PROCTOR U INSTRUCTIONAL TUTORIAL
FOR TAKING THE ONLINE CERTIFICATION TEST

1. Visit ACPA website to purchase an online test in the Online Safety Store
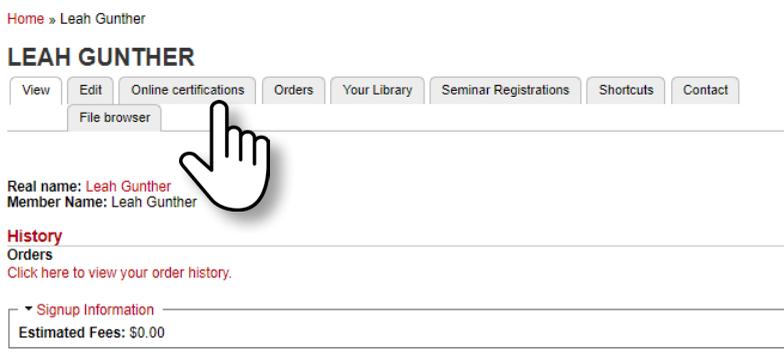
https://www.concretepumpers.com/catalog

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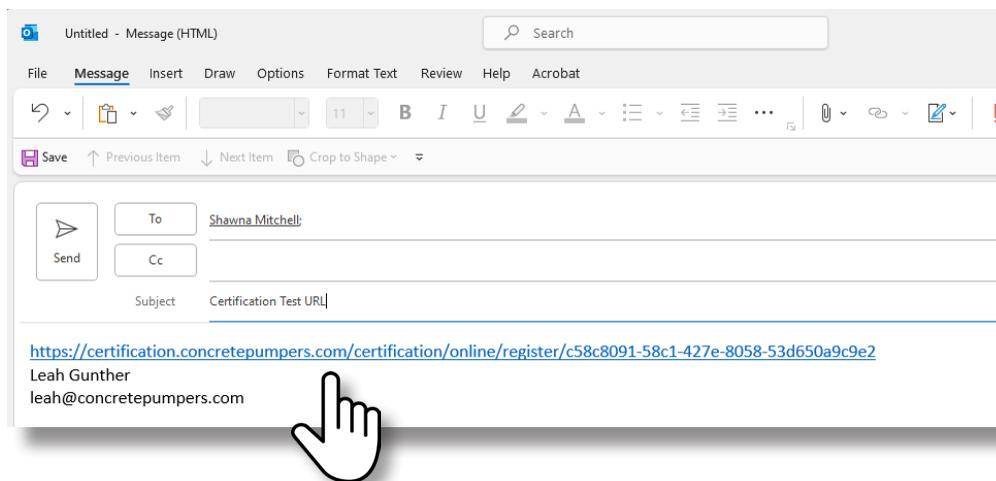
12. You'll receive an email from noreply@protoru.com when you have been approved to schedule your online test

