



***Enhancing today's workforce  
through tailored  
performance solutions***

# **Proctor Guide *Online Test Administration***

*Updated July 2025*

## **Nocti Business Solutions**

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## Introduction

This Proctor Guide highlights the instructions for online test administration and is designed to make the administration of tests easier for the proctor. It is extremely important that all proctors follow the same procedures; therefore, you should become familiar with the instructions presented in this guide before administering the tests. By following these procedures, you will assure the validity of the test results and greatly reduce the likelihood of confusion or error before, during, and after the assessment.

When you have finished reading this guide and are familiar with the instructions provided, please acknowledge by signing the form below. Remove the form from the book and return it to the Site Coordinator prior to test administration.

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*For Company/Organization Use*

*I have read the Proctor Guide, understand my role and responsibilities as a Nocti Business Solutions Online Test Proctor, and agree to abide by the guidelines provided.*

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Proctor Name (signature)

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Date

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Proctor Name (printed)

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Site Code

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Email Address

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Daytime Phone Number

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# Instructions for Online Test Administration

All test sessions must be administered and overseen by a qualified test proctor. A proctor should:

- Be familiar with the administration procedures in this guide.
- Be present at all times during test administration.
- Communicate the instructions for the testing session to participants, making sure they are aware that any unanswered questions will be scored as incorrect.
- Move around the room and observe the workstations of the participants during the test session to assure that supplemental material is not referenced.
- Be aware of participants who may be experiencing problems with equipment, connectivity, or any other technical difficulty.
- Refrain from answering any questions relative to the meaning or intent of test items.
- Document unusual conditions or situations which may affect participant scores using the Irregularity Report (Appendix B). All Irregularity Reports must be returned to the Site Coordinator who will forward them to Nocti Business Solutions.
- Notify the Site Coordinator in the event of technical or other administrative difficulties.
- Report any breach of security, no matter how small, to the Site Coordinator.
- Be aware of the time elapsed for a test administration. This information is required by Nocti Business Solutions if a request is made to add time to an online test due to an interruption of the test administration.

## Preparing for Administration

The proctor will:

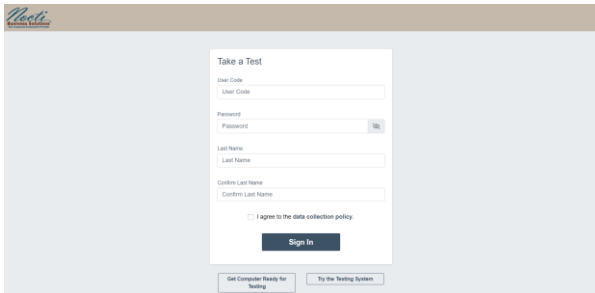
1. Review this proctor guide completely.
2. Verify that a user code and password has been received for all participants. Participants must have a unique user code and password in order to access the online test.
3. Verify the number of sessions for administration. Many of Nocti Business Solutions tests may be administered in multiple-sessions; the Site Coordinator must request multiple-sessions when the test order is placed.
4. Verify with the Site Coordinator if any special accommodations will be needed during administration for participants.
5. Verify the URL address to access the online testing system (<https://testing.noctibusiness.com>)
6. Verify that all workstations to be used have been properly configured.
7. Verify that local technical support will be available at the site during administration.
8. Verify that non-programmable calculators, scratch paper, and pencils will be available to the participants during the test session.

**NOTE: These instructions are general guidelines to be followed for administration of Nocti Business Solutions' standardized tests. Customized tests for specific programs may have different instructions. Check with the Site Coordinator to ensure the appropriate administration instructions have been provided.**

## Administration Day

The proctor will:

1. Verify that the workstations have non-programmable calculators, scratch paper and pencils as needed.
2. Access the online testing system (<https://testing.noctibusiness.com>) at each workstation and verify the home page is displayed on each workstation to be used.



3. Provide each participant with their unique user code and password as they enter the room.
4. Communicate the provided **Instructions for Test Takers** to participants. Instructions to be read to participants are shaded in gray. All other instructions and screenshots are for the proctor and should not be read aloud.

During the testing session, make sure participants are working independently by observing from the side and behind the workstations without disturbing the test takers. Do **NOT** define terms for participants or otherwise guide them on anything related to the test content. Be available to answer questions regarding navigation in the testing system.

**NOTE: iPhones® or other smart phones, mobile devices/tablets (unless the device is being used to take the test), cellular telephones with calculators, wristwatches with calculators or other devices that record data are not allowed to be used during the testing session.**

## Score Reporting

If the option to display scores was selected at the time the order was placed, the final page upon completion of the test will display the participant's preliminary total score along with a score for each duty category, provided the test taker clicked the "Score Your Test" button. If printing capability is provided, participants may download and print the score report page by clicking the "Download" button. The test participant also has the option to email the preliminary report by clicking the "Email" button.

Site Coordinators will automatically receive an email with each participant's preliminary results upon completion of the test.

