REMOTE PROCTORING WITH THE PROCTORING PORTAL SUBSCRIPTION

Version	Format	SKU	Price
Annual	Online	OL-PP1Y	$600
One-time	Proctor Training	1-10 proctors	$200*
One-time	Proctor Training	11-20 proctors	$400*

*Optional

Summary

FEATURES
Includes a set-up packet for the use of remote proctors on the Ramsay Corporation Online Testing System

Provides documentation and allows the use of a portal for proctoring online tests remotely.

Basic prerequisites:

- Use of web conferencing service
- Proctor must have computer with internet access and headset with microphone
- Test taker must have a computer and either a webcam attached to computer/built-in to laptop or a smartphone with the web conference software

Training Sessions

- Single one-hour session, in web conference format, for test administrators
- Remote proctoring subscription required
- Covers process for proctoring remotely:
  - o Setting and enforcing policies
  - o Steps in troubleshooting
  - o Entire process from start to finish, and proctoring script templates
- Q&A and assistance with customization of setup for your company

Description

The *Ramsay Corporation Job Skills (RCJS) Proctoring Portal Subscription* and accompanying remote proctoring guidelines were developed in 2020 as an enhancement to our Online Testing System in response to increased requests for remote proctoring options. It allows customers to use Ramsay Corporation's Online Testing System in a remotely proctored format. Whether remotely administered or administered in-person, the most important goal of proctoring is ensuring accurate results from the tests administered. This allows the results to be used confidently for their intended purposes. Proctoring in a remote environment, however, does present challenges that are not common in on-site proctoring.

By subscribing to the Proctoring Portal features, you will receive in-depth guidelines for proctoring online tests remotely, including policy templates, a preparation checklist, step-by-step instructions for the proctor and the test taker, and a troubleshooting guide. This will allow you to administer tests to candidates with confidence without the requirement of traveling to your location or finding a testing center. Most importantly, the Proctoring Portal will be added to your company's Online Testing System account. This page allows the proctor to view submitted answers in real time and includes a "Pause Test/Resume Test" button to use in case of a technical issue or suspected cheating. Having the ability to pause, resume, or terminate a session remotely means that you do not sacrifice the integrity of the test and test results, nor do you have to scrap a test entirely in case of technical issues. Administrators can also generate passwords for proctors to use to access the Proctoring Portal without having to give them administrative access to the Online Testing System.

You can review all of the new features on our help pages for the Proctoring Portal at http://help.ramsaycorp.com/topics/advanced-features/proctoring-portal.

A *Proctoring Portal Subscription* does NOT renew automatically each year.