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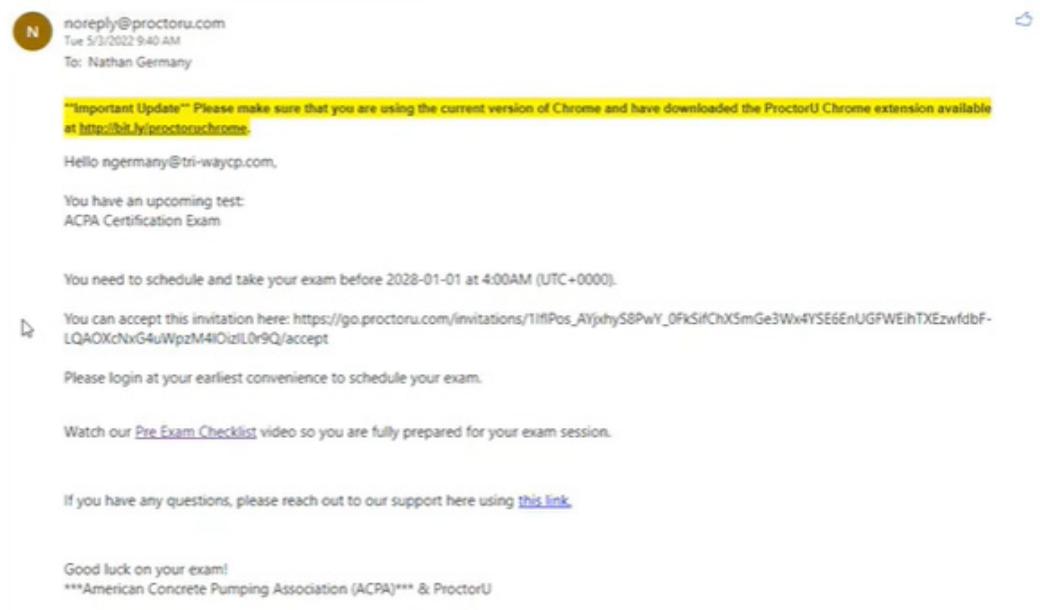
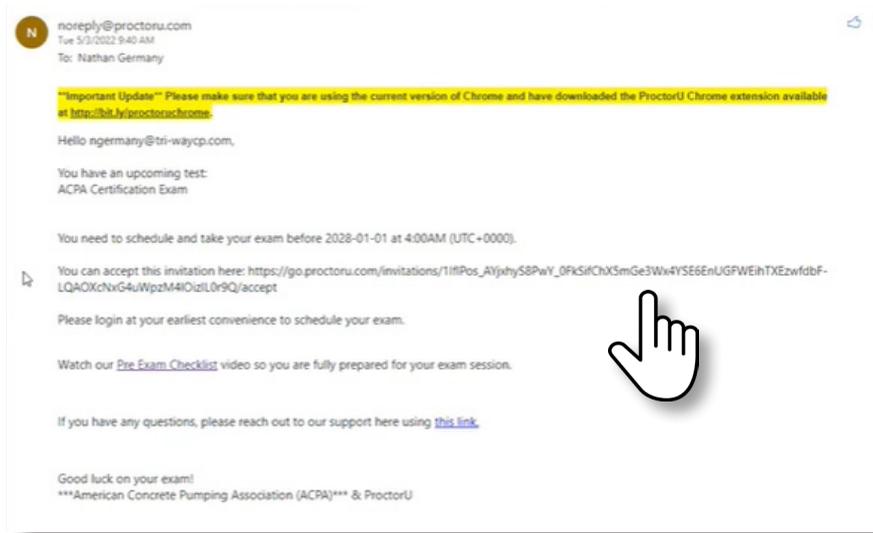**14. Follow the instructions in the email. There is a link to click or copy/paste into a browser to accept your invitation**

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"**
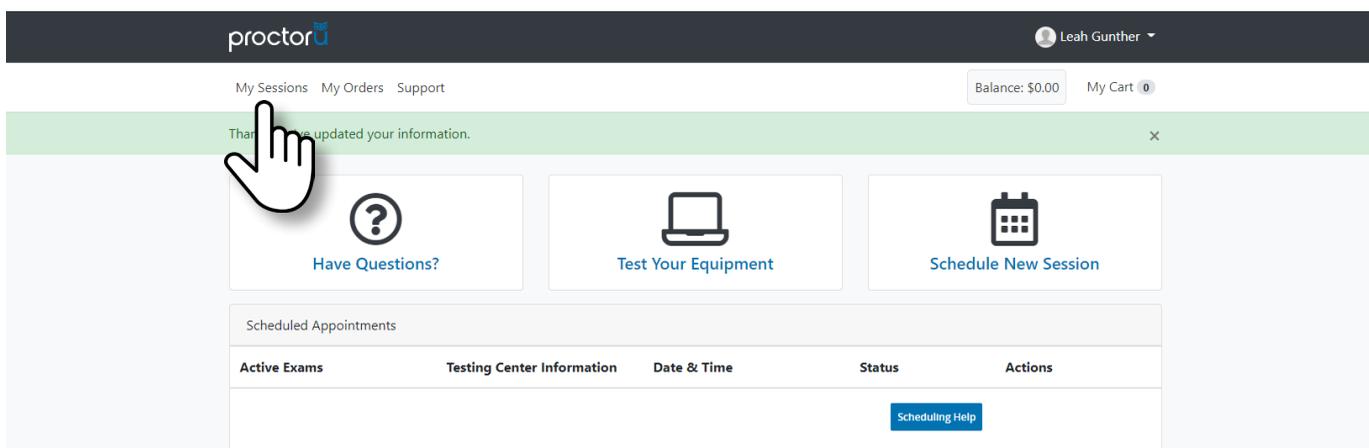
20. It is recommended to view the resources under the "Have Questions?" link at the top of the page when you are viewing the "My sessions" page

