

## Guidelines for Meazure Learning Live Online Proctored SES Methods Knowledge Exams

### CONNECTIONS TO MEAZURE LEARNING:

- Meazure Learning implemented a system update on October 16, 2022, to transfer key software and infrastructure components (formerly with Scantron) to the secure Meazure Learning environment. Please connect to the following web addresses, as needed.
- Registration login is at [Login | Meazure Learning – Candidate Services](#)
- The Connect system url is <https://assessments.meazurelearning.com/connect/client-name>
- The website to access test site cities and other information is <https://www.assessments.meazurelearning.com/login/>. You can find practice tests also within this url.
- The new sftp endpoint is <ftp.assessments.meazurelearning.com>.
- Autoloader url is <https://assessments.meazurelearning.com/loader/Login.aspx>
- The general inbox for candidate inquiries is now [candidatesupport@meazurelearning.com](mailto:candidatesupport@meazurelearning.com)

### GENERAL INFORMATION:

- For the online exams, you will be permitted to make changes to an existing LOP appointment no less the 24 hours in advance of the scheduled appointment, be it a reschedule or cancelation of the appointment. You may do so by accessing your confirmation email, received after scheduling, or their Notice to Schedule email. Once the rescheduling request is submitted, you will automatically receive an email confirming your new appointment time. Should you not reschedule or cancel an appointment or log in at the scheduled time of the exam, you will be considered a no-show. You will have to reapply to sit for the exam, paying the registration fee again.
- Your exam space must be private separate from any public space such as library, computer lab, or coffee. Your exam space must be well-lit and quiet, and free of any interruptions from others. You should be seated at a hard surface like a desk or table preferably with your back to the main room entrance. Standing desks will not be permitted.
- You will be required to do a room scan before your exam can begin. This will include a 360-degree pan of the room in which you are testing; therefore, please be sure that your webcam can be rotated to view the entire room and workspace including behind your computer and underneath your desk. In addition, you will be required to show your computer monitor from a reflective surface such as a mirror or cell phone. If you use a cell phone, the proctor will instruct you to store the phone away from the exam area after completing the room scan.
  - Your desk space must be completely clear of any items not approved for use on your exam (see list of prohibited items below).

- You must be alone in the room throughout the test. Friends, relatives, pets, and children will NOT be allowed in the room, or in the vicinity, in which you are testing.
  - You may not use dual or multiple monitors during the exam. If you have a second monitor, please unplug it, and place it out of reach.
- Your computer must be plugged into a power source (you may not rely on battery power for the exam). The computer must remain plugged in for the entirety of the exam session.
- The proctor must be able to see you (webcam) and hear you (microphone) for the entirety of the exam session.
  - Please ensure you remain within the webcam frame. If you do not, the proctor will ask you to please adjust your camera.
  - The room in which you are testing must be well lit to ensure visibility for the proctor.
- You must shut down all programs that aren't needed for the exam (including VPN).
- Once your exam has started, no talking unless you are asking the proctor a question. You are not permitted to read exam questions out loud.
- If your exam timer runs out, your exam will auto-submit.
- Computer-based tests are delivered via secure internet connections. Internet connections are subject to the local internet providers in the area. While it is not the norm, internet connections can be lost momentarily. If this occurs, inform the proctor that your connection has been lost and they will assist you in logging back into your exam. Upon logging back into the exam, you will resume at the first unanswered question. Your exam time remaining will be the same as it was when the internet connection was lost. Even though internet connections are secure, you are strictly prohibited from attempting to access any information, programs or websites while testing.
- Connecting with the proctor: If you have difficulty connecting to the proctor to start your test, contact Proctor U support at 1-855-772-8678. If you continue to not be able to connect or access the test, you may ask to reschedule. Once you access the exam and see exam content, you will not be able to reschedule if you are disconnected and are unable to reconnect.
- Disconnections: You must NOT continue with the exam if you are disconnected from the proctor. Doing so may invalidate your exam and prevent you from retesting. You will receive a popup message to reconnect to the proctor. If you need assistance reconnecting, please contact ProctorU support at 1-855-772-8678. If you are unable to complete your examination, you must contact [candidatesupport@meazurelearning.com](mailto:candidatesupport@meazurelearning.com) within 24 hours of your appointment.

#### PROHIBITED ITEMS:

- All candidates are expressly prohibited from having the following items in the room in which they are testing:
  - headphones or earbuds,
  - watches of any kind,
  - cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy or otherwise copy test materials,
  - book bags, luggage, purses, or handbags,
  - additional computers, monitors, PDAs, iPods, mp3 players, pagers, or other electronic devices with one or more memories,
  - coats and jackets (Please note that sweaters and sweatshirts without pockets or hoods are permitted.)
  - hats, hoods, or other headwear are not permitted in the examination room unless required for religious purposes.
  - any other person(s), including co-worker, friend, relative, pet, or children.

#### EXAM SESSION SPECIFIC INFORMATION:

- You must remain in your seat and visible to the proctor during the exam. If you leave your seat, the proctor will end your exam session and you will forfeit your exam fees. Please, use the restroom before the start of your exam. The Measure proctor will allow for emergency bathroom breaks as a standard policy. The proctor will file an incident report and require that the room be re-secured upon your return.
- You are permitted to use the online calculator built into the exam software for any calculations the exam requires. You may NOT use a physical/handheld calculator during the exam.
- You are permitted to bring five sheets of blank scratch paper during the exam and up to three writing utensils including a text highlighter. You may make notes on the permitted scratch paper during the exam or on any of the reference materials allowed for the exam (see below). The proctor will not require you to destroy any scratch paper notes you make during the exam when you finish your exam session. The SES expects you to demonstrate the highest ethical behaviors, including securing or destroying such notes to maintain the integrity of the exams and exam questions.
- You may use any hard copy reference materials during the exam, including dictionaries, regulations, technical guidelines, notes hand-written on paper, and formula sheets.

Please note: This exam is delivered via Live Remote Proctoring (LRP). By taking this exam, you are attesting that you understand that your examination session, including video, is recorded and may be saved for up to two years. The recordings will be deleted no later than two years after the

exam date. By agreeing to take this exam, you agree to have your examination session recorded and reviewed by the testing agency and testing program owners.

#### HELPFUL LINKS:

##### Extension Links and Browser Information

<https://support.proctoru.com/hc/en-us/articles/360035672491-Which-Browsers-Are-Supported-Live+>

##### Live+ Resource Center

<https://www.proctoru.com/live-plus-resource-center>

##### Help Center Link

<https://support.proctoru.com/hc/en-us/categories/115001818507>

##### System Requirements

<https://www.proctoru.com/live-plus-resource-center#system>

##### Exam Expectations

<https://support.proctoru.com/hc/en-us/articles/360043127892-What-am-I-allowed-and-not-allowed-to-do-during-my-exam-Candidate>

##### Candidate Facing Video

<https://www.youtube.com/watch?v=5gdh46rBvbU>