



# **Chi Tester User Guide**



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# Setting up a proctor

After logging in to Chi Tester, follow the steps below to set up a proctor.

## *To set up a proctor*

**1.** From the main window, select the Distance Tests tab.

» *The Distance Tests page appears.*

**2.** Near the bottom of the page, select the Set Up a Proctor button.

» *The Find a Proctor window appears.*

**Note:** The "click here" hypertext will link you to an example of a proctor submission form.

**3.** Read the instructions, check the box to confirm you have read the provided statement, then select Next.

» *The Proctor Search window appears.*

**4.** Read the instructions, then select the option that best suits your needs.

- **Search Existing Proctors button.** Find an approved proctor you already know.

- **Create New Proctor button.** Add a new proctor to the system.

**Note:** The "here" hypertext opens a map of approved proctors from all over the world.

# Finding an approved proctor by location

The map tool allows you to find approved proctors in geographic areas.

## *To find a proctor on the map*

1. Navigate to the location you want to search in.

The map functions like Google Maps. Zoom and satellite/street view functions assist your search.

2. On the map, click the red marker closest to your location.

» The proctor information window appears.

3. Click Use this proctor.

4. Follow the steps in Create a New Proctor (found below) to fill out and submit the proctor approval form.

# Searching for proctors

If you know a proctor in your area, or the name of a proctor, you can search for them using these steps.

## *To search for a proctor*

1. In the Proctor ZIP or Last Name box, enter a proctor's ZIP code or last name, then click Search Existing Proctors.

» A list of matches appears in the proctor table.

2. Select a proctor from the list of search results.

3. Follow the steps in Create a New Proctor (found below) to fill out and submit the proctor approval form.

# Creating new proctors

You can create new proctors. These steps guide you through the Proctor Approval Form Builder.

## *To create a new proctor*

- 1.** On the Proctor Search Window, select Create New Proctor.  
*» The Proctor Approval Form Builder appears.*
- 2.** Fill out the form, then select Print Form/Submit.  
*» Chi Tester automatically creates an official form using the information you provided.*
- 3.** Print the form, then **you and your proctor must sign it.**
- 4.** Fax the form to Weber State University (1-801-999-9999), then click Next.

*» The Approval Information window appears.*

**Note:** If your proctor is approved, you will receive an email within 3 days.

- 5.** Read the proctor approval information, then select Finish.

# Requesting a test from a proctor

To take a test, you must first request it from an approved proctor.

## *To request a test*

**1.** From the main window, select the Distance Tests tab.

» *The Distance Tests page appears.*

**2.** From the My Proctors tab, select your proctor's name.

» *The Proctor Information window appears.*

**Note:** The proctor's status will say Approved if the proctor has been approved. Use the proctor's phone number to coordinate tests.

**3.** From the list of buttons, select Request Tests For This Proctor.

» *The Test Request window appears.*

**Note:** The Comments box will inform you of any problems. (Ex: proctor not approved.)

Also, the View Request button allows you to see all exams you have requested.

**4.** From the list of available options, select your test, then click Request Proctor Test.

You can search for your test in several ways:

- **Search by course.** Find your course by name or number. For example, BTNY 3504.

- **Search by instructor.** Find your course by looking for your instructor's name.

- **Search by name.** Find your course by looking for the name of the test itself.

### *To request a test , continued...*

5. Ensure your requested test appears in the list, then click Done.

**Note:** If your test is not listed, please refer to troubleshooting.

## Taking a test

After logging into Chi Tester, follow the steps below to take your Test.

### *To take a test*

1. From the main window, select the Testing tab.  
» *The Testing page appears.*
2. Search for and select your test, then click Take this test.  
» *The Confirm Test window appears.*
3. Have your proctor enter the test password, then click Begin Test.  
» *Your test begins.*

## Reviewing a test

Reviewing your test allows you to see which answers you answered incorrectly.

### *To review a test*

1. After completing your test, the Test Complete window appears. Select Review this test.  
» *The Confirm Test window appears.*

**Note:** Review this test only appears if your instructor has enabled reviewing.

2. Have your proctor type the same password used to begin your test, then select Review this test.

# Frequently asked questions

The following section illustrates frequently asked questions concerning the processes discussed in this document.

**1.** What do I do if the proctor's test code does not work?

*Your proctor has been given instructions to fix this complication.*

**2.** The comment box says my test is no longer available. What do I do?

*Contact your professor as soon as possible.*

**3.** My proctor did not show up for my exam. What do I do?

*Your proctor should have provided you with contact information. Inform your professor immediately if this problem occurs.*

**4.** How long will it take for my proctor to be approved?

*An email should be sent to you within three days of proctor request.*

**5.** Who do I contact for problems with Chi Tester?

*Chi Tester Support can help you resolve issues.*

**Phone:** (801) 999-9999

**Email:** [email]@weber.edu

**6.** Who do I contact for problems regarding proctor setup?

*Proctor Support should be your first stop for help.*

**Phone:** (801) 999-9999

**Email:** [email]@weber.edu



# Other helpful information

This section will provide you with further information on the topics discussed in this document.

- Contact information for problems with Chi Tester/Proctor Setup

*Chi Tester Support*

**Phone:** (801) 999-9999

**Email:** [email]@weber.edu

*Proctor support*

**Phone:** (801) 999-9999

**Email:** [email]@weber.edu

- Websites with further instruction on Chi Tester

<http://departments.weber.edu/ce/distancelearning/testing.aspx>.