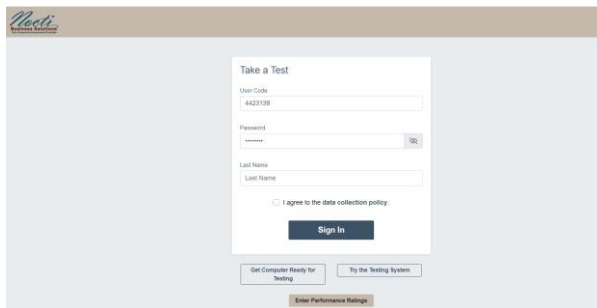
## Instructions for Test Takers

**SAY** Good morning/afternoon. My name is \_\_\_\_\_ and I will be serving as the proctor for today's test session. On behalf of (insert company/organization name here) and Nocti Business Solutions, I want to welcome you and wish you success in your efforts.

Today you will be taking a test that will provide a measure of your knowledge in your area of study.

Please complete the test to the best of your ability.

Your workstation should display Nocti Business Solutions Online Testing System and you should see “Take a Test”.

The screenshot shows the 'Take a Test' login interface. It includes a 'User Code' field with the value '4423108', a 'Password' field with the value '\*\*\*\*\*', and a 'Last Name' field with the value 'Participant'. There is a checkbox for 'I agree to the data collection policy' and a 'Sign In' button. Below the login fields are links for 'Get Computer Ready for Testing', 'Try the Testing System', and 'Enter Performance Settings'.

Verify that all participants see this page displayed on their screen.

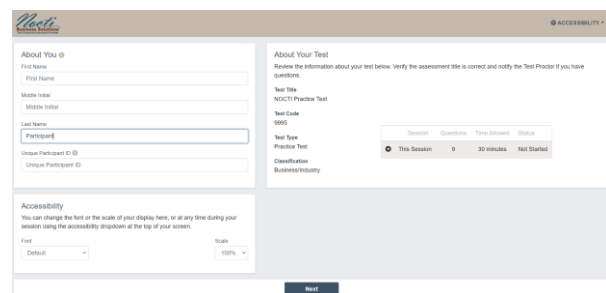
**SAY** When you entered the room, you were provided with a user code and password. Enter the user code and password information along with your last name in the appropriate fields. You may need to enter your last name a second time if the user code was not assigned by your site administrator. Make sure to enter the user code and password exactly as you see it on the information provided.

You will also need to agree to the data collection policy. To read a copy of the policy, you can click on the words “data collection policy”. Nocti Business Solutions only collects first and last name, an ID number assigned by the location where you are taking the test, and in some cases, email address.

Verify that all participants have successfully logged in to the testing session. Provide assistance as needed.

**SAY** The first page of your testing session should now be displayed on your screen. The test title will be located in the box on the right. Please verify that the test title is correct.

Enter your first name, middle initial, last name, and participant ID in the fields provided on the left. If these fields already contain your information, verify it is correct.

The screenshot shows the 'About Your Test' page. It includes a table with columns 'Session', 'Questions', 'Time Allowed', and 'Status'. The first row shows 'This Session', '9', '30 minutes', and 'Not Started'. Below the table is an 'Accessibility' section with a 'Font' dropdown set to 'Default' and a 'Scale' dropdown set to '100%'. There is also a 'Next' button at the bottom.


**SAY** If the assessment you are taking has a digital badge associated with it, you will see ‘Email Address’ and ‘Confirm Email’ fields. To obtain your digital badge, please enter your email address in these fields. Once you complete the test and if you meet the passing score, you will receive an email with instructions for accessing your digital badge.

You also have the ability to change your screen’s display in the Accessibility box. If you would like to change the font type or the scale, you can do so now. These options will also be available while you are taking the test if you would like to make these changes once you have started the test.

When you are done entering or verifying, click the “Next” button.

Verify that all participants are now on the demographic questions page. ***Please note that for some testing sessions (on rare occasions), the demographics questions may appear AFTER the participant completes the test or in some cases no demographic questions will appear.***

**SAY** This page contains demographic questions. Demographic data is important and is always kept confidential. Please take a few minutes to complete the demographic questions listed. To continue through the questions, use the scroll bar on the right. When you are finished, click on the “Next” button.



ACCESSIBILITY

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### Demographics

Please take a few minutes to complete the demographic questions below. Demographic data is used to assist with quality assurance, research, and future test development and revision. Demographic information is **not required** and responses do not affect your test score in any way.

1. What is your gender?

A. ☐ Female

B. ☐ Male

C. ☐ Not binary

D. ☐ Another gender

E. ☐ Prefer not to respond

2. Which of the following letter grades best represents your overall grade point average (GPA)?

A. ☐ A

B. ☐ B

C. ☐ C


D. ☐ D

E. ☐ F

Allow a few minutes for participants to complete the demographic questions and move to the next page.

Most tests have a three-hour time limit for a single session. Please check with your Site Coordinator to confirm the time limit and session configuration for the tests you are administering.

The “Code of Conduct”/“Before You Start” page should be visible for all participants.


