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Scantron PASS™ Technical Specifications for Secure LOP Test Administration

System requirements to run Scantron PASS™ for LOP test administration:

Hardware
- 2 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 2 GB RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available disk space (32-bit) or 20 GB (64-bit) -- just for the OS, not applications or data files
- Audio output capability (if the examination being delivered includes audio components)
- Webcam and microphone
- Screen resolution:
  - For best experience, use 1920 x 1080 or higher
  - Minimum acceptable is 1024 x 768
- Optional: Printer (to print candidate score reports)

Software
- Minimum Windows 7 or Mac OS X v10.6
- Latest version of mainstream web browser: i.e., Microsoft Internet Explorer (version 11), Microsoft Edge (latest available versions), Mozilla Firefox (latest available versions), or Google Chrome (latest available versions)
  - NOTE: Internet Explorer 10 is no longer supported by Microsoft after January 31, 2020. Customers are advised to move to another supported browser to avoid any potential testing difficulties.

Telecommunications
- High-speed Internet connection (approximately 2 MB/s upload and download per candidate)
  - Minimum: ISDN connection
  - Preferred: T-1 connection (or greater)
- Browser must:
  - accept cookies from Scantron's site
  - allow popup windows
  - support JavaScript and have it enabled
- Browser must be able to load the following:
  - jQuery, a javascript library (ajax.googleapis.com)
  - AJAX Content (ajax.aspnetcdn.com)
  - MathJax (cdn.mathjax.org)
  - CDN (castlecdn.blob.core.windows.net)
- www.scantronassessment.com should be made a trusted site on all computers used for testing. A trusted site is a Web site that you trust not to damage your computer.

LIVE ONLINE-PROCTORED TEST ADMINISTRATION

Live online-proctored (LOP) test administration allows candidates to complete their examinations from their own computers via an internet connection at a time and place of their choosing. Testing sessions are available 24/7/365, based on seating availability.

Scantron uses its proprietary software, Scantron PASS™, to deliver examinations to candidates. Scantron partners with Examity for the online, real-time monitoring of testing candidates.

The candidate's computer must have webcam capability as well as a microphone and speakers, and the environment should be quiet to avoid distractions and to ensure that the online proctor can hear everything at the candidate's location.
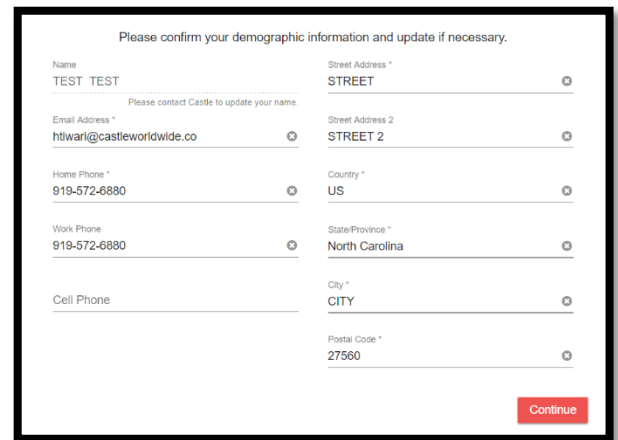
There are technical requirements, such as an adequate internet connection, to ensure that the proctor can access the candidate's computer and that the session can proceed without internet disruption. Candidates are informed of the computer specifications in advance of the testing session.

Test Scheduling

Once the candidate is deemed eligible for testing, the candidate receives the Notice to Schedule email with instructions about how to use Scantron's online test scheduling system to schedule a testing appointment.

The email provides each eligible candidate with a username and password that allow him/her unique access to Scantron's scheduling system.

As part of the scheduling process, candidates first confirm their demographic information, attest to Scantron's privacy policy, and test their computer for both examination delivery and live proctoring system requirements. Scantron **strongly** encourages candidates to perform the system checks during testing appointment scheduling.

