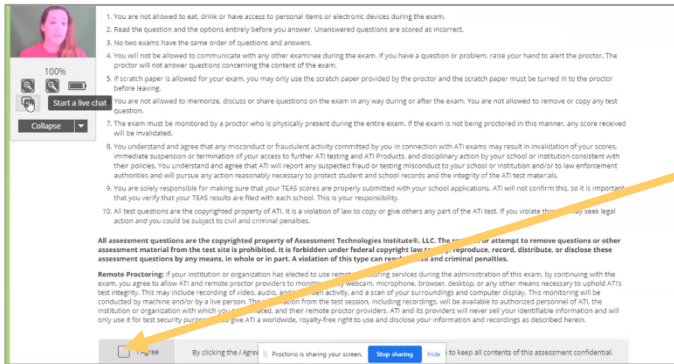
Read all the information and instructions for the exam and then select **I agree** at the bottom of the page.

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.
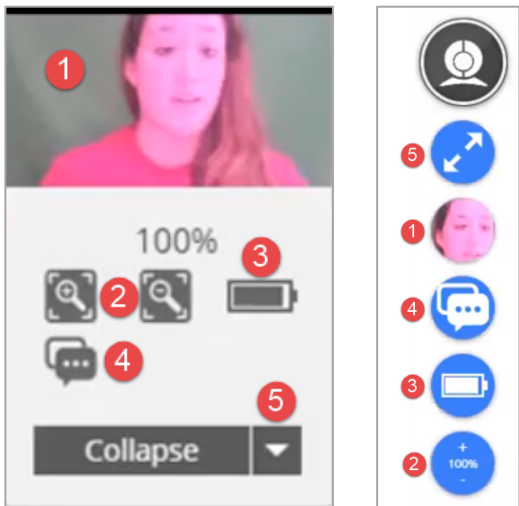

The Quiz Tools window on the left is the default display. If you choose to collapse the window, you will see the tool icons shown on the right.

1 Webcam feed

2 Zoom level

3 Battery status

4 Start a live chat (with Proctorio personnel)

5 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.
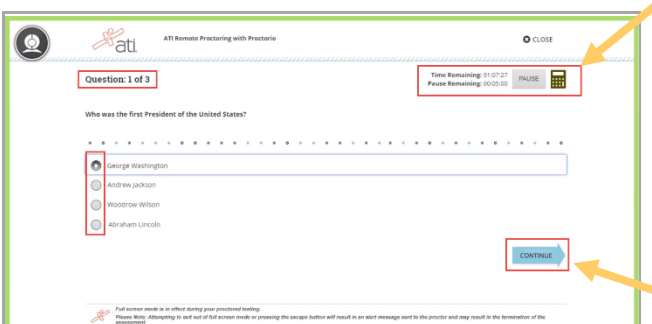
For the multiple-choice questions:
- Radio buttons are placed to the left of each of your answer options.
- An answer is only submitted when you click **CONTINUE.**
- You can change your answer any number of times and to any option before you click **CONTINUE**.

➡️ **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.
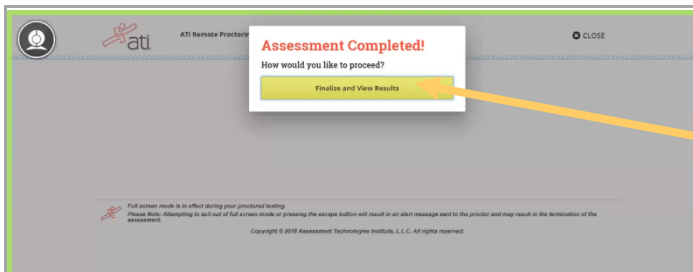
When you reach the last question of your assessment, the **Assessment Completed** window displays.

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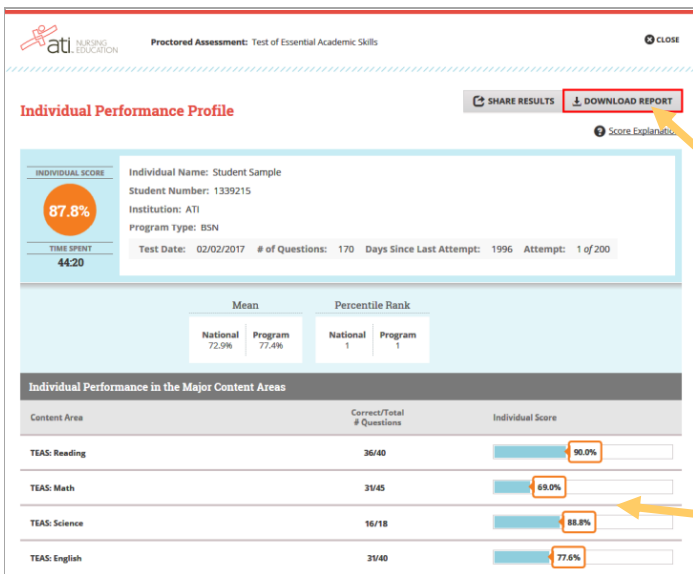
When you complete an ATI TEAS Assessment, your Individual Performance Profile (IPP) launches in a new window. The IPP summarizes the results from your assessment.

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.

ATI TEAS Remote Proctored Exam Support

General customer service before exam day: Contact ATI Support at 1-800-667-7531 or email: proctor@atitesting.com.

Issues on exam day: Contact ATI Test Security at 1-844-956-2790 (this number is only available during exam hours).

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.

Note: You can print this document and have it available prior to the start of your TEAS Exam. However, you must remove this document from your test area before starting the exam process. During the exam, you are only allowed one piece of blank scratch paper.