ACCESSIBILITY

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Time: 00:20:49
[Session Details](#)

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### Code of Conduct

This document contains proprietary, confidential, and copyrighted materials.

**Intelligence gathering:**

- use unauthorized resources or third sites in my possession during this test
- copy or replace test items or take notes to share with others
- use social media or websites to post information about the test and/or test items
- attempt to discuss test content during or after the session with anyone
- have any unapproved electronic device (cell phones, smartwatches, smartphones, etc.) in my possession during the test.

I understand the Next Business Solutions testing system monitors my testing session for suspicious activity.

☐ I agree to abide by the Code of Conduct

Previous
Start Test

**SAY** Read the Code of Conduct on the screen and check the box that you agree to abide by this code of conduct.

When you have finished with the code of conduct, read the instructions on the screen under “Before You Start”. Are there any questions?

Once you begin the test, you will notice that there is a running clock in the upper left corner of each page. This test is timed and has an administration time of \_\_\_\_\_.

When you have completed the test, a summary page will be displayed showing the questions which have been completed, marked, or left unanswered.

You can return to a question by clicking the link on the question number or you may use the “Review Marked” or “Review Unanswered” links. These links will take you to the first marked or unanswered item and will let you proceed through these items until all have been viewed.

**Any questions left unanswered will be scored as incorrect.**

**SAY** When you are sure you are finished, click the “Score Your Test” button at the bottom of the summary page.



Once you score your test, you may not access it again. Your test results will not be processed if you do not click the “Score Your Test” button.

If you encounter any type of technical difficulty during the testing session, please raise your hand and I will assist you. I am only able to provide technical assistance and will not answer questions directly related to the test content.

Your company/organization and/or Site Coordinator will decide whether a participant may leave the room after completing the test or whether the participant must remain seated until the testing time is over. Insert this information in the instructions below.

**SAY** When you have completed your testing session, you *(insert site preference here)*

\_\_\_\_\_.

Are there any questions regarding these instructions?

You may begin your test by clicking “Start Test” now. Good luck.

## After Administration

After administration:

- Collect and dispose of all scratch paper.
- Report any breach of security, no matter how small, to the Site Coordinator.
- Document any comments or irregularities using the forms provided in Appendices A and B.

## Assistance

### Technical Assistance

Technical assistance for online testing is available by contacting Nocti Business Solutions at 800-278-8506, Monday through Friday, 8:00 am to 5:00 pm Eastern Standard Time.

### Technical Difficulties

Be aware of participants who may be experiencing problems with equipment, Internet connection, or any other technical difficulty. Monitor the time elapsed for the test session. This information is required by Nocti Business Solutions if a request is made to add time due to an interruption of the test administration.

### Lost Connection

If connection is lost during the testing session, follow the instructions below to resume testing.

1. Close the Internet browser and open a new browser.
2. Go to the testing URL.
3. Have the participant login using the original user code, password, and participant's last name.
4. After logging back into the test, the participant should be taken to the last unanswered question. If not, instruct the participant to go to the summary screen and click on the next available unanswered question.
5. Resume testing.

If the participant cannot resume testing by closing the browser:

1. Close the Internet browser and restart the participant's computer.
2. Open a browser window.
3. Follow steps 2 through 5 above.

If the participant is still experiencing technical difficulties and testing cannot resume after attempting both of these options, please contact Nocti Business Solutions (Technical Assistance 1-800-278-8506).

### Moving Workstations

A technical difficulty may necessitate the moving of a participant to another workstation once testing has started. If you need to close the testing window (e.g., to move a participant to another computer), power down or switch off the computer. The participant's answers will be saved, and they can re-join the test from any computer by logging in normally.

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**Appendix A**

**Comment Sheet**

If you have any suggestions or comments to report, please write them on this page. Tear out this sheet and return it to the Site Coordinator with the testing materials. Please make additional copies as necessary. A separate comment sheet should be completed for each test title.

◆ Site Name: \_\_\_\_\_

◆ Proctor/Evaluator's Name: \_\_\_\_\_

◆ Email Address: \_\_\_\_\_

◆ Phone #: \_\_\_\_\_

◆ Site Code: \_\_\_\_\_

◆ Date: \_\_\_\_\_

◆ Test Title: \_\_\_\_\_ ◆ Test Code: \_\_\_\_\_

◆ Comments for company/organization or testing site:

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◆ Comments for Nocti Business Solutions:

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**Appendix B**

**Irregularity Report**

If you have any test administration irregularities to report, please use this page to document those events. Tear out this sheet and return it to the Site Coordinator with the testing materials.

◆ Site Name: \_\_\_\_\_

◆ Proctor/Evaluator's Name: \_\_\_\_\_

◆ Email Address: \_\_\_\_\_

◆ Phone #: \_\_\_\_\_

◆ Site Code: \_\_\_\_\_

◆ Date: \_\_\_\_\_

◆ Test Title: \_\_\_\_\_ ◆ Test Code: \_\_\_\_\_

◆ Irregularities:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

◆ Additional Comments:

\_\_\_\_\_

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