

ATMAE On-Line Exam Information for Proctors
The Association of Technology, Management, and Applied Engineering
GROUP EXAM SESSIONS

PROCTOR EXAM INSTRUCTIONS: Examination is an open-book 2.0 hour session.

- 1) Proctors will receive the session serial number, examinee and proctor passwords, and test start and end dates by email.
- 2) As proctor, you will access the testing site at <http://exam.atmae.org> and use the log-in credentials as provided.
- 3) Have each examinee log onto the testing site at <http://exam.atmae.org> using the session serial number and examinee password as provided.
- 4) Instruct each examinee to read the instructions provided on-line and wait until you instruct them to start the test.
- 5) As proctor, you should login and monitor your screen as each examinee finishes initial log-in procedures and answers the demographic and Confidentiality Waiver questions.
- 6) You should not start the test until all examinees have properly logged in to the test. Students can log in to the test after you have started the test; however, their time for the exam starts when you as the proctor start the exam for everyone.
- 7) Please make a written note of the "Resume" code that is needed in the event of internet connection failure. This code will help you resume the exam; however, the clock does not stop once you have started the exam. If you have lost the connection, you will need to get back in to the test site as quickly as possible.
- 8) Certification application forms: Examinees wanting to join ATMAE and become certified can do so immediately upon passing and completing the on-line exam or you can direct them to the ATMAE website to complete the required application at a later date.
- 9) An invoice will be emailed to the requester shortly after the exam is complete. Results are ready within ten (10) days after receipt of this form and payment. Scores are not released until a Purchase Order or payment is received. All major credit cards are accepted.
- 10) For support during business hours, please call the ATMAE office at (919) 635-8335.

EXAM ADMINISTRATOR/PROCTOR'S CERTIFICATION

I attest that I have followed all instructions provided by the ATMAE office regarding the issuance of the ATMAE on-line exam:

Signature of Examination Administrator/Proctor

Date: _____ **Exam Serial Number:** _____

PLEASE RETURN THIS SIGNED FORM VIA FAX (919) 779-5642 OR MAIL TO:

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