**ATI TESTING INSTRUCTIONS FOR STUDENTS**

Students must come fully prepared for ATI testing so testing can run smoothly for all students. Below are the procedures students must follow to ensure the test runs smoothly for everyone.

1. Students must know their username and password for ATI tests and bring it with them to the proctored test. Do not come to the test without knowing your password. You will not be able to test and must notify your instructor to reschedule. You will not receive extra ATI points for achieving Level 2 if you arrive unprepared.
2. Login information is the same as what the student has been using for practice unproctored tests.
3. Prior to test day, if a student can not remember their password, they must request it through ATI at [www.atitesting.com](http://www.atitesting.com). If both username and password are unavailable, they must re register through the website and WRITE DOWN THE NEW USERNAME AND PASSWORD!
4. On day of test, arrive at least 5 minutes early to allow for setting up the laptop and logging in. Anyone who arrives late after testing has begun will not be able to test and must notify their instructor to reschedule. No extra points for achieving a Level 2 will be given.
5. Bring earplugs to block any extraneous noise.
6. A mouse and mouse pad will be provided if desired.
7. All cell phones must be shut off .
8. You may bring a simple calculator only. There is also a calculator function on the test itself.
9. On test day and after turning laptops on, check for battery life of computer on lower right hand corner. Also the laptop must be muted. The mute function is also found in the lower right corner.
10. The proctor will give Test ID codes. Log into ATI and enter log in information. After logging in, click “My ELearning”. Click on the Proctored Assessment tab.(right next to the unproctored assessment tab)
11. Enter the test ID# that the proctor gave you.
12. Wait for proctor approval. Once you are approved, **DO NOT CLICK TO START TEST UNTIL PROCTOR GIVES THE VERBAL OK. ALL STUDENTS MUST BEGIN TESTING AT THE SAME TIME! NO EXCEPTIONS!**
13. Every proctored test is timed.
14. While testing, only click inside the testing area. Do not click in the blue area outside the test page or try to back out of the page you are on. You can not go back to previous test pages. If you get knocked out of the test or the computer freezes, **DO NOT PANIC!** Quietly bring the laptop to the proctor. The proctor will stop the test and then relog into ATI with a new laptop (if needed), and enter the test ID # again. The proctor will approve you to resume the test and it will resume where you left off without losing any time.
15. When you finished testing, shut down the computer properly and leave laptop on table and exit quietly.
16. **DO NOT LOITER IN THE HALLWAYS AFTER LEAVING THE TEST.** Hallway noise is very distracting to the students still testing.