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.
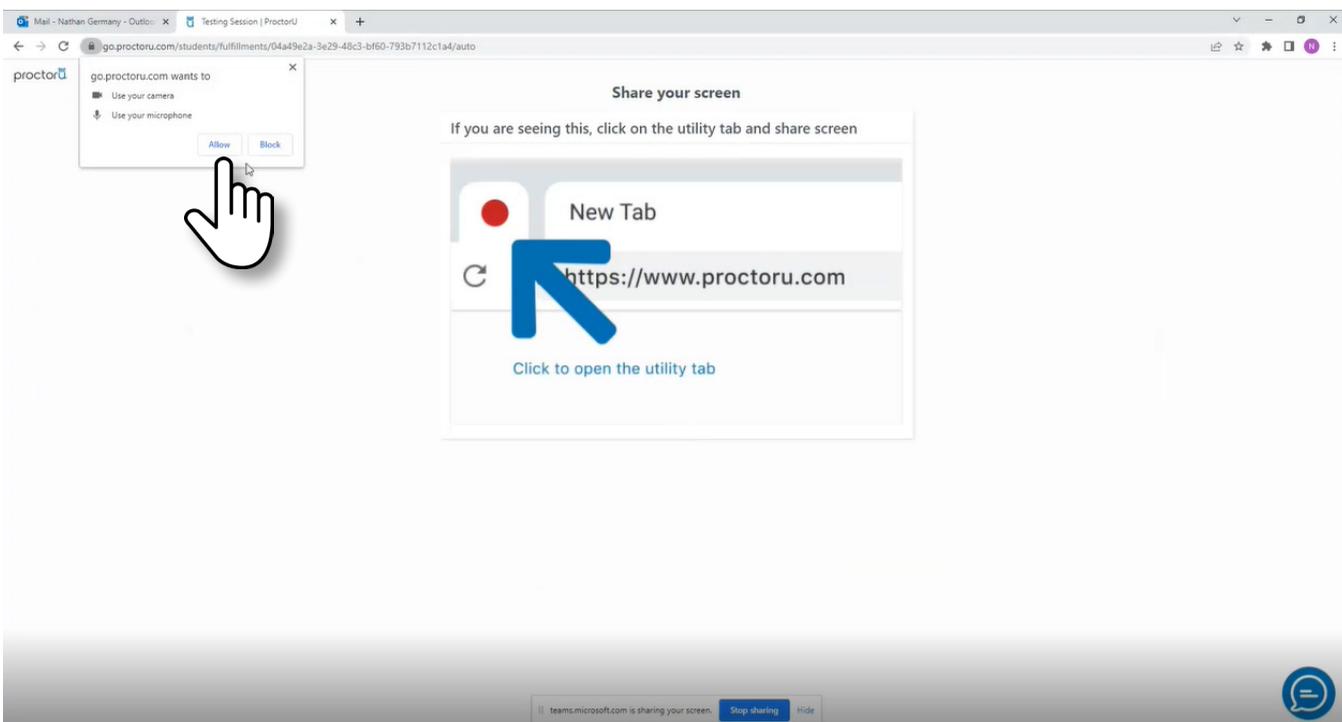
27. You'll be prompted to share your screen - please click "share"

28. You'll be prompted to take a picture of yourself - line yourself up within the guides and then click "take photo"
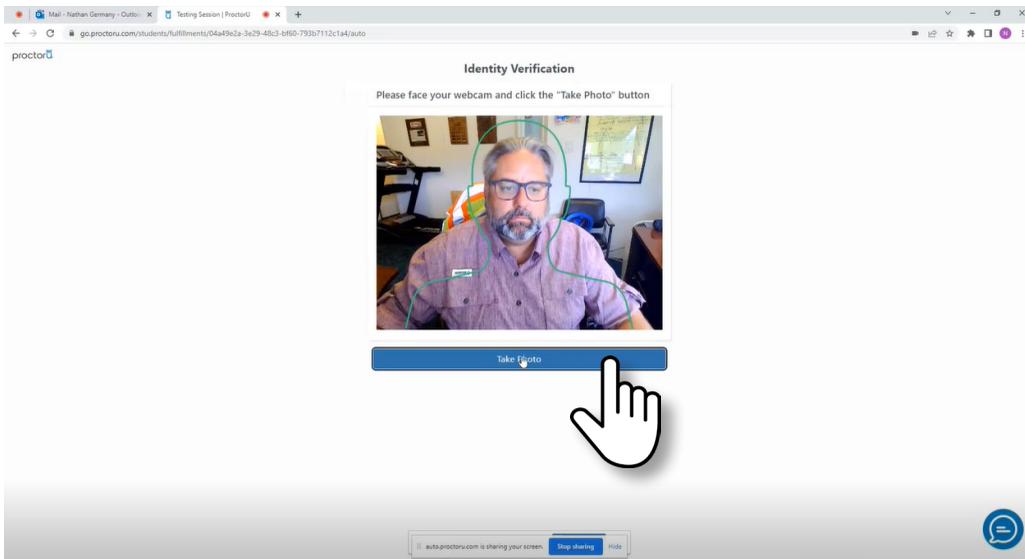
29. You'll be prompted to take a picture of your ID - line your ID card up within the guides and then click "take photo"

