



YouTestMe

Defense Intelligence Agency

File name	R028 - Provide the ability to prevent candidates from beginning the exam until the proctor script is read and the exam password provided.
Author	YouTestMe
Confidentiality	Internal or Public
Last save date	Monday, February-28-2022 at 12:01:00 AM

Table of Contents

1	Introduction.....	2
2	Administrator.....	3
2.1	Creating a Password Protected Testing Session	3
2.2	Adding Proctor	4
3	Proctor.....	5
3.1	Pausing the testing session.....	5

1 Introduction

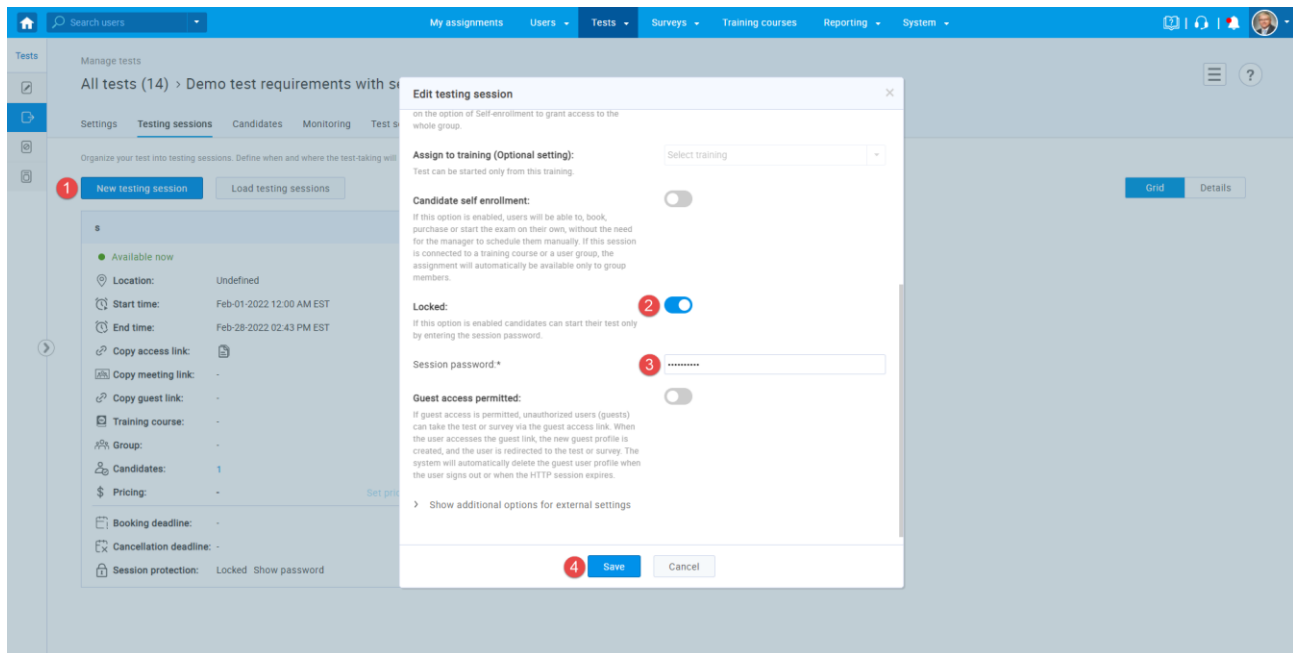
This document's purpose is to explain the requirement R028 - Provide the ability to prevent candidates from beginning the exam until the proctor script is read and the exam password provided.

2 Administrator

2.1 Creating a Password Protected Testing Session

Once you finish the test creation, you can create a password protected testing session by following:

