

ATMAE On-Line Exam Information for Proctors
The Association of Technology, Management, and Applied Engineering
INDIVIDUAL 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) Because this type of session is set up as a group of individual exams, you will not be required to “start” the exam. Please ensure that examinees log in correctly and only once at the testing site. Once examinees have accessed the test site, please instruct them to review the on-line instructions.
- 5) From the proctor page, you will be able to see who has completed the exam and how long the exam took to complete. You will also be able to grant additional time for students having documented special dispensation.
- 6) The two-hour test window begins after the students log in and enter demographic information. A “Resume” code will be provided; please ask each person to make a written note of it. This code will be needed if internet connectivity is lost or examinees are required to evacuate the facility. Proctors can grant extensions for an appropriate amount of time to affected examinees. Extensions are not to be used to allow an examinee to stop the exam and resume testing at another time.
- 7) 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.
- 8) 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.
- 9) 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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