

## **PROCTOR U INSTRUCTIONAL TUTORIAL** FOR TAKING THE ONLINE CERTIFICATION TEST

## 1. Visit ACPA website to purchase an online test in the Online Safety Store

https://www.concretepumpers.com/catalog

CATALOG



- 2. Add online test to cart & check out
- 3. Click on "Click here to view your library" on the confirmation screen
- 4. Click on the "Online Certifications" Tab





- 5. Choose the test you want to assign to someone
- 6. Assign an operator to that test
- 7. Complete the application
- 8. Click on "View Details" from the next screen



- 9. Click the "click here to take test" button
- 10. Copy the URL link at the top of the page





## 11. Paste the URL link into an email body, also put the full name of the operator assigned to that test and included their email address and then send the email to Shawna@concretepumpers.com

If you purchased a test for multiple operators, you may send one email with all of the URL links but you will have to include each operators name and email address next to each URL link.

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## 12. You'll receive an email from noreply@protoru.com when you have been approved to schedule your online test

If you send your email after ACPA business hours (8:30 am 5:30 pm ET M-F), you may have to wait until the next business day until you are approved.





14. Follow the instructions in the email. There is a link to click or copy/paste into a browser to accept your invitation

N	noreply@proctoru.com Twe5/2/2022 9-00 AM	3	1
-	To: Nathan Germany		
	"Important Update" Please make sure that you are using the current version of Chrome and have downloaded the ProctorU Chrome extension available at <u>http://bit.ht/proctoruchrome</u> .		I
	Hello ngermany@tri-waycp.com,		
	You have an upcoming test: ACPA Certification Exam		
	You need to schedule and take your exam before 2028-01-01 at 4:00AM (UTC+0000).		I
Þ	You can accept this invitation here: https://go.proctoru.com/invitations/11flPos_AVjxhyS8PwV_0FkSifChXSmGe3Wx4YSE6EnUGFWEihTXEzwfdbF-LQAOXchXsG4uWp2M4IOizIUr9Q/accept		
	Please login at your earliest convenience to schedule your exam.		I
	Watch our Pre Exam Checklist video so you are fully prepared for your exam session.		l
	If you have any questions, please reach out to our support here using this link.		l
	Good luck on your exam! ***American Concrete Pumping Association (ACPA)*** & ProctorU		l

- 15. Fill out the form and create your new user account
- 16. When it asks you if you are an eu citizen and/or current eu resident, answer no and then submit.
- 17. Click schedule to set up a date and time to take the pending test
- 18. Check out of your cart it is free to wait and take the test at your scheduled time but there is a premium option to "take it now" for an additional \$12.00.
- **19. Your scheduled tests will now show up under "my sessions"**

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Active Exams	Testing Center Information Date & Time	Status Actions
		Scheduling Help



- 20. It is recommended to view the resources under the "Have Questions?" link at the top of the page when you are viewing the "My sessions" page
- 21. You will need to have the Proctor U extension added to your browser, the "test my equipment" link will walk you through this step.
- 22. Equipment & Browser Notes: Participants must be on an Apple/Mac or Windows Laptop or desktop computer. Proctor U does not support Chromebooks, tablets or cell phones. Proctor U is only supported on Chrome or Firefox browsers.
- 23. Click "Start Session" at your scheduled session time.
- 24. There is a one-time download of the logmeinrescue.exe remote software for getting connected to your proctor
- 25. Read through and accept the exam rules
- 26. Allow access to you camera and microphone from the pop up boxes.

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- 27. You'll be prompted to share your screen please click "share"
- 28. You'll be prompted to take a picture of yourself line yourself up within the guides and then click "take photo"



- 29. You'll be prompted to take a picture of your ID line your ID card up within the guides and then click "take photo"
- 30. Open your chat box with the owl icon from the bottom of your screen to begin communication with your proctor
- 31. The proctor will introduce themselves, go over an integrity policy and share exam rules. You'll then type back "I agree". Exam rules include:
  - Required to sit at a desk or table with a hard surface
  - Reposition if needed so that the door is behind you
  - Any unpermitted breaks may result in the exam being shut down
  - All headphones and watches must be removed prior to the exam
  - No food is permitted during the exam
  - Speaking/reading aloud during the exam is not permitted



- 32. Work with the proctor to secure your virtual environment as requested
- 33. Work with the proctor to secure your physical environment as requested which includes but is not limited to showing the proctor that you're not wearing any watches or listening devices on your ears



34. The proctor will launch the exam and you'll enter your credentials

<ul> <li>certification.concretepumpers.com/certification/online/register/93fd5ab7-b16f-4bc9-b002-b60ad35334fd</li> <li>AMERICAN CONCRETE PUMPING ASSOCIATION The Source for Concrete Pumpers, Commatans, Manufacturers, Distributors and Professionals Engaged in the Concrete Pumping Industry.</li> <li>Home</li> <li>Take your online test.</li> <li>ssn * Enter the last four digts of your social security number.</li> <li>First name * Be sure to use the operator's full legal name and not a nickname.</li> </ul>
MERICAN CONCRETE PUMPING ASSOCIATION The Source for Concrete Pumpers, Contractors, Manufacturers, Distributors and Professionals Take your online test. Ssn* Letter the last four digts of your social security number. First name * Letter the last four digts of your social security number. First name * Letter the use the operator's full legal name and not a nickname.
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35. Continue to take the exam until you are finished and then submit the exam and disconnect from your proctor.

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