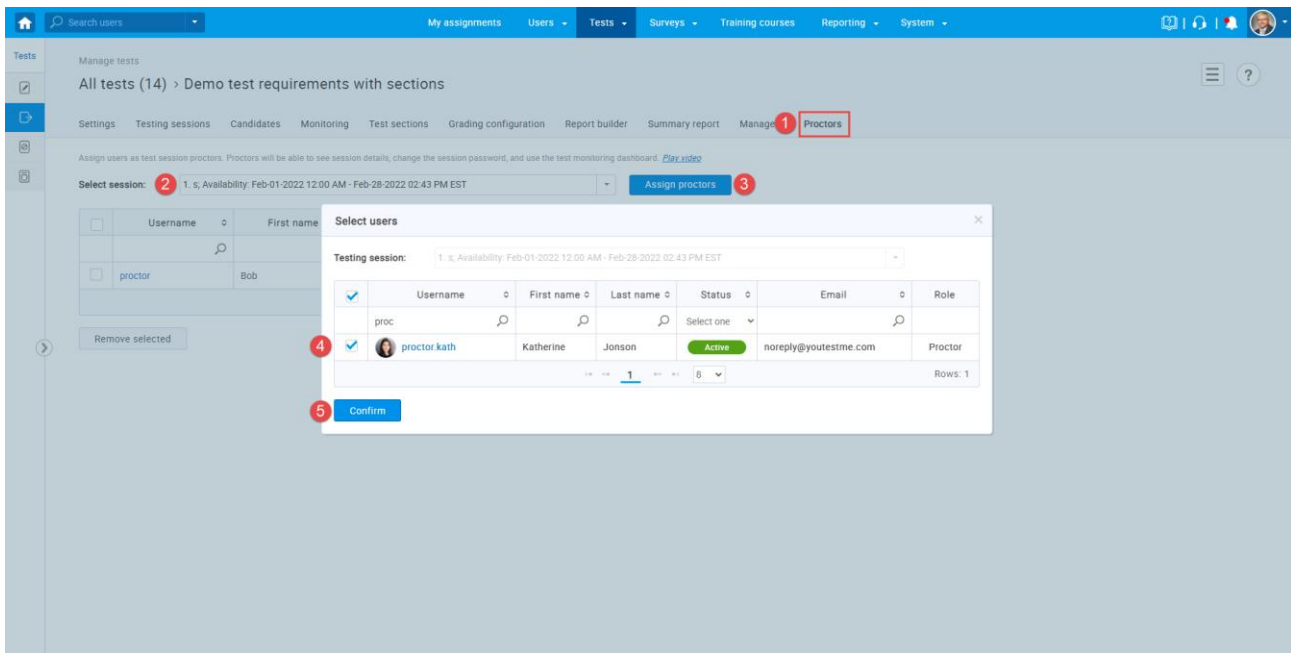
1. Click on “New testing session”.
2. Enable “Locked” option.
3. Enter “Session password”.
4. Click “Save” button.



2.2 Adding Proctor

Proctors can monitor candidate progress on tests pause the test for candidates or prohibit candidates to take the exam. To add a proctor you should:

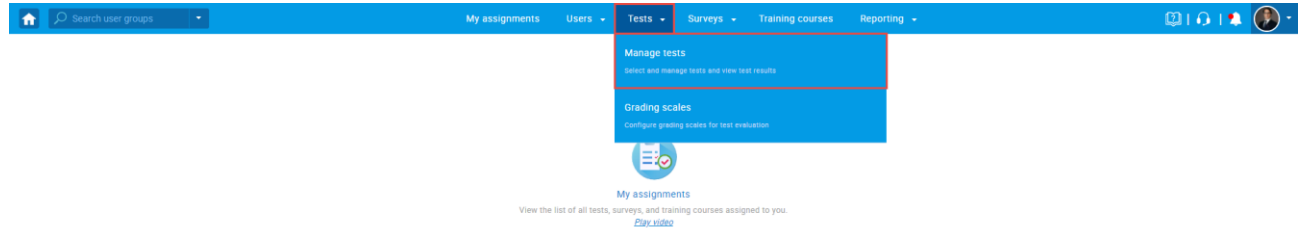
1. Navigate to “Proctors” tab.
2. Select the specific testing session from a drop-down.
3. Click “Assign proctors” button.
4. Select user.
5. Click “Confirm” button.



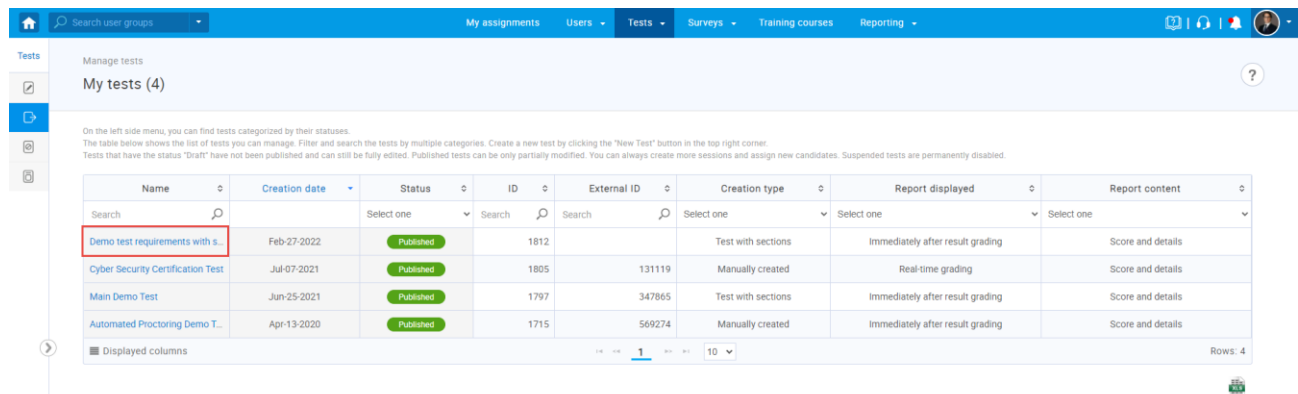
3 Proctor

3.1 Pausing the testing session

Once the proctor is logged in, they should navigate to “Tests” and select “Manage tests”.



Click on the test name to open it.



1. Click on “Monitoring” tab.
2. Click “Pause session” button.
3. Enter the message that will be displayed to candidate once the exam is started.
4. Click “Pause” button.