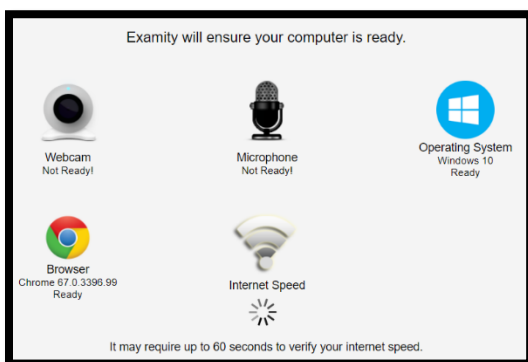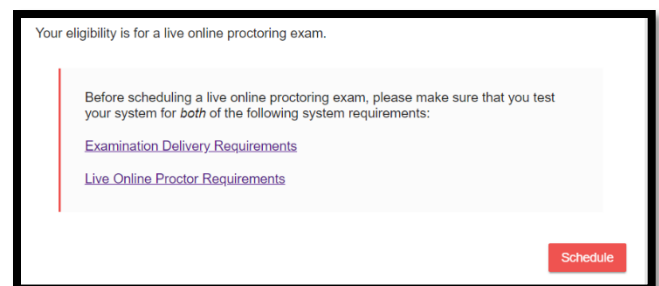

Figure 1: Scantron demographic updates

Figure 2: System check interface

Candidates whose computers fail the check of system requirements receive feedback on the hardware or software issues. The candidate must correct the issue, update the computer, or obtain another computer to complete the testing appointment.

The same system requirements check is included in the confirmation email, and candidates are reminded to perform the check prior to testing.

Following these administrative tasks, the candidate selects "Schedule" to proceed to testing appointment scheduling.

Figure 3: System check links and proceed to scheduling
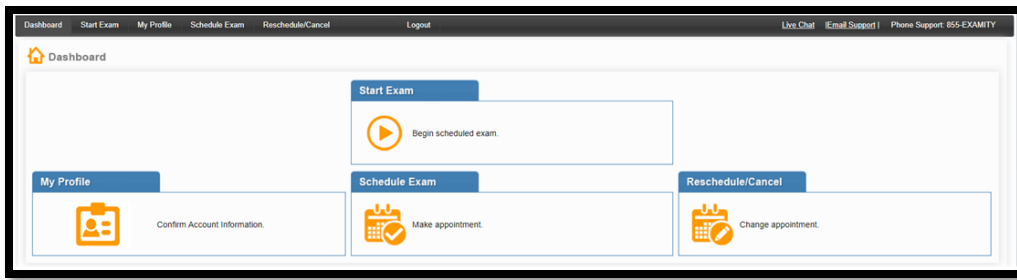
The candidate is directed to Examity's dashboard, where the candidate will need to complete "My Profile," entering their telephone phone and time zone. Then, the candidate selects "Schedule Exam" to proceed.

Figure 4: LOP dashboard

The candidate is directed to the scheduling page to select the exam program and exam name to schedule a testing appointment. Only exam programs and exam names for which the candidate is eligible will appear in the dropdown lists.
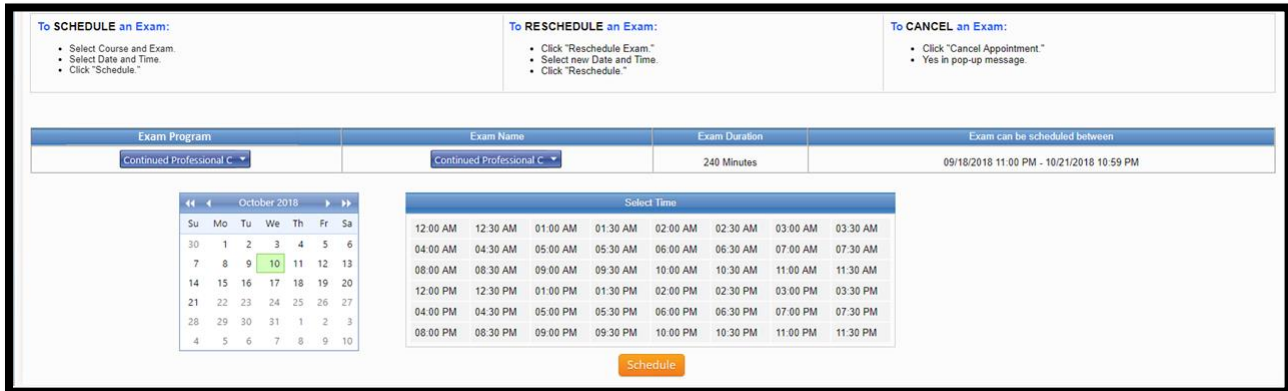

Figure 5: LOP scheduling, rescheduling, and cancellation interface

Once the candidate selects the exam program and exam name, the exam duration and the scheduling window are displayed. Available testing appointments are displayed based on the selection of a date on the calendar. The select time notes the start time for the testing appointment. Once the candidate selects a date on the calendar and a time on the time grid, he/she selects "Schedule" to confirm the testing appointment specifics.