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
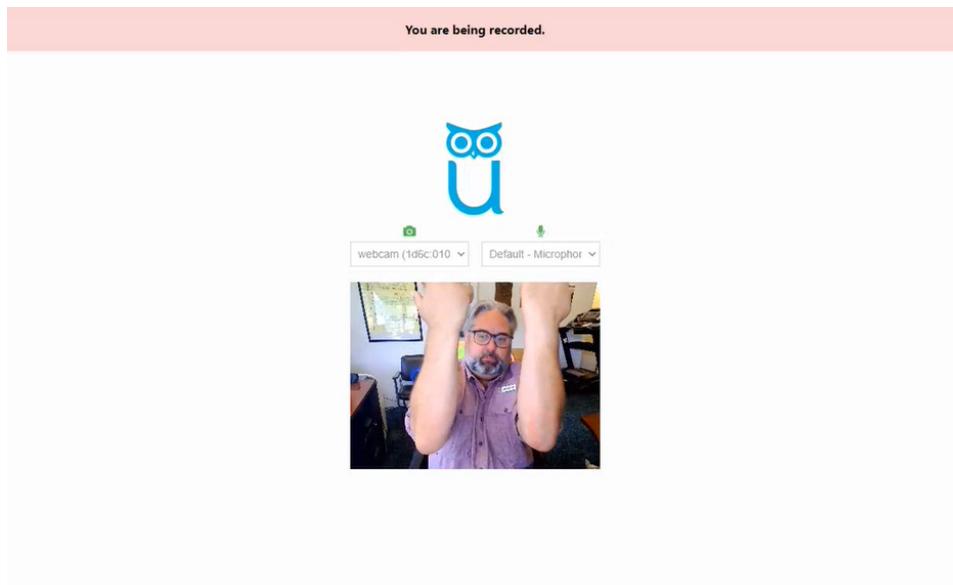
34. The proctor will launch the exam and you'll enter your credentials
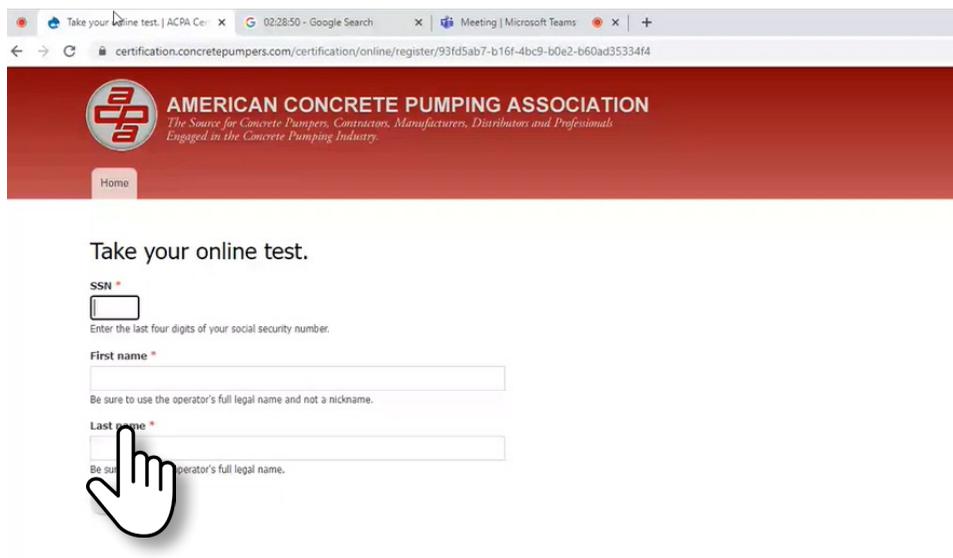
35. Continue to take the exam until you are finished and then submit the exam and disconnect from your proctor.