Once the candidate confirms the testing appointment, the successful scheduling is noted on the screen. And, candidates receive a confirmation notice with their testing details.

Confirmation Notice
Scheduled candidates immediately receive two confirmation notice emails with the testing appointment details (date and time) and directions as well as a URL link to initiate the testing appointment at the appropriate time.

In addition, the testing appointment is noted on the Examity LOP dashboard.

The confirmation notice email also provides information regarding an online tutorial of Scantron's test delivery system, Proctored Assessment System (Scantron PASS™). Through the online tutorial, candidates can simulate use of the mouse and keyboard, enter responses, and become familiar with the process for reviewing items and changing responses. This tutorial is provided free of charge.

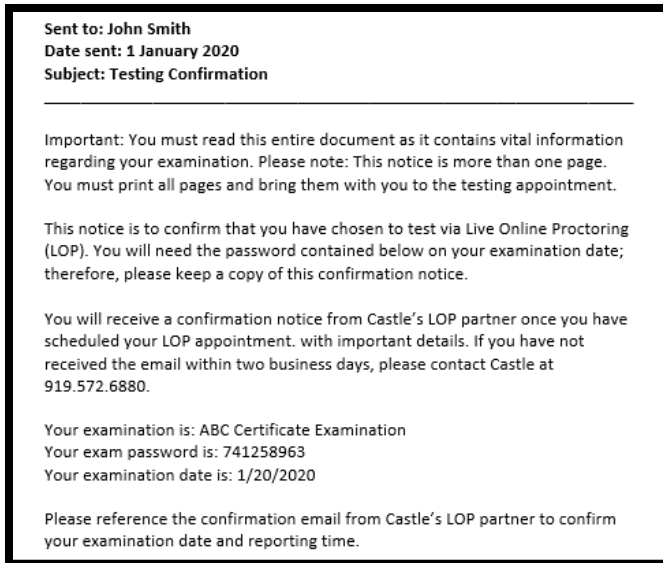Candidates can view a sample test and testing instructions via Scantron's website: https://www.scantron.com/preparing-for-your-test/.

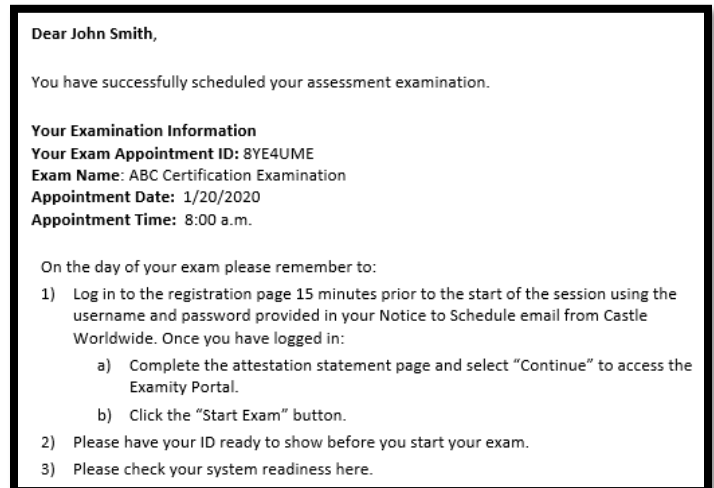*Figure 6: Scantron confirmation email*

Figure 7: Examity confirmation email

Test Rescheduling and Cancellation

Candidates may cancel or reschedule their testing appointments up to two (2) days prior to the scheduled date and time of the testing appointment. Candidates must cancel or reschedule their testing appointments by accessing the online scheduling system and should refer to their Notice to Schedule email for the specific policies concerning rescheduling and canceling. To reschedule, use the link in the confirmation email and login with the username and password provided in the Notice to Schedule email.

From the Examity LOP dashboard, the candidate should select "Reschedule/Cancel" to proceed. The candidate is directed to the scheduling page. Like scheduling, the candidate selects the exam program and exam name to reschedule or cancel a testing appointment. Only exam programs and exam names for which the candidate is eligible will appear in the dropdown lists.
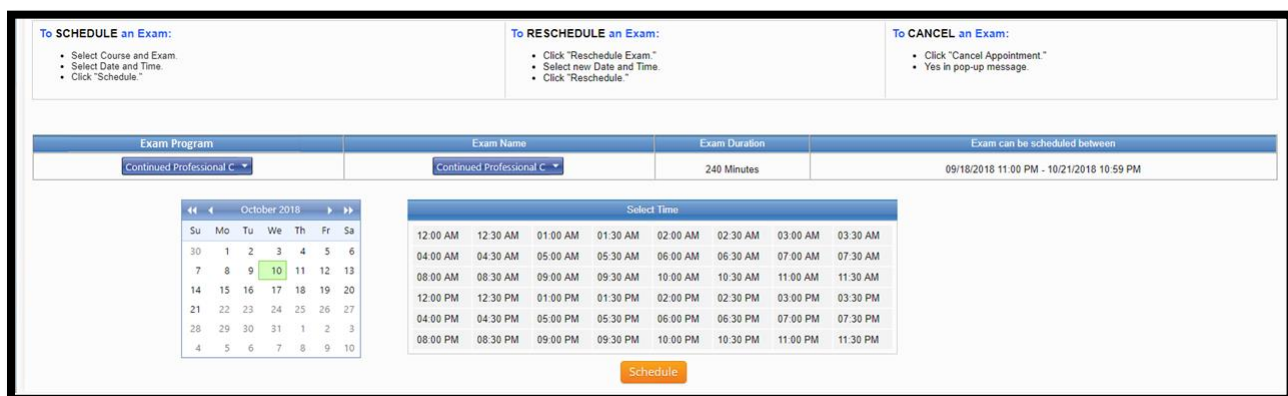

Figure 8: LOP scheduling, rescheduling, and cancellation interface

For rescheduling, the candidate selects a date on the calendar and a time on the time grid, he/she selects "Reschedule" to confirm the new testing appointment specifics. Once the candidate confirms the testing appointment, the successful scheduling is noted on the screen. And, candidates receive an updated confirmation notice with their testing details.

For cancellation, the candidate selects "Cancel Appointment" and indicates "Yes" in the pop-up message that appears on screen. The successful cancellation is noted on the screen.

Please note: If the candidate is more than 15 minutes late to the scheduled testing appointment start time, the candidate will be required to reschedule the testing appointment.

Live Online-Proctored Test Delivery

On the date and time of the candidate's scheduled testing appointment, the candidate clicks on the link provided in the confirmation notice email, entering his/her username and password from the Notice to Schedule email to return to the LOP dashboard. From the dashboard, the candidate selects "Start Exam" to begin the testing appointment.

Please remember: the candidate whose computer fails the check of system requirements must correct or update the issue or obtain another computer to complete the testing appointment; candidates are required to pass the system requirements check prior to testing.

After the system requirements check, the proctor verifies the identity of the candidate by examining the candidate's government-issued ID. The candidate may communicate with the proctor via chat features available within the live online-proctoring launch site or via microphone within the webcam. If directed by the proctor, or in case of technical difficulties, the candidate may contact the proctor by telephone.

The proctor has complete access to the candidate's computer to monitor for unauthorized activities, such as accessing other software applications, using multiple monitors, or having someone else take the examination remotely. The proctor can terminate the testing appointment for integrity reasons at any time.

As part of the login process, the candidate shows the proctor a 360-degree view of his or her environment, including the desk, by holding and moving the webcam or laptop with a webcam as directed by the proctor. After the environment check, the proctor enables the monitoring software, which allows the proctor to watch the candidate via the candidate's webcam and record video and audio during the testing appointment. When the proctor has completed the necessary steps to ensure monitoring, the candidate clicks a link to launch the examination login process.

During the examination login process, the proctor and candidate complete a dual login in which the candidate verifies his or her information, completes the candidate attestation statement, and reviews the testing rules and policies. In addition, prior to launching the examination, the candidate can review the online tutorial of Scantron PASS™.

Testing time for candidates begins when the examination is launched. When candidates complete their examination, they click the "Submit Exam" button and confirm that they are ready to submit the examination. Depending on the examination, a thank-you message or an immediate score report is presented to candidates. Candidates should